

# **HOOVER CITY SCHOOL DISTRICT**

**INTERMEDIATE – MIDDLE - HIGH SCHOOLS**

**CODE OF STUDENT CONDUCT**

**2014-2015**

**Safe School Hotline  
439-1090**

**This document has been printed for the 2013-2014 school year and supersedes  
all previous Code of Conduct information.**

# **HOOVER CITY SCHOOL DISTRICT**

## ***CODE OF STUDENT CONDUCT***

### **2014-2015**

#### **HOOVER CITY BOARD OF EDUCATION**

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**Mrs. Melody Greene, Assistant Superintendent of Administration**

**Dr. Ron Dodson, Assistant Superintendent of Curriculum and Instruction**

#### **EQUAL EDUCATIONAL OPPORTUNITIES**

(Board policy, 6.6) No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. The district also provides equal access to the Boy Scouts and other designated youth groups.

Dr. Barbara Mayer, IDEA Coordinator  
Mrs. Marley Stephens, Section 504 Coordinator  
Dr. Debra Smith, Title I Coordinator  
Mrs. Tammy Dunn, Title II Coordinator  
Dr. Barbara Mayer, Title III Coordinator  
Mrs. Melody Greene, Title IX Coordinator

Hoover City Schools  
2810 Metropolitan Way  
Hoover, AL 35243  
(205) 439-1000

#### EQUAL EMPLOYMENT OPPORTUNITY

(Board policy, 5.13.1) The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in 4.6.2, the general complaint (grievance) policy (4.6.1) may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

Mrs. Mary Veal, Equal Opportunity Employment Coordinator  
Hoover City Schools  
2810 Metropolitan Way  
Hoover, AL 35243  
(205) 439-1000

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## **STUDENT DISCIPLINE -CODE OF CONDUCT**

### **INTRODUCTION**

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

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

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

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board views the school as a place where students have the opportunity to experience academic and social success. Success contributes to positive student self-esteem, which, in turn, translates into positive student behavior. By providing opportunities for students to learn concepts, practice skills, and reinforce learning,

a positive environment shall be created which promotes academic and social success.

The total school program focuses on developing each student into a competent, self-disciplined and self-directed learner of good character. Thus, emphasis is placed on teaching responsibility for one's behavior, modeling the behaviors desired of students, and identifying and resolving inappropriate behaviors. At all times, discipline is built within an atmosphere of self-respect, respect for others, and respect for the learning environment.

School policies are intended to allow for opportunities for students to develop self-discipline while providing boundaries within which individuals find emotional and physical security. It is essential that all persons (students, school personnel, and parents) accept responsibility for their actions. It is equally important that inappropriate behaviors be skillfully confronted and redirected.

Students must understand that, while these policies provide a means for resolving misconduct or inappropriate behaviors, certain violations will result in removal from the regular instructional program. In all such cases, and throughout all other phases of school activities, students and parents have a right to expect assistance from and professional involvement with school personnel.

Students, parents, and staff must work cooperatively to support the rights of students while helping students accept responsibility for their academic and social growth.

The Board authorizes the Superintendent to establish procedures to accomplish the intent and spirit of Board policies related to student rights and responsibilities.

## **DISCIPLINE**

Discipline (rules and regulations) shall at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded students prior to imposition of consequences. Due process afforded shall be commensurate both with the gravity of the offense and with the severity of the contemplated penalty.

The Board expects all school personnel, including bus drivers, lunchroom personnel, custodians, and secretaries in the schools to be treated with respect and dignity just as the student should receive the respect of staff members. It is imperative that the teacher be in charge of the class; anything less would lead to a poor educational opportunity for all. All schools in the Hoover School System operate on a "closed campus" policy. This means students must stay in the school building or on the campus from the time they arrive, even if the daily schedule has not begun, until they are dismissed. All staff members are responsible for the supervision of students anywhere on school property as well as at any school activities away from school property and have the authority to require students to meet behavior expectations. Hoover City Schools students who fail to follow the discipline policy on all Hoover City Schools' property, while riding

on a Hoover City Schools' bus, or participating/attending extracurricular activities on or off campus will be subject to the discipline process.

Students are expected to behave in a respectful, responsible, and resourceful manner while traveling on a Hoover City Schools' bus. Any behavior that has the potential to compromise bus safety will be considered a serious violation of these behavior expectations.

### **Discipline Process: Classroom Management Level**

The greatest opportunity for students to learn self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. Teachers shall plan and implement effective personal and instructional strategies which are designed to encourage self-respect and respect for others and to prevent and manage student misbehavior.

When a student shows a lack of respect for established rules, teachers shall assist the student in recognizing the inappropriate actions, identifying the rule the student is breaking, and developing a plan for making more appropriate choices. Teacher/student conferences, teacher/parent/guardian conferences, teacher/student/parent/guardian conferences, counseling services, and instructional support will be used in an attempt to redirect students before situations warrant punitive measures.

Teachers shall apply logical, appropriate consequences for student misbehavior, including, but not limited to, immediate intervention, student conferences, parent/guardian conferences, loss of free time, and before and after school detention. Student misconduct which is serious or frequent enough to cause significant disruption in the instructional program shall be referred to an administrator for appropriate disciplinary action.

### **Discipline Process: Administrative Level**

The principal is ultimately responsible for the orderly operation of the school program. The principal, with the assistance of his/her staff, will maintain an atmosphere or climate within each school that will support and allow for a strong teaching/learning environment. Failure of any student to adhere to classroom or school rules may result in the imposition of appropriate consequences by the principal/ designee. Consequences which require students to attend school during non-school hours will be assigned with adequate student/parent/guardian notification prior to the consequence, and transportation will be the responsibility of the parent/guardian or student. Individual schools will develop specific rules and guidelines for the administration of consequences. Such consequences may include, but are not limited to, the following and are not listed in priority order:

- Supervised Plan for Correction of Misbehavior;
- Detention;
- Bus Suspension;
- Friday Night/Saturday School;
- Supervised Work/Clean Up Program;

- Restitution for Damages;
- Supervised Time Out;
- Required Parent Conference;
- Intensive School Supervision (ISS);
- Long term ISS;
- Alternative Class;
- Out of School Suspension (OSS);
- Alternative School Placement (2C);
- Recommendation for Expulsion.

## **DESCRIPTIONS OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

### **Supervised Plan for Correction of Misbehavior**

A supervised plan for correction of misbehavior may be designed to address persistent, disruptive, or continued disregard for general school rules.

### **Detention**

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

### **Bus Suspension**

A student who misbehaves on the bus or one who demonstrates misbehavior at the bus stop may lose the privilege of riding the bus for a period of time. The period of time that a student is suspended from riding the bus may range from one day to permanent removal of bus riding privileges.

### **Friday Night/Saturday School**

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

### **Supervised Work/Clean-up Program**

A student may be assigned to a school work/clean-up program for disciplinary purposes and will be supervised by a Hoover City Schools staff member assigned by an administrator.

### **Restitution for Damages**

A student or his/her parent may be assessed the exact amount of replacement, repair, service costs which result from damage to school property or the property of others caused by the student. In addition, disciplinary action may be taken. A parent/guardian contact will be made and a payment schedule determined by the student, parent/guardian, administrator, and other appropriate persons. If payment is not paid as determined, the Assistant Superintendent of Administration will be notified.

### **Supervised Time-Out**

A student may be temporarily removed from regular classes for disciplinary purposes. The student will have the opportunity to complete missed work.



**Required Parent Conference**

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

**Intensive School Supervision (ISS)**

A student may be temporarily denied attendance in regular classes for disciplinary purposes. A student assigned to ISS will continue to come to school and receive credit for completed assigned work; however, he/she will be isolated from the school's student population. While in ISS, a student may not attend any Hoover City Schools school activities school until the ISS assignment is completed. Parent/guardian notification of the ISS placement will be made.

**Long-Term ISS/Alternative Class**

Long-term ISS/Alternative Class is designed for students whose behavior warrants removal from the regular school program for an extended period of time (typically from 10 -25 days). While assigned to long-term ISS/alternative class, students may be required to wear a designated "uniform," and parents may be required to transport students to and from school. Students will be prohibited from attending or participating in any Hoover City Schools activities, on or off campus, during the time assigned to long-term ISS/alternative class. Students will receive credit for all work completed during the assigned long-term ISS/alternative class placement.

**Out of School Suspension (OSS)**

A student may be temporarily denied attendance at school for disciplinary purposes. A school administrator may assign short-term suspensions not to exceed the number of days allowed by law. A suspended student shall not attend school or any school-related activities during the suspension nor enroll in another Hoover City school until the suspension is completed. A suspended student will not return to regular classes on the day of the suspension but will leave school only when the parent/guardian or other proper authority assumes responsibility for the student. A school conference shall be convened prior to the student returning to classes and will include the student, a parent/ guardian, an administrator, and other appropriate persons.

Suspended students will be provided the opportunity to make up and receive credit for major projects and major tests that were missed. Grade level counselors will work with teachers to determine assignments that will be accepted and will communicate this to students. High School students will have 3 days from the last day of the suspension to turn in assignments to their teachers at their base school. Intermediate/Middle School students will have 1- 3 days from the last day of the suspension to turn in assignments to their teachers at their base school as determined by the school administrator. If a student is placed in Second Chance Alternative School Placement (2C), the student is responsible for completing the work outside of the school day at 2C and getting the agreed upon work to the base school within the 5 day period. This work should be completed afterschool or during Friday Night School.

## **Second Chance Alternative School Placement (2C)**

Under certain conditions, the Board authorizes the placement of students in the Hoover City Schools' Alternative Program called Second Chance (2C). This program is housed in a facility separated from any of the regular school programs.

Second Chance (2C) is a program designed for 6<sup>th</sup>-12<sup>th</sup> grade students who violate Hoover City Schools' Student Discipline Code of Conduct. Placement in the Second Chance Program may be determined in lieu of expulsion from Hoover City Schools. Parents/guardians of all students placed in the Second Chance Program will be given written information regarding the placement at the required Intake Conference with designated Alternative School personnel. Students assigned to 2C for a second placement must meet with the Assistant Superintendent for Administration prior to attending the Intake Conference. While assigned to the program, students are not allowed to return to their base school or any Hoover school, nor are they allowed to participate in any extra-curricular activities involving Hoover schools. While attending 2C, students are required to wear a designated school "uniform." Transportation to 2C is the sole responsibility of the parent. Continued violations by a student while assigned to 2C may warrant a recommendation for expulsion.

## **Recommendation for Long-Term Suspension/Expulsion**

Serious misconduct or continuing misconduct of any student may be referred to the Superintendent with a recommendation for a long-term suspension (more than ten {10} days) or possible expulsion. After review of the case, the Superintendent may (1) uphold the long term suspension recommendation, (2) make a recommendation for expulsion to the Board, or (3) refer the case back to the principal for reconsideration.

The Board has the exclusive authority to expel a student from school. The Board shall convene a hearing and shall render a decision within ten (10) days of the Superintendent's recommended expulsion. A student shall remain suspended from school pending the decision. The Superintendent shall notify the parent/guardian, in writing, of action taken by the Board.

## **Appeals**

**Students charged with and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level.**

Class III consequences may be appealed to the Board of Education. Procedures for appealing Class III consequences are defined in the Code of Conduct on pages 38-39 under heading "Complaints, Grievances, and Appeals."

## **Misconduct**

Violations of the Hoover City Board of Education's Code of Student Conduct are generally grouped into three classes - Minor Offenses (Class I), Intermediate Offenses (Class II), and Major Offenses (Class III). The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken.

Some problems are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians, and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the principal or his or her designee.

When a student is referred to the principal or his or her designee, the principal will have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed to provide an explanation - to admit or refute any charges - prior to any final disciplinary action taken.

For any offense for which an in-school parent conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. No student will be allowed to return to school until the parent or guardian conference is held (administrative exception may be made on individual basis).

For offenses which are being investigated as a Class III offense, the principal or designee should apprise the student of the suspected or pending charges and should provide the student with an opportunity to admit or refute those charges. Any charges involving alcohol, drugs, weapons, aggressive behavior, or a suspected crime may result in intervention by law enforcement authorities. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

Student misbehaviors that occur during school, on school property, or on school buses, or at school-sponsored or related events are serious and require administrative intervention. While some misconduct would require repeated violations to be considered "serious," a single incident of other misconduct may warrant serious consequences. Students who break the law may also be reported to the police. Law enforcement action or the lack thereof does not dictate or govern school disciplinary action. The following list of misbehavior is not all inclusive.

### **Special Role of School Resource Officer**

The School Resource Officers assigned to Hoover City Schools assist schools officials with school safety. These officers often talk with student in matters concerning student behavior, counseling, or other appropriate matters. The day-to-day conversations and interactions between students and the School Resource Officer are not to be construed as "interviews" and do not require prior parent approval. For any violation of the Code of Conduct that is a crime or potentially a crime, the School Resource Office will operate in his capacity as a law enforcement officer. The assignment of all disciplinary consequences is the responsibility of the school administrator.

# **INTERMEDIATE SCHOOL, MIDDLE SCHOOL, HIGH SCHOOL – DISCIPLINE PLAN**

## **CLASS I: MINOR OFFENSES**

- 1.00 EXCESSIVE DISTRACTION OF OTHER STUDENTS** - Any conduct and/or behavior which are disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management.
- 1.01 UNEXCUSED TARDIES** - Each High School will use current tardy procedure.
- 1.02 EXCESSIVE UNEXCUSED ABSENCES**
- 1.03 NONCOMPLIANCE TO DRESS CODE (Repeated Dress Code Violations will constitute a Class II Defiance of Authority.)**
- 1.04 CLASS I BUS SAFETY INFRACTION**
- 1.05 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**
- 1.06 HORSEPLAY/SHOVING/RUNNING/MINOR DISRUPTION**
- 1.07 CONTINUED FAILURE TO BRING MATERIALS TO CLASS**
- 1.08 UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGICAL DEVICES/MATERIALS**
- 1.09 FAILURE TO FOLLOW INSTRUCTIONS**
- 1.10 LITTERING OF SCHOOL PROPERTY, SCHOOL BUSES, OR OTHER SITES OF SCHOOL ACTIVITY**
- 1.11 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

**DISPOSITION OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be more than one):**

- **TEACHER/COUNSELOR/ADMINISTRATIVE INTERVENTION**
- **PARENT NOTIFICATION/CONFERENCE**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **DETENTION**
- **INTENSIVE SCHOOL SUPERVISION (ISS)**
- **FRIDAY NIGHT/SATURDAY SCHOOL**
- **SHORT TERM BUS SUSPENSION (1-3 DAYS)**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

## **CLASS II: INTERMEDIATE OFFENSES**

- 2.00 DEFIANCE OF SCHOOL BOARD EMPLOYEE'S AUTHORITY** - Any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a school board employee or any other adult at the school.
- 2.01 POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS, MATCHES, AND ELECTRONIC CIGARETTES.**
- 2.02 FIGHTING** - Physical conflict between two individuals.
- 2.03 VANDALISM** - Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real estate or personal property of another. Restitution will be required.
- 2.04 THEFT (amounts equal to or less than \$100)** - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another; restitution will be required.
- 2.05 POSSESSION OF STOLEN OR LOST PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN OR LOST**
- 2.06 TRESPASSING** - Willfully entering or remaining in any Hoover City Board of Education structure, school buses, or on Hoover City School 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.
- 2.07 POSSESSION/USE OF FIREWORKS, FIRECRACKERS, STINK BOMBS, OR OTHER SIMILAR DEVICES**
- 2.08 FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, SATURDAY SCHOOL, ETC.**
- 2.09 USE OF PROFANE OR OBSCENE LANGUAGE OR GESTURES**
- 2.10 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**
- 2.11 DISRESPECT** - Any verbal or nonverbal conduct of a rude or discourteous nature directed toward a School Board employee or any other adult at the school.
- 2.12 FALSE INFORMATION** - Intentionally providing false information to a School Board employee or any other adult at the school including giving false student information or concealment of information directly relating to school business. Intentionally providing false or misleading information or withholding information regarding a school investigation. Submitting false/forged documents, including but not limited to absence excuses, tardy

slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.

- 2.13 UNAUTHORIZED ORGANIZATION** - - Participation at school or school-sponsored activities in, with or related to unapproved, prohibited or secret groups, gangs, clubs or sororities which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not be limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of a gang.
- 2.14 THREAT, HARASSMENT, BULLYING, OR INTIMIDATION OF A STUDENT OR ADULT** - Verbal or nonviolent behavior that causes physical and/or emotional harm to another. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing or destroying personal property. Harassing behavior will include unwanted, unwelcome and uninvited behavior, including cyber bullying, that demeans, threatens or offends the victim and results in a hostile environment for the victim. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student. Bullying behavior is when someone, or a group of people, upset or create a risk to another person's health and safety - either emotionally, psychologically, or physically - or their property, reputation or social acceptance on more than one occasion. Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated. (see 3.19)
- 2.15 VERBAL ABUSE** - Speech or other expression which insults, degrades, demeans, or stigmatizes others.
- 2.16 THE WEARING OF CLOTHING, POSSESSION OF WRITINGS OR DRAWINGS, OR THE USE OF GESTURES OR SIGNALS WHICH INDICATE GANG AFFILIATION**
- 2.17 ANY VIOLATION OF THE STUDENT NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT** (This agreement will be provided for each student and parent to sign at the beginning of the school year.) See also 3.23.
- 2.18 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL**
- 2.19 THE UNAUTHORIZED USE OF ELECTRONIC DEVICES.** Unauthorized video and picture taking and/or sharing on Hoover City Schools property/bus or at any school-related event.

- 2.20 ACADEMIC DISHONESTY**- Unauthorized copying or sharing another's work; using unauthorized materials on quizzes/tests, etc.; unauthorized sharing of material through use of electronic devices is academic dishonesty. Administrator must be notified regarding all acts of academic dishonesty and will determine consequences.
- 2.21 USE OF UNAUTHORIZED WIRELESS/ELECTRONIC DEVICES** - Students are not permitted to use wireless/electronic devices such as gaming devices, or other types of electronic devices during school hours or while being transported on a school bus without express permission from the school principal or his/her designee. Circumstances arising from the use of unauthorized wireless/electronic communication may result in a Class III offense.
- 2.22 GAMBLING** - Any participation in unauthorized games of chance or unauthorized possession of items used in games of chance
- 2.23 CLASS II BUS SAFETY INFRACTION**
- 2.24 DISRUPTIVE BEHAVIOR**- Any act which disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others.
- 2.25 ACTUAL AND INTENTIONAL PHYSICAL AGGRESSION**
- 2.26 BEING TRUANT FROM CLASS OR SCHOOL**
- 2.27 MULTIPLE CLASS I OFFENSES (3 TOTAL) OR CONTINUOUS SAME OFFENSES (3 TOTAL)**
- 2.28 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A STUDENT DISORDER** - Leading, encouraging, or assisting in disruptions to the school environment that do not result in damage of private or public property or personal injury to participants or others.
- 2.29 EXCESSIVE OR REPEATED INAPPROPRIATE DISPLAY OF AFFECTION OR PHYSICAL CONTACT.**
- 2.30 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

**DISPOSITION OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be more than one):**

- **TEACHER/COUNSELOR/ADMINISTRATIVE INTERVENTION**
- **PARENT NOTIFICATION/CONFERENCE**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **REQUIRED PARENT CONFERENCE**
- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **FRIDAY NIGHT/SATURDAY SCHOOL**
- **INTENSIVE SCHOOL SUPERVISION (ISS)**



- **LONG TERM ISS/ALTERNATIVE CLASS**
- **OUT OF SCHOOL SUSPENSION (OSS)**
- **EXTENDED OR PERMANENT BUS SUSPENSION**
- **RESTITUTION**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

## **CLASS III: MAJOR OFFENSES**

- 3.00\* ALCOHOL** - Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages, being under the influence of alcoholic beverages.
- 3.01\* DRUGS** - Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia (including, but not limited to, water pipes, roach clips, pot pipes, bongs, rolling papers), intent to use, buy, or sell drugs; being under the influence of drugs. "Drugs" also includes all illegal controlled substances, synthetic drugs, prescription drugs, and over-the-counter medications. Any other substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited.
- 3.02\* ARSON** - The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school buses.
- 3.03\* ASSAULT UPON A SCHOOL BOARD EMPLOYEE** - The intentional touching or striking of a School Board employee or any other adult at the school against his/her will or the intentional causing of bodily harm to a School Board employee or any other adult at the school.
- 3.04\* ROBBERY** - The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of same. Restitution will be required.
- 3.05 STEALING, LARCENY, GRAND THEFT (amounts EXCEEDING \$100)** - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required.
- 3.06 AGGRAVATED MISCHIEF** - Willful and malicious injury or serious damage to public property, or to real or personal property belonging to another. Restitution will be required.
- 3.07 ILLEGAL SCHOOL ENTRY** - Breaking, entering or remaining in a Hoover School structure or school vehicles without permission or justification during the hours the premises are closed to the public.



**3.08 POSSESSION OF FIREARMS** - Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; the frame silencer; any similar destructive device. **Using a firearms facsimile in a manner which is perceived as threatening or capable of inflicting physical harm.** A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun.

***Al Code 16-1-24.3 - All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions...***

**3.09\* POSSESSION OR USE OF A KNIFE** - Possession of a knife including but not limited to: pocket knives, switchblades, hunting knives, razor blades, or box cutters. Possession of any knife or other object which is used in a threatening manner and which is perceived by the individual being threatened as capable of inflicting physical harm.

**3.10\* POSSESSION OR USE OF PROHIBITED OBJECTS** - Possession or use of a gun, other than a firearm (including, but not limited to, a starter gun, "BB" gun, pellet gun, paint ball gun/marker, or airsoft), metallic knuckles, tear gas gun, chemical weapon or device, martial arts weapon, projectile device including, but not limited to, sling shot, cross bow, or any other similar object; possession or use of any other object to be used as a weapon or dangerous instrument.

**3.11\* BOMB THREATS** - Any such communication(s) which has the effect of interrupting the educational environment.

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

**3.13 POSSESSION OF FIREARMS FACSIMILES** - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.

**3.14\* SEXUAL OR LEWD ACTS** - Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.

- 3.15\* ASSAULT UPON STUDENT** – Actual and intentionally striking another student against the will of the other student.
- 3.16\* AGGRAVATED ASSAULT** – Intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrumentality causing physical harm.
- 3.17 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM**
- 3.18 ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS.**
- 3.19\* AGGRAVATED THREAT, HARASSMENT, BULLYING OR INTIMIDATION OF A STUDENT OR ADULT-** A threat to do bodily harm or violence to another student by word or act; a threat to kill, maim or inflict bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm; cyber bullying; any threat in the form of a “hit list,” writing, statement, or communication evidencing a plan or intent to do violence to another. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student. Bullying behavior is when someone, or a group of people, upset or create a risk to another person’s health and safety – either emotionally, psychologically, or physically – or their property, reputation or social acceptance on more than one occasion. Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, will not be tolerated.
- 3.20 THREATS TO EXTORT** - Any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.
- 3.21 EXTORTION** - Compelling someone to do an act or refrain from doing an act against his/her will.
- 3.22 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER** – Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

**3.23 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:**

- (a) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
- (b) Computer usage or tampering which causes a major disruption in the educational or administrative process. Student must also pay restitution for the cost of repairs.
- (c) Distribution of restricted computer passwords.
- (d) Unauthorized access to computer sites.
- (e) Other computer violations as defined by the school administration.

*(See Acceptable Use Agreement)*

**3.24 REFUSAL BY STUDENTS TO HONOR THE REASONABLE REQUEST MADE BY HOOVER BOARD EMPLOYEES OR DESIGNEES**

**3.25 LIGHTING OR OTHERWISE DISCHARGING FIREWORKS, FIRECRACKERS, OR ACTIVATING STINK BOMBS, OR OTHER SIMILAR DEVICES**

**3.26 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL**

**3.27\* HAZING AT SCHOOL OR AT SCHOOL SANCTIONED EVENTS, WHICH IS DEFINED AS FOLLOWS:**

- (a) Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student.
- (b) Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim or to do or seriously offer, threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.

**3.28 DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL**

**3.29 IMITATION CONTROLLED SUBSTANCES** - Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings), and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

**3.30 CLASS 3 BUS SAFETY INFRACTION - ANY ACT ON A SCHOOL BUS THAT HAS THE POTENTIAL TO CAUSE HARM TO THE PASSENGERS, DRIVER, OR PROPERTY SURROUNDING THE BUS**

**3.31 MULTIPLE CLASS II OFFENSES (3 TOTAL) OR CONTINUOUS SAME OFFENSES (3 TOTAL)**

- 3.32\* SEXUAL HARRASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS TO ENGAGE IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON**
- 3.33 CONTINUED ACTIVITIES THAT INDICATE GANG INVOLVEMENT AND WHICH CAUSE DISRUPTION ON THE SCHOOL CAMPUS, THE SCHOOL BUS, AND/OR SCHOOL-SPONSORED ACTIVITIES**
- 3.34\* FIGHTING** – Serious physical conflict between at least two individuals where one or more individuals sustains injury and/or causes serious disruption to the school environment (See 3.15, 3.16, 3.22.)
- 3.35 PROVIDING FALSE INFORMATION OR WITHHOLDING INFORMATION THAT SERIOUSLY COMPROMISES A SCHOOL INVESTIGATION AND/OR HAS THE POTENTIAL TO COMPROMISE THE SAFETY OF ANOTHER INDIVIDUAL.**
- 3.36 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

**DISPOSITION OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be more than one):**

**PARENT NOTIFICATION/CONFERENCE ALONG WITH ONE OR MORE OF THE FOLLOWING:**

- **LONG TERM ISS/ALTERNATIVE CLASS**
- **OUT OF SCHOOL SUSPENSION (OSS)**
- **ALTERNATIVE SCHOOL PLACEMENT (2C) – Mandatory for \* offenses (possible recommendation for expulsion)**
- **RECOMMENDATION FOR LONG TERM OUT OF SCHOOL SUSPENSION**
- **RECOMMENDATION FOR EXPULSION**
- **PERMANENT REMOVAL FROM SCHOOL BUS**
- **RESTITUTION (in addition to another consequence)**

## **Discipline and Students with Disabilities**

Students with disabilities, as defined by I.D.E.A. and the Americans with Disabilities Act, shall be subject to imposition of reasonable disciplinary measures in maintaining order and harmony and in providing an atmosphere conducive to learning for all students. However, disciplinary decisions affecting disabled students shall be made with reference to and in compliance with state and federal laws, rules, and regulations governing disciplinary practices and procedures. The following factors shall also be considered in determining disciplinary measures for students with disabilities:

- a. The nature of the student's disabling condition and the appropriateness of the discipline contemplated in light of that condition;
- b. the student's Individual Education Program (IEP);
- c. the cause or causes of the disciplinary problem;
- d. the disciplinary history of the student;

- e. the student's behavior intervention plan, if applicable;
- f. the availability and advisability of alternative disciplinary responses to traditional ones;
- g. recommendations, if any, from teachers and appropriate special education staff;
- h. environmental and other circumstances ordinarily taken into account in determining appropriate discipline for non-disabled students.

## **THREAT ASSESSMENT PROTOCOL**

The purpose of this protocol is to establish a procedure for members of the Hoover School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred.

**Threatened Act of Violence:** Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.

**Procedure:** The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

1. Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - ◆ Assume the threat is serious;
  - ◆ Immediately report the threat to a school administrator or law enforcement officer;
  - ◆ Take measures to preserve the evidence;
  - ◆ Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.
2. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - ◆ Assume the threat is serious
  - ◆ Arrange for threat assessment interviews to be conducted
3. The SRO/police officer, upon receiving information that a person is threatening to commit an act of violence or upon notification from a school administrator that a threat to commit an act of violence has occurred, shall:
  - ◆ Assume the threat is serious;
  - ◆ Immediately notify a school administrator and provide complete information;
  - ◆ Work with the school administrator to make arrangements for the threat assessment interviews to be completed.

## **Threat Assessment Interviews**

The primary purpose of the interviews are to engage in an assessment of the available information in an attempt to determine the veracity of the threat in order to decide what level of follow-up action is needed and appropriate.

- ♦ The school administrator will make arrangements for the threat assessment interview to be conducted at the time of the threat or as closely to the time of the threat as possible.
- ♦ Administrators will work with law enforcement personnel to determine an appropriate time to conduct the assessment if law enforcement determines there is need/cause for immediate removal of the student from the school campus.

Once the assessment is complete, the SRO/police officer and school administrator shall convene privately to discuss the threat and consider options for further assessment and follow-up action. If it is agreed that the threat is credible, school administrators and the SRO will follow standard procedures regarding disciplinary actions for the student, notification of the parent, etc. Hoover City Schools will cooperate with law enforcement and diligently seek criminal prosecution for any incident involving threats of violence.

If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary. The school administrator shall contact parents of the students involved in the incident.

## **RESTRAINT & SECLUSION NOTIFICATION AND PROCEDURES**

### **Procedures for Implementing Alabama Rule Seclusion and Restraint of all Students**

The Hoover City Board of Education requires that all schools and programs within the school district comply with the State Board of Education Rule §290-3-1-.02(l)(f) in the Alabama Code regarding “seclusion” or “restraint”, as those terms are defined within the rule.

#### **1. Definitions from Alabama Code:**

**Chemical Restraint** refers to any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not a prescribed treatment for the student.

**Physical Restraint** is direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill,

redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Physical Restraint that restricts the flow of air to the student's lungs, including any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs, is prohibited in Alabama public schools and educational programs.

**Mechanical Restraint**, the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student, is prohibited. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

**Seclusion**, a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others, is prohibited. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined below, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

**Time-out** refers to a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when: (1) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled; (2) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the student, but should not exceed 45 minutes per time-out; (3) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and his sight of the student while in time-out; and (4) The time-out space is free of objects that unreasonably expose the student or others to harm.

## 2. Requirements of the Seclusion and Restraint Rule:

- The use of physical restraint is prohibited in Alabama public schools and educational programs **except** in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public



schools and educational programs when used as a form of discipline or punishment or as a means to obtain compliance.

- All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

## **SEARCHES**

### **Search of Property**

Desks, lockers, and other equipment at any school belong to the Board of Education. Any school property, including electronic devices, may be searched by school administrators or designee. Law enforcement agencies are allowed to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs or other justifiable reasons. These visits may be unannounced to anyone except the local Superintendent and building principal. Further, school property may be examined by the school administrator/designee for other justifiable reasons. Students' property such as backpacks, handbags, automobiles, electronic devices, etc., may be entered and searched by school administrators/designee whenever there is reasonable belief that some substance or material is contained therein which is illegal, harmful to the safety of students, or significantly disruptive to the overall discipline of the school or is evidence of a crime or violation of this code. Any items which are specifically prohibited by law or by Board policy may be impounded by school administrators/designee. Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, (7) property that is alleged to belong to another party, and (8) electronic devices (i.e., phones, iPads, etc.).

### **Search of a Student's Person**

When reasonable suspicion exists, an administrator or designee has the authority to conduct a search of a student's person, including the check of coats, jackets, and other outerwear, shirt and pants pockets, purses and wallets, shoes, caps and hats, and other such items. An appropriate law enforcement officer may be called to conduct the search of a student's person when an administrator has reasonable suspicion that the student is in possession of contraband, other items harmful to the health and safety of students and staff, or evidence of a crime or a violation of this code. The search shall be conducted in private by the police officer and in the presence of a school administrator or by a school administrator with another school employee present. Should items which are illegal or contrary to Board policy be found, the board's discipline process will be followed.

## **Unlawful Conduct**

Misconduct which violates local, state, or federal laws and which occurs at school, on a school bus, or at a school-sponsored activity may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct which violates local, state, or federal



laws. If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented. This applies whether or not the incident leading to the arrest is school-related.

Unless otherwise modified in connection with Alabama Code 16-1-24.3, the Superintendent will recommend expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

**Firearms**, as defined by Alabama State Department of Education Prevention and Support Services, is as follows: A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun.

### **Inappropriate Discipline**

At any point in the discipline process, actions which are designed to control behavior through the use of humiliation, degradation, or verbal abuse of students shall not be tolerated. Any form of corporal punishment, including punitive physical contact, is prohibited.

### **Discipline Consequences Applied**

Students who withdraw from Hoover City Schools while under review for a Class II or Class III offense will assume this review should he/she choose to re-enter any Hoover school in the future. Upon re-entry to any Hoover schools, pending disciplinary consequences will be enforced.

If a student transfers into a Hoover City school and is under disciplinary actions at his/her former school, the recommendation for disciplinary actions from the former school will be applied unless a Hoover administrator overrides the recommendation from the former school.

### **DRESS CODE**

The Hoover City Board of Education recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. **Attire considered**

**disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate.**

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Hoover City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of any Hoover City School.
2. Students are to wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, suspenders undone, is not allowed. Specifically, pants, worn too low (low riders), too long, or excessively large or tight are not permitted. Legging/Jeggings are not considered pants.
3. Students are not to wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is form fitting, too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops, off-the-shoulder tops, tank tops, razor-back tops, low-cut front or back tops, sheer or see-through clothing, etc.). Undergarments should be worn in an appropriate manner and should not be visible.
4. Jeans with holes above the knee are not appropriate.
- \*5. Students may wear shorts to school under the following stipulations: Shorts must be hemmed. Old worn/torn, or other type cut-offs, athletic (gym), nylon-type, spandex, sweat type, tennis, or swim suit type shorts are not allowed. High school students may wear athletic shorts of the appropriate length/fit.
- \*6. Length of shorts, dresses, skirts, etc., is required to be at least mid-thigh in front and back when student is standing or sitting.
7. Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment or may pose a safety risk/hazard (ex. excessively large, noisy jewelry and/or belts. Males may not wear earrings. Facial and/or tongue jewelry is not allowed for males and females. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
8. T-shirts or any other type clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being "off-color," suggestive, obscene, or offensive, or relating to, death, the occult, Satanism, etc. are not permitted.
9. Clothing and/or accessories which are disruptive or distracting to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will be not be allowed.

- \*10. Tops, blouses, shirts, and coordinated outfits may be worn "un-tucked" if bottom of shirt does not go below bottom opening of side pants pocket.
- 11. During the school day, students are not to wear or carry caps, hats, bandannas, sunglasses, or other inappropriate headwear (ex. Hoodie pulled up over head, ski hat, etc.).
- 12. Outerwear (coats, gloves, etc.) are not to be worn in the building during normal school time (unless temperature or individual medical problems dictate this to be appropriate).
- 13. All students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or impairing vision. Hair design or style which causes disruption to the learning process or that can be associated with gang membership is unacceptable. Hair cannot obscure the student's face.
- 14. Extreme facial make-up, face painting etc. which causes a disruption to the learning process, is not acceptable.
- 15. Students are not to wear heavy metal chains, metal spiked apparel, or accessories, etc.
- 16. Students are required to wear appropriate shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
- \*17. Gym style sweat pants may be worn at the high school level but may not be worn at the intermediate/middle school level. Sweat pants must conform to general dress code criteria with regard to being too large/sagging or too tight/revealing.
- 18. Clothing & accessories designed to conceal objects are prohibited.

NOTE:

- (1) The privileges offered under the school Dress Code may be withdrawn from any student who fails to meet the Code of Conduct in general.
- (2) Students who violate the rules and/or intent of the Dress Code will be subject to consequences as well as having privileges allowed under the Dress Code withdrawn.
- (3) If any aspect of the Dress Code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation. For instance, if students consistently fail to meet the guidelines under which they are allowed to wear shorts to school, then that privilege can be revoked for all students.

\*These items will have variances for grades K-3 which are appropriate to students in this age range.

## SCHOOL BUS BEHAVIOR EXPECTATIONS CODE OF CONDUCT

### Responsibilities of Transported Students

The School Bus Code of Conduct is a part of the Board's Disciplinary Code and has been adopted to enhance safety for all students, staff, and general public. The school bus is considered an extension of the classroom, and all Hoover City School Board of Education rules apply.

Because bus safety depends on the driver being able to operate the bus in a safe manner, any student behavior that causes the driver to be distracted from safely operating the bus will be reported to the school administrator for appropriate intervention and may result in the student being removed from riding the bus for a period of time. Any student behavior that necessitates the bus stopping for the driver to correct behavior, restore order, or request assistance from administrators or the police department will result in the student being disciplined for the behavior and being removed from riding the bus for a number of days appropriate to reflect the safety breach and/or severity or repeated nature of the behavior. Repeated violations of the bus behavior expectations will result in increased disciplinary consequences and time the student is removed from riding the bus or permanent revocation of bus riding privileges. Should misconduct on a Hoover school bus create a danger to the driver or students, the bus driver is authorized to drive immediately to the nearest school for removal of the student(s) creating the danger or pull the bus into a safe area and request assistance.

Students and parents/guardians should note the following information:

1. Transportation services are a privilege, not a right.
2. Bus drivers are in charge of their buses at all times. Students will respectfully follow the directions of the bus driver and behave in a responsible manner which demonstrates respect for property and consideration for others while riding the bus.
3. Transportation is available to all Hoover City students who live beyond the legally prescribed two (2) mile walking distance from their zoned school or those students with authorized exception.
4. Students are assigned to a particular school bus by the appropriate transportation personnel. **Students are not permitted to ride any other bus than their regularly assigned bus without written permission from a school administrator in coordination with the Transportation Department.**
5. A student will ordinarily be transported to or from a bus stop in proximity to his/her home residence. If a student is to be transported from school to an address other than the home residence, the student must go to the same address every day.
6. There will be no transportation provided for students wishing to go to another address except upon written request by the student's parent/guardian and specific written permission from a school administrator in coordination with the Transportation Department. This special authorization only covers students authorized to ride a bus and will not displace any other student from their assigned bus.

7. The location of all bus stops will be determined at the sole discretion of the Transportation Department. All requests for a new/change bus stop location must be made to the Transportation Department. The Transportation Department will make the final decision applying already established guidelines.
8. Only students living along a bus route will be assigned to the bus serving that route.
9. Transportation is not provided for in-district or out-of-district transfer students.

Video cameras are placed on all school buses as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Conduct and this School Bus Behavior Expectations Code of Conduct.

Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fund raiser items, personal items, etc.) must be held by the student owner and must not interfere with either the seating or the safety of other students on the bus (i.e., block any emergency exits).

#### **DISCIPLINARY INFRACTIONS PERTAINING TO TRANSPORTED STUDENTS**

Every student who utilizes transportation services is subject to the Hoover City Schools Code of Student Conduct. Violation of that Code of Conduct will result in disciplinary consequences and possible removal from riding the bus for a period of time or permanently. Exceptional Education students will be disciplined according to current policies for students with disabilities.

#### **Expectations for Student Behavior on Hoover School Buses**

- Always follow the bus driver's/aide's instructions.
- Show respect for everyone.
- Remain seated in your assigned seat, always facing forward.
- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc. to yourself.
- Talk in an inside voice using appropriate language.
- No eating or drinking on the bus. (Administrator may approved for documented medical reasons.)

#### **CLASS I: BUS SAFETY INFRACTIONS**

1. Failing to follow proper procedures at bus stops, including but not limited to the failure to do any of the following:
  - a. Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus
  - b. Be at the bus stop ahead of the scheduled bus arrival time
  - c. Be properly attired, including shoes; shoes with spikes or metal cleats shall not be worn ( Dress Code regulations are in effect on the bus.)
  - d. Wait until the bus comes to a **COMPLETE** stop before attempting to get on or off
  - e. Cross the roadway, if necessary, after leaving the bus in the

following manner:

- i. Make certain that the bus is stationary.
  - ii. Upon alighting from the bus, stand on the side of the road at a point 10 feet in front of the bus and wait for the proper signal to cross.
  - iii. Upon signal from the driver, look to both the right and left and proceed across the roadway in front of the bus; never cross behind the bus!
2. Removing seat belts before coming to a complete stop on buses for exceptional education students.
3. Bringing prohibited items aboard the bus including, but not limited to gum, candy, drink, laser pointers or other similar devices. Exceptions are made for medically documented conditions.
4. Moving from assigned seat. Seats are assigned and may be reassigned at any time. Students will remain seated facing forward with feet on the floor and legs out of the aisle from the time they board the bus until they arrive at their destination, and the bus door is opened.
5. Yelling or speaking in a loud or disruptive manner.
6. Speaking when approaching or crossing railroad tracks.
7. Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits.
8. Failing to secure all items such as book bags, backpacks, or cases.
9. Using a cell phone or other electronic communication device on the bus without express permission of school principal or his/her designee.
10. Any other violation which the principal may reasonably deem falls in this class.

**DISPOSITION OPTIONS DEEMED APPROPRIATE BY ADMINISTRATION (not ranked in order and can be more than one);**

- **TEACHER/COUNSELOR/ADMINISTRATIVE INTERVENTION**
- **PARENT NOTIFICATION/CONFERENCE**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **FRIDAY NIGHT/SATURDAY SCHOOL**
- **DETENTION**
- **INTENSIVE SCHOOL SUPERVISION (ISS)**
- **BUS SUSPENSION**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

## **CLASS II: BUS SAFETY INFRACTIONS**

1. Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency.
2. Fighting, shoving, tripping, or striking another student or any other aggressive physical contact with another student.
3. Bringing prohibited objects on the bus (Reference prohibited items at school in Code of Conduct).
4. Using tobacco or tobacco products in any form on the bus or while at a bus stop.
5. Throwing or expelling anything inside or outside the bus at any time.
6. Failing to keep head and/or hands inside the bus at all times.

7. Entering or leaving the bus without the consent of the driver.
8. Tampering with door handles and/or other safety equipment at any time unless directed to do so by the driver or the aide.
9. Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required.
10. Any verbal or non-verbal refusal to comply with a lawful and reasonable direction or order of a school board employee or any other adult representing the school.
11. Using profane, offensive, disrespectful, or indecent language or gestures.
12. Changing seats or standing while the bus is in motion.
13. Any other violation which the principal may reasonably deem falls in this class.

**DISPOSITION OPTIONS DEEMED APPROPRIATE BY ADMINISTRATION (not ranked in order and can be more than one);**

- **TEACHER/COUNSELOR/ADMINISTRATIVE INTERVENTION**
- **REQUIRED PARENT CONFERENCE**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **FRIDAY NIGHT/SATURDAY SCHOOL**
- **INTENSIVE SCHOOL SUPERVISION (ISS)**
- **OUT OF SCHOOL SUPERVISION (OSS)**
- **LONG TERM ISS/ALTERNATIVE CLASS**
- **EXTENDED OR PERMANENT BUS SUSPENSION**
- **RESTITUTION**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

**If a student is to be removed from the bus for more than three (3) weeks, parents may request a hearing with the school principal or their designee.**

**CLASS III: BUS SAFETY INFRACTIONS**

**CLASS III CODE OF CONDUCT OFFENSES ARE CLASS III BUS INFRACTIONS. Any Class III offense occurring on a bus or at a bus stop will be considered a Class III bus infraction.**

Students referred to the school administrator for offenses listed under Class III will be disciplined according to the Code of Student Conduct and may be removed permanently from the school bus.

The Principal or his/her designee has the authority to suspend a student from riding a bus if the behavior of the student represents a danger to the health, welfare or safety of others riding the bus.

**DISPOSITION OPTIONS DEEMED APPROPRIATE BY ADMINISTRATION (not ranked in order and can be more than one):**

- **LONG TERM ISS/ALTERNATIVE CLASS**
- **OUT OF SCHOOL SUSPENSION (OSS)**
- **ALTERNATIVE SCHOOL PLACEMENT (2C)**
- **RECOMMENDATION FOR LONG TERM SUSPENSION**
- **RECOMMENDATION FOR EXPULSION**



- **PERMANENT REMOVAL FROM SCHOOL BUS**
- **RESTITUTION**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

## **SAFE AND DRUG FREE SCHOOLS**

Hoover City Schools is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons. The Code of Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments/weapons will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsions for students. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, personal items such as purses or backpacks, or otherwise in the actual possession of any person. Any violations regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system.

## **IT'S THE LAW!**

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

### Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12)

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

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

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

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

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



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

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

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

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

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

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

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

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

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

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

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

The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are

participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

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

**Theft of lost property - Definition**

A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

Section 13A-8-7

**Theft of lost property in the first degree**

- (a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.
- (b) Theft of lost property in the first degree is a Class B felony.

Section 13A-8-8

**Theft of lost property in the second degree**

- (a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.
- (b) Theft of lost property in the second degree is a Class C felony.

Section 13A-8-9

**Theft of lost property in the third degree**

- (a) The theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree.
- (b) Theft of lost property in the third degree is a Class A misdemeanor.

**Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-**

**14-3(f)** According to Alabama laws, all ... nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.

Ref: Code of Alabama 16-1-14, 16-1-15, 16-1-16. Goss v. Lopez, 95S.Ct. 729 (1973). Hoover City Board of Education

## COMPLAINTS, GRIEVANCES AND APPEALS

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances. These procedures can also be used by students for complaints on the basis of sex or disability.

### **Students charged with and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level.**

Class III consequences may be appealed to the Board of Education. Procedures for appealing Class III consequences are defined below.

**Level One** - The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student or parent with a grievance must first take it to his immediate teacher and/or principal. Both teacher and principal shall be consulted prior to further resolution procedures.

**Level Two** - In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal in writing with the Superintendent or his designee. Within ten (10) days from receipt of the grievance, the Superintendent or his designee shall arrange a conference with the aggrieved or render a written decision.

**Level Three** - In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his designee schedule a hearing before the Board of Education at the next regular meeting or at a time that is mutually agreed upon by the aggrieved person, the Superintendent, and members of the Board of Education. Within thirty (30) school days from the time of the hearing, the aggrieved person will be provided a response from the Board.

Due to the appeal process not being a civil proceeding, the parent may/may not select a representative to accompany him at any level of the appeal process. The parent may be asked to submit the facts of the appeal in written form prior to meeting at any level in the process. The parent may request that a written decision be provided at the conclusion of each level of the appeal process.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials.

For the discussion and consideration of a grievance, attempts will be made to select a time and place which will not interfere with regular scheduled classes or school-related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

## **SEXUAL HARASSMENT**

### **Prohibited Conduct**

Students shall not engage in conduct constituting sexual harassment as defined hereafter. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. Administrators will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

### **Definition**

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

### **Complaint Procedure**

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school counselor, principal, or the Superintendent. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s)/guardian of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s)/guardian of the student and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s)/guardian of the student may appeal the decision within ten (10) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s)/guardian of the student in writing of the Board's decision.

### **Protection of Complainant**

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

## **ANTI-HARASSMENT POLICY FOR HOOVER CITY SCHOOLS**

### Harassment, Violence, and Threats of Violence Prohibited

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

### Definitions

The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
  - a. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
  - b. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
  - c. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
  - d. The term “student” as used in this policy means a student who is enrolled in the Hoover City school system.

### Description of Behavior Expected of Students

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the

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

- b. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
  - The student's race;
  - The student's sex;
  - The student's religion;
  - The student's national origin; or
  - The student's disability

### Consequences for Violations

Graduated consequences for any violation of this policy are outlined in the Class I, Class II, and Class III sections of this Code of Student Conduct.

### Reporting, Investigation, and Complaint Resolution Procedures

- a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- b. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- d. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

#### Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Hoover City Schools website. Copies of the reporting form are available in the offices of each Hoover school.

#### Construction of Policy

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

#### Reporting Forms

Forms to report bullying, harassment, or intimidation are available on the website of the school or in the school offices.

### **ATTENDANCE/ABSENCES/EXCUSES/TARDIES**

The Board believes that the right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance is essential for a student's successful progress in the instructional program. Failure to comply with attendance procedures can result in Educational Neglect and Truancy, Title 16-28-12, Code of Alabama.



All Hoover policies and procedures are in alignment with Alabama State Law. The right to attend school and arrive on time is the responsibility of **both** the student and the parent (in the case of children under 17 years of age). Nothing hinders student success more than absences, tardies, and checkouts. Nine (9) excused absences per semester is the maximum number of absences a student may have and still pass. The Board recognizes that at times extenuating circumstances may exist that lead to the student missing more than 9 days per semester. Each case will be evaluated on an individual basis with **illness** being the primary mitigating circumstance which requires physician's verification. If you need further explanation of the policies, please contact your school's registrar or principal.

### **Excused Absences**

**Absences are excused for the following reasons:**

1. illness
2. death in the immediate family
3. inclement weather
4. legal quarantine
5. emergency conditions as determined by the Superintendent or Principal
6. permission of Principal and consent of parent

**When a student returns, the parent must provide in writing within three (3) days of the student's return to school an excuse which includes the following:**

1. a written statement from the parent or doctor stating the reason for the absence
2. the date of the absence(s)
3. the parent's signature

**Hoover City Schools may not excuse any absences following 9 days each semester unless verified by physician explanation.**

**Pre-arranged absence forms can be found on the school's website.**

### **Unexcused Absences**

Any absence that does not fall under the category of **Excused Absence** is recorded as an **Unexcused Absence**. Any student with **5 (five) unexcused absences during the school year** may be referred to **Early Warning Court in the court division of the student's school zone**.

**Absences are unexcused for the following:**

1. the student and parent fail to provide the above **EXCUSED ABSENCE** written statement with required information to the school officials within 3 days (including the return date) of the student's return to school
2. the student has been suspended



**The student may not be permitted to receive credit for make-up work due to an unexcused absence.**

School days missed as a result of suspension are considered unexcused; however, a suspended student **will** have the opportunity to make up and receive credit for major projects and tests (not daily assignments, homework, or quizzes). Grade level counselors will work with teachers to determine assignments that will be accepted and will communicate this to students. High School students will have 3 days from the last day of the suspension to turn in assignments to their teachers at their base school. Intermediate/Middle School students will have 1- 3 days from the last day of the suspension to turn in assignments to their teachers at their base school as determined by the school administrator. If a student is placed in Second Chance Alternative School Placement (2C), the student is responsible for completing the work outside of the school day at 2C and getting the agreed upon work to the base school within the 5 day period. This work should be completed afterschool or during Friday Night School.

### **Excessive Absences**

If unexcused absences exceed five (5) days or more during the **school year** (not semester), the student may be referred to the District's Office of Attendance. Hoover's Student Services Representative and the Principal will proceed with the following:

1. investigate the reasons for the excessive absences
2. meet with parent(s) and student to resolve the attendance problem
3. refer the parent and student to the **Early Warning Court of the student's school zone** and follow all policies and laws concerning truancy

Once truancy has been filed, all further actions reside with the **Judge of Juvenile Court**.

The Driver Improvement Unit of the Driver's License Division in the Department of Public Safety will be notified of students who have more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester and/or students who drop out of school under the age of nineteen (19). This notification is required by Alabama Code 16-28-40 (School Enrollment Law) and will result in suspending or obtaining the license or permit of the student.

### **Tardies**

Being tardy to school greatly affects student success and routine. Once fifteen (15) unexcused excessive tardies have accumulated during the **school year**, referral will be made to District Office and the same **Early Warning Court procedures may apply**. **The school may also impose disciplinary procedures for excessive tardies.**

**Tardies are considered excused for the same reason(s) as excused student absences.**

**Excessive absences and tardies will result in a home visit from the school's Student Resource Officer – Hoover Police Department and/or the Student Services Representative.**

### **Checkouts**

While checkouts from school are discouraged by the Board, necessary checkouts must be processed by the parent through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. **Checkouts are considered excused for the same reasons as excused absences. An unexcused checkout will be considered a tardy.**

**When severe weather conditions exist, parents are asked to comply with emergency school dismissal procedures established by building level administrators.**

### **What to Expect for Excessive Absences and Tardies**

- A warning letter will be sent from the student's school.
- A home visit will be made by a Student Resources Officer-Hoover Police Department and/or Student Services Representative.
- Continued excessive absences and/or tardies will result in parent/legal custodian, along with the student, to attend a district attendance intervention/meeting.
- Continued excessive absences and/or tardies will result in parent/legal custodian, along with the student, to attend Early Warning Court in that school's jurisdiction.
- After attending Early Warning Court, if excessive absences and/or tardies continue, a petition for Educational Neglect and/or Truancy will be issued to the courts.

### **Educational Neglect**

**School personnel are considered "mandatory reporters." If neglect is suspected or observed, a report MUST be made to proper authorities!**

- Warrant issued for parent/legal custodian's arrest
- Parent/legal custodian will be arrested and taken to jail. There will be a \$2,500 bond.
- Parent/legal custodian will appear for a court hearing.
- If found guilty, the parent will be given a 90-day jail sentence – suspended.
- Court-ordered to make sure the child is in school every day and on time.
- If the child has unexcused absences, the parent could be ordered to spend 30 days in jail.
- If there continue to be unexcused absences, the parent could be ordered to serve the remainder of the jail sentence.
- The parent could lose custody of the children.
- DHR could be involved in the case.

## **Truancy Case**

Age 12 and up:

- The student is prosecuted.

Possible Consequences –

- **Electronic Monitoring**
- **Adolescent Substance Abuse Program**
- **H.I.T. program (Boot Camp)**
- **Out of Home Placement**
- **DYS**
- **Suspended Drivers' License**

## **USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF STATE TEST**

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

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

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

## **COMPUTER ACCESS AND USE BY STUDENTS**

Hoover City Schools provide a wide variety of computer equipment for student use. When a student uses this equipment, he/she assumes the responsibility to avoid acts which may interfere with use of the information systems.

Each student is allowed to use school-installed programs to access, modify, and delete his/her own data and documents in his/her assigned area assigned by the network manager. All other forms of access or use are prohibited.

Violation of the following will be considered Class II offenses.

1. Students must not access or attempt to access any program, data, or user area not assigned by the network manager.

2. Students must not install or download a computer program from any source outside the school without written authorization from the principal/instructor.
3. Students must not use the "message" capabilities of the network without written authorization from the principal.

Violation of the following will be considered Class III offenses.

1. Students must not use or possess, on or off school property, a computer program capable of modifying or destroying other school programs or school data. Prohibited programs include but are not limited to "Virus," "Trojan Horse," and the like.
2. Students must not use or possess, on or off school property, a computer program designed to access, read, or modify the security system installed on the information networks of Hoover City Schools.
3. Students must not modify or attempt to modify any program or data other than their own.
4. Students must not delete or attempt to delete any program or data other than their own.
5. Students must not attempt to disrupt the networks through vandalism. Vandalism includes the destruction and/or theft of hardware, software, data, or files of another user.
6. Malicious attempts to harm, modify, or destroy technology resources could result in suspension, expulsion, legal action, restitution, and prosecution by authorities.

### **Technology Acceptable Use Agreement:**

The most current Acceptable Use Agreement can always be found at this address:

<http://www.hoovercityschools.net/StudentAUA>

**By signing the Code of Student Conduct you are agreeing to the terms of the Acceptable Use Agreement.**

The goal of the technology environment is to support all educational and instructional needs of the students and the teachers of Hoover City Schools. *Use of any and all resources should be considered a privilege and not a right.*

#### **Introduction:**

- **User** will include anyone, including employees, students and guests using any of HCS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.
- **Network** is both the wired and wireless networks including our Wide Area Network.
- **Equipment** includes, smart phones, cellular phones, PDA's, Mp3 Players, ios devices, desktop computers, tablets, laptops, netbooks and any portable storage device.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of the Hoover City Schools to provide all students and employees with access to a variety of technology resources. All Hoover students and staff must acknowledge and adhere to this Agreement.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Hoover City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any HCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including Dropbox, Google Docs or similar online storage.

Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

## **I. ACCESS:**

A. The use of all Hoover City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of Hoover City Schools' technology must be aware that Hoover City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Chief Technology Officer, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

B. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.

- C. Individuals identified as a real or suspected security risk can be denied access.
- D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.
- E. Personal technology-related devices (if connected to the HCS network) such as, but not limited to laptops, mobile devices, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this Agreement and other applicable published guidelines.

## **II. PRIVACY:**

- A. To maintain network integrity and to insure that the network is being used responsibly, local school Technology Coaches, Technicians and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the HCS network). Users should be aware that activities might be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the Hoover City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. Hoover City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, an email correspondence, telephone, etc.
- C. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

## **III. DATA SECURITY:**

- A. Students and staff are expected to follow all local, state and federal laws in addition to this acceptable use agreement regarding the protection of student and staff confidential data.
- B. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.
- C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Hoover City Schools Acceptable Use Agreement" and in accordance with FERPA guidelines.
- D. District or school data, such as but not limited to STI information, accessed through school system technology resources may not be used for any private business activity.

**The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.**

#### **IV. COPYRIGHT:**

Any questions about copyright provisions should be directed to the district Chief Technology Officer, local school Technology Coach, or local school media specialist.

A. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coach and/or district Chief Technology Officer.

B. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student or employee's responsibility to secure proper usage permission. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.

#### **V. EMAIL:**

Hoover City Schools provide access to email accounts for all employees, long-term substitutes, and, on a limited basis, for students. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Hoover City Schools make a reasonable effort to maintain (backup) email for normal business operations. Backups are maintained for a maximum of 14 days. Technical support is provided for Hoover City Schools email accounts used to conduct educational and/or instructional business.

A. Personal use of email is permitted as long as it does not violate this Hoover City Schools' Acceptable Use Agreement and/or adversely affect others or the speed of the network.

B. Use of Hoover City Schools' email accounts for harassing or threatening is strictly prohibited.

C. Hoover City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

D.SPAM- Hoover City Schools' email accounts may not be used for attempting to send or sending anonymous messages. Hoover City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.



E. Hoover City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

F. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

G. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails. Users who are required to maintain email for more than 180 days should print said emails.

H. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Hoover City Schools cannot assume any liability for such breaches of the filter.

I. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

## **VI. INTERNET USE:**

The intent of the Hoover City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

A. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents via this Hoover City Schools Acceptable Use Agreement. The acceptable use agreement is not transferable, and therefore, may not be shared. Existing acceptable use agreements are valid until new forms are received. Students are required to have new forms signed when changing schools or enrolling as a new student.

B. Internet activity can and will be monitored, along with other aspects of technology usage. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.

Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this agreement.

## **VII. WEB PUBLISHING:**

The Hoover City Schools' web site is limited to usage associated with activities of Hoover City Schools. The web site cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

A. Links from pages housed on the Hoover City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

B. Student pictures or other personally identifiable information can be used in accordance with the signed "Hoover City Schools Acceptable Use Agreement" and in accordance with CIPA and FERPA guidelines. Student posting of personally identifying information of any kind on the Hoover City Schools' website or linking to personal information from the Hoover City Schools' website is prohibited. Personally identifying information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

C. Individual students may be identified by first name and first letter of last name.

D. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students.

## **VIII. SOCIAL MEDIA RECOMMENDATIONS**

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect students and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook or Twitter, the guidelines and cautions apply to all social networking venues.

It is strongly recommended that teachers do not "friend" current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not "friend" students, and they assume personal responsibility if they choose to do so.

Hoover City Schools has created and hosts several options for teachers to safely use social media for instructional purposes including, but not limited to, Edmodo and Moodle. District technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use if the sites are hosted by Hoover City Schools. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that are not hosted by Hoover City Schools.

District sponsored and approved teacher websites, including email and SchoolMessenger along with the iNOW parent portal should be the primary means for electronic parent communication.

- A. Remember, once something is posted on a social networking site, it may be available forever.
- B. Please avoid posting comments that discuss or criticize others.
- C. Only post what could be shared in a face-to-face meeting with the public. No confidential student information.
- D. Make sure posts and pictures are presented in a professional role or manner.

#### **IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:**

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any Hoover City Schools' network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Unauthorized access of another user's files, folders, home directory, or work
- D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- E. Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive
- F. Harassing, insulting, embarrassing, or attacking others via technology resources
- G. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- H. Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- I. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked.
- J. Sending, displaying, or downloading offensive messages or pictures
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- L. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- M. Editing or modifying digital pictures with the intent to embarrass, harass or bully
- N. Posting any false or damaging information about other people, the school system, or other organizations
- O. Using images or text from an online source without appropriate reference
- P. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Act 99-34)

The Family Educational Rights and Privacy Act (**FERPA**), a Federal law, requires that Hoover City Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hoover City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Hoover City Schools to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you **do not want** Hoover City Schools to disclose directory information from your child's records without your prior written consent, you must notify your child's school in writing by August 24 of the current school year or no later than two weeks after enrollment.

Hoover City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address (email)
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

**Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.**

*For more information, contact your school principal or visit the FERPA Web Site at:  
[www.FERPA@ED.Gov](http://www.FERPA@ED.Gov).*

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY  
AND SECONDARY SCHOOLS**

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

- (1) The right to inspect and review the student's education records;
  - (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate;
  - (3) The right to consent to release of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent (i.e. directory information);
  - (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Hoover City Schools to comply with the requirements of **FERPA**.
- The name and address of the Office that administers **FERPA** are:

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

**Name of Student**\_\_\_\_\_ **Grade Level** \_\_\_\_\_

**Date**\_\_\_\_\_

**School**\_\_\_\_\_

**Grade/Section**\_\_\_\_\_

**Homeroom Teacher**\_\_\_\_\_

**HOOVER CITY SCHOOL DISTRICT  
CODE OF STUDENT CONDUCT  
NOTICE OF RECEIPT**

**Student (print)**\_\_\_\_\_

**Parent/Guardian (print)**\_\_\_\_\_

**School (print)**\_\_\_\_\_

The above student and parents hereby acknowledge by our signatures that we have received and read, or had read to us, the local school's handbook and the Hoover City School District Code of Student Conduct, which contains a copy of "It's the Law." We understand that these policies apply to all students and parents in the public schools; to school campuses, the immediate vicinity of the school, school buses or other school-owned vehicles; school-related activities and events. We further acknowledge by our signature that we have read, or had read to us, the sections on Attendance and the section on Internet Use.

**Student (signature)**\_\_\_\_\_

**Parent/Guardian (signature)**\_\_\_\_\_

**Parent/Guardian (signature)**\_\_\_\_\_

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

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

**NOTE:** Completion of online registration includes agreement by the parent/guardian and student to knowledge of the requirements and regulations of the Code of Conduct.