

LEEDS CITY SCHOOLS



CODE OF STUDENT CONDUCT

2009-2010

CODE OF STUDENT CONDUCT

INTRODUCTION

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline which may be described as the absence of distractions, friction and disturbances which interfere with the effective functioning of the student, class and school. Leeds City Schools hopes to nurture a friendly - yet businesslike - atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal of the Board of Education in student discipline is to modify undesirable behavior while maintaining a school environment, which provides maximum learning opportunities for all students.

As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions; however, the procedures identified in this document shall apply to all students in grades K - 12.

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LEEDS CITY SCHOOLS

Acknowledgment of Student Handbook and Code of Student Conduct

I _____, a student enrolled in Leeds City Schools at _____ school and my parents/guardians hereby acknowledge by our signatures that we have received and read, or had read to us, the foregoing Student Handbook and Code of Student Conduct which includes the Internet Acceptable Use Policy, Discipline Policy, Attendance Policy, Sexual Harassment Policy, and Student Dress Code.

Signed _____
Signature of Student Date

Signed _____
Signature of Father Date

Signed _____
Signature of Mother Date

Signed _____
Signature of Guardian Date

Signed _____
Signature of Guardian Date

This acknowledgment is to be detached and returned to the proper school employee (principal, counselor, homeroom teacher, etc.) as designated by the principal of the student's school.

The student will not be properly enrolled until this form has been signed and returned within five (5) days of receipt.

Contained in this handbook are policies adopted by the City of Leeds Board of Education. The student may receive from the school attended an additional list of rules and regulations regarding specific behavior requirements at the school. Failure to follow those school regulations will also result in disciplinary action.

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**CORPORAL PUNISHMENT
PARENTAL CONSENT FORM**

STUDENT'S NAME _____ **SCHOOL** _____

GRADE _____ **TEACHER** _____

According to Leeds City Schools Policy, parents or legal guardians who do not want corporal punishment to be administered to their child/children must inform the principal of the school on an annual basis. The principal will check for pre-existing medical conditions which would prevent corporal punishment from being administered. The parent/guardian shall be responsible to provide written documentation regarding the pre-existing medical condition to the principal. Please complete the following information to approve or not approve the use of corporal punishment and return the form to your child/children's school.

Failure to return the form shall be considered authorization for school personnel to administer corporal punishment.

_____ **I do not give permission** for the school to administer corporal punishment as a form of discipline to my child/children.

_____ **I give permission** for the school to administer corporal punishment as a form of discipline to my child/children.

_____ *Yes, the administration needs to be aware of my child's pre-existing medical condition. I have attached medical documentation explaining the condition.*

_____ *My child **does not** have a pre-existing medical condition.*

*I certify that I am the parent/legal guardian of the listed students.

Parent/Guardian Signature

Date

**The City of Leeds Board of Education
8121 Parkway Drive / P. O. Box 1083
Leeds, Alabama 35094
Phone (205) 699-5437
Fax (205) 699-6629
Website: www.leedsk12.org
Email: srose@leedsk12.org**

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LEEDS CITY SCHOOLS

Permission to Publish Student Information/Work on the Internet

Dear Parent of Guardian:

Your permission is being requested to publish information on one of our school's internet servers. This information is being requested by:

Leeds City Schools Employee: _____


School Name: _____

Student's Name: _____

URL of Publication: _____

Nature of the Information:

(Parent-initial all that apply)

_____  First Name Only


_____  Picture


_____  Movie

_____  Student Work

_____  Other _____ (be specific)

As the Parent/Guardian of _____,

_____  I give Leeds City Schools permission to publish the information described above on the internet.

_____  I DO NOT give Leeds City Schools permission to publish the information on the internet.

Signature of Student

Date

Signature of Parent/Guardian

Date

Signature of Principal

Date

A copy of this form is to be kept by the employee making the request and a photocopy is to be kept by the webmaster of the server where the information is published.

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**State of Alabama Department of Education
Health Assessment Record
School Year: _____ - _____**



To Parent of Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

This information will be kept strictly confidential.

Please print

Name of Student (Last, First, Middle)		Social Security Number	Birth Date	Sex
Address (Street)		Race/Ethnicity		
(City and Zip Code)		<input type="checkbox"/> American Indian	<input type="checkbox"/> White, not of Hispanic origin	
		<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic/Latino	
		<input type="checkbox"/> Black, not of Hispanic origin	<input type="checkbox"/> Other	
Home Telephone Number		School	Grade	
Name of Parent/Guardian (Last, First, Middle)				
Transportation				
<input type="checkbox"/> Bus Rider <input type="checkbox"/> Car Rider <input type="checkbox"/> Special Needs Bus <input type="checkbox"/> After-School Program				

Part I – To be completed by parent

Place where your child gets regular healthcare:	Child has:
<input type="checkbox"/> Health Department	<input type="checkbox"/> Medicaid
<input type="checkbox"/> Hospital Clinic	<input type="checkbox"/> No Insurance
<input type="checkbox"/> Community Health Center	<input type="checkbox"/> Private Insurance
<input type="checkbox"/> Private Doctor/HMO	<input type="checkbox"/> ALLKIDS
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> No Regular Place	
Local Physician Name: _____ Telephone: _____	
Address: _____	

Authorizations:

I authorize the school nurse, the registered nurse (RN), or licensed practical nurse (LPN) to talk with the physician(s) should a question come up about my child's medical conditions.

I do NOT authorize the school nurse, the RN, or LPN to talk with the physician(s) should a question come up about my child's medical conditions.

I authorize for my child to participate in all school health screenings.

I authorize the release of my child's communicable disease information (chicken pox cases, etc.) to be released to the local Public Health Department.

FOR OFFICE USE ONLY			
Acuity Scale:			
Level A Nursing Dependent	Level B Medically Fragile	Level C Medically Complex	Level D Health Concerns

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**State of Alabama Department of Education
Health Assessment Record
School Year: _____ - _____**



Part II – Medical History

>>>>>> Check only those that apply and return to the school nurse <<<<<<<

<input type="checkbox"/> NO KNOWN HEALTH PROBLEMS. Please go directly to Page 3 and sign at the bottom of the page.	
<input type="checkbox"/> Attention Deficit Disorder (ADD) OR Attention Deficit Hyperactivity Disorder (ADHD)	<input type="checkbox"/> Requires medication? <input type="checkbox"/> To be given while at school?
<input type="checkbox"/> Asthma:	<input type="checkbox"/> He/She uses an inhaler at school? <input type="checkbox"/> He/She uses an inhaler at home?
<input type="checkbox"/> Allergies: (severe) <input type="checkbox"/> Food <input type="checkbox"/> Insects <input type="checkbox"/> Environmental <input type="checkbox"/> Medications	<input type="checkbox"/> Hives/Rash? <input type="checkbox"/> Breathing difficulty? <input type="checkbox"/> Epi-pen?
<input type="checkbox"/> Bleeding Problems: (Hemophilia, Von Willebrand's, frequent nosebleeds)	<input type="checkbox"/> Requires medication? Please explain:
<input type="checkbox"/> Cancer/Leukemia:	Please explain:
<input type="checkbox"/> Cerebral Palsy:	Please explain:
<input type="checkbox"/> Cystic Fibrosis:	Please explain:
<input type="checkbox"/> Dental Problems:	Please explain:
<input type="checkbox"/> Diabetes: <input type="checkbox"/> Type 1 Diabetic <input type="checkbox"/> Type 2 Diabetic	<input type="checkbox"/> Monitors Blood Sugars while at school? <input type="checkbox"/> Requires Insulin at school? <input type="checkbox"/> Glucagon order? <input type="checkbox"/> Insulin pump? <input type="checkbox"/> Managed with diet?
Emotional/Behavioral/Psychological: Please explain:	
Genetic Disorder: Please explain:	

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**State of Alabama Department of Education
Health Assessment Record
School Year: _____ - _____**



Part II (continued) – Medical History

Headaches: *Please explain:*

Hearing Problems:

- Right Ear Left Ear Both Ears
 Hearing Loss? Hearing Aid? Cochlear Implant

Heart Condition: *Please explain: Are there any activity restrictions? Any medications taken at home only?*

Hypertension (High Blood Pressure):

Juvenile Arthritis/Bone-Joint Problems: *Please explain:*

Kidney Problems: *Please explain:*

Scoliosis:

- No Treatment Wears Brace Surgery

Seizures/Convulsions: *Please explain:*

Type of Seizure: _____
 Diastat Order

Sickle Cell Anemia:

Spina Bifida:

Special Diet: *Please explain:*

Vision Problems:

- Wears Glasses Wears Contacts Other _____

Other Medical Conditions: *Please include any medications taken at home only.*

Part III – Medical Equipment

- Gastric Tube Nebulizer Treatments Oxygen Supplement Tracheostomy
 Vagal Nerve Stimulator Ventilator Wheelchair Walker

Required Signatures

Signature of Parent(s) or Guardian

Date

Signature of School Nurse

Date

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Technology Usage Policy

Leeds City Schools Technology Usage Policy

I have read, understand and agree to abide by the terms of the foregoing Technology Usage Policy. Should I commit any violation or in any way misuse my access to the School System's computer network and the Internet, or do not abide by the terms of the foregoing Technology Usage Policy, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Printed Name (student)

Printed Name Parent/Guardian

Signature (student)

Signature Parent/Guardian

Grade School

Date

Date

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ALABAMA STATE DEPARTMENT OF EDUCATION EMPLOYMENT SURVEY

SCHOOL SYSTEM: _____ SCHOOL YEAR: _____

SCHOOL: _____ GRADE: _____

Dear Parents or Guardians;

Please, complete the following survey. The results of this survey will be used to determine if you are possibly eligible for the Migrant Education Program.

Student Name: _____

Name of Parent or Guardian: _____

Address: _____

Telephone Number: _____

1. Have you moved during the last 3 years **to work or to seek work** even if it was for a short period of time? YES _____ NO _____

2. Are you or your spouse **working or have you worked** in an activity directly related to some of the following? Please, check (✓) all applicable:

- The production or process of harvests, milk products, poultry farms, poultry plants, cattle farms
- Fruit farms
- The cultivation or cutting of trees
- Work in nurseries or sod farms
- Fish or shrimp farms
- Worm farms
- Catching or processing sea food (shrimp, oysters, crabs, fish, etc.....)

3. From what city, state or country did you come from? _____

4. What type of work did you or your spouse do before coming here? _____

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SECRETARIA DE EDUCACION DEL ESTADO DE ALABAMA

ENCUESTA DE EMPLEO

SISTEMA ESCOLAR: _____ AÑO ESCOLAR: _____

ESCUELA: _____ GRADO DE LA ESCUELA: _____

Estimado Padre o Guardián,

Por favor de completar la siguiente encuesta. Los resultados de ésta encuesta serán usados para determinar si son posiblemente elegibles para el Programa de Educación para Migrantes.

Nombre del niño: _____

Nombre del padre o guardián: _____

Dirección: _____

Teléfono: _____

1. ¿Se ha mudado usted en los últimos tres años **para trabajar o buscar trabajo** aunque haya sido por un tiempo corto? **SI** _____ **NO** _____

2. ¿Usted o su cónyugue **trabajan o han trabajado** en una actividad directamente relacionada a algunas de las siguientes? Por favor de marcar (✓) los aplicables:

- La producción o proceso de cosechas, productos de lechería, aves, polleras o ganado.
- Huertas de frutas.
- La cultivación o corte de árboles.
- Trabajo en Invernaderos o granjas de Césped
- Granjas de pescados o camarones
- Granjas de gusanos
- La pesca o proceso de mariscos (camarones, ostiones, cangrejos, pescados, etc...)

3. ¿De que ciudad, estado o país se mudaron? _____

4. ¿Que tipo de trabajo hizo usted o su cónyugue antes de mudarse aquí? _____

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CODE OF STUDENT CONDUCT

The purpose of the Code of Student Conduct is to provide a safe, business-like, and nurturing environment conducive to teaching and learning in the Leeds City Schools. This section of the handbook has been prepared in accordance with Discipline Procedures of the Leeds City Schools. It contains information for school personnel, students, and parents. The Code of Student Conduct is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school related activities. Students and their parents need to know and understand this code in order to achieve these goals.

Each student is expected to:

- Demonstrate courtesy and respect for others
- Behave in a responsible manner at school, on school buses, and at all school functions on or off campus
- Attend all classes regularly and on time
- Prepare for each class, take appropriate materials assignments to class
- Be well-groomed and dress appropriately
- Obey all campus and classroom rules
- Respect the property of others including system property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Code of Student Conduct

The system may impose campus, classroom, or club/organization rules in addition to those found in the Code of Student Conduct. These rules may be listed in the student and campus handbooks or posted in classrooms, published in extracurricular handbooks, state or national organizations by-laws, and/or constitutions, are adopted and approved by the sponsor, principal, and/or system administrator, and may or may not constitute violations of the Code of Student Conduct. A copy of these standards shall be provided to the students and administrators.

Sponsors and coaches of extracurricular activities may develop and enforce additional standards of conduct that are higher than the system general standards and may condition membership or the student's participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs anytime, on or off school property. However, no provision of an extracurricular behavioral standard shall have the effect of disclaiming on the basis of gender, race, disability, religion, or ethnicity. A copy of these standards shall be provided the students and administrators.

Organizational standards of behavior of an extracurricular activity are independent of the Code of Student Conduct. Violations of these standards of behavior that are also violations of the student Code of Conduct may result in independent disciplinary actions. A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of Code of Student Conduct.

DUE PROCESS

Leeds City School system adheres to due process when carrying out the procedures contained in the **STUDENT HANDBOOK AND CODE OF STUDENT CONDUCT**. Furthermore, the School Board and the professional staff employed by the Board shall comply with the essential elements of due process. A responsibility of the principals shall be to familiarize their staffs with the due process procedures and provide each staff member with a copy of the handbook.

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

1. School rules shall be clearly stated and related to the educational purposes of the school.
2. School rules shall be fair and specific enough for students to know what they may or may not do.
3. Students, parent(s) or guardian(s) shall be informed of the rules affecting behavior and discipline.
4. **When a student is alleged to have violated the code of conduct, the administration shall advise the student of the allegation(s). The student shall be provided an opportunity to respond to the allegation(s) prior to any disciplinary action.**
5. When disciplinary action is involved, school personnel shall comply with required procedures.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are entitled to attend school and to participate in school programs and activities in an environment which is conducive to learning and free of distraction and disruption occasioned by the violation of school rules or of generally accepted standards of behavior.

Students are entitled to exercise rights secured to them under the First Amendment to the United States Constitution, including the right to freedom of speech, religious expression, and assembly, subject to the imposition of reasonable restrictions on the time, manner and place of such activities.

Students are expected and required to know and follow the rules of conduct as set forth in this Code of Student Conduct, to show respect for the person, property and rights of fellow students, faculty and staff, and other persons with whom they come into contact as students, and to attend school in accordance with state law and Board policy.

MISCONDUCT

Misconduct is conduct which interferes with the maintenance of good order and discipline in the schools and negatively affects the morale and good conduct of students.

Acts of misconduct include but are not limited to:

1. Violation of the Code of Student Conduct,
2. Bringing a weapon to school,
3. Violation of the criminal laws of this state regarding drugs and alcohol, or coming to school or a school -sponsored or school-related activity under the influence of drugs or alcohol.

Verbal and physical misconduct, including but not limited to, causing bodily harm, threatening bodily harm, extortion, insubordination, coercion, fighting, sexual harassment or abuse, obscene language or gestures either oral or written, theft, deceit, disrespect for the right and property of others, vandalism, and acts which are punishable as a felony under the laws of Alabama or the United States if committed by an adult.

JURISDICTION TO TAKE DISCIPLINARY ACTION

School administrators are authorized to take disciplinary action for misconduct that occurs:

1. On the school grounds during or immediately before or immediately after school hours,
2. On the school grounds at any other time when the school is being used by a school group,
3. Off the school grounds at a school activity, function or event,
4. En route to and from school,
5. Within a school safety zone.

Authority to take disciplinary action also extends to any off-campus non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of students and staff. **A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school.** Such act could include, but is not limited to, a felony, a delinquent act which could be considered to be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances, or sexual misconduct of a serious nature. A student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, is also subject to in-school suspension, and assignment to an alternative education program.

GUIDELINES OF DRESS AND GROOMING

Parents should familiarize themselves with the dress code policy of the City of Leeds Board of Education and ensure that their children are appropriately dressed in the required attire specified in this Code of Student Conduct.

- (1) Hair must be clean and well groomed, and should not impair vision. Boys' hair must not touch the collar of a t-shirt (rounded, crew-neck), when measured at full length (i.e., loose or unpinned). Male students with facial hair must keep it neat and well groomed. A hairstyle, hair color, body piercing, clothing, or other article which is disruptive to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization shall not be allowed.
- (2) Male students in grades K-12 may wear one stud earring per ear. Band-Aids may not be worn to conceal unauthorized jewelry. Nose jewelry **shall not** be worn by boys or girls while they are in school. Jewelry (studs, pins, etc.) **shall not** be worn in any visible pierced areas of the body, including, but not limited to, the tongue.
- (3) Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out, suspenders/braces shall be fastened and belts buckled. Pants must be worn at the waist. School administration may require that shirts and blouses be tucked in and coats be removed upon entering the building.
- (4) Sun dresses and backless dresses or tops shall be worn with a jacket or appropriate covering. (Jacket or covering shall not be sheer or mesh).
- (5) Bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.
- (6) Jeans and other articles of clothing must be clean with no open holes above the knee. No shredded jeans will be allowed.
- (7) Grades K-5 sweats pants, jogging pants, and sweat suits are permitted. **Grades 6-8 sweat pants, jogging pants, athletic shorts, and sweat suits are not permitted.**
- (8) Articles of clothing must be appropriate for school wear. Skirts, dresses, and shorts may be no shorter than four inches above the top of the knee, except that students in grades K-3 may wear shorts appropriate for school. Slits in skirts must meet the four inches above the knee regulation.
- (9) Clothing shall not be worn in such a way as to be a disruption to the school environment or a safety concern.
- (10) Shoes appropriate to the school setting must be worn at all times. No beach/shower style flip-flops, house slippers, or shoes equipped with skates are permitted.
- (11) Hats, sunglasses, caps, and hoods shall not be worn at any time inside the building unless otherwise designated by the school administrator. Cases with extenuating circumstances are handled by the principal on an individual basis. (Examples of this would be children with hair loss from chemotherapy or recovering from surgical procedures having required the head to be shaved).

- (12) Gender specific underclothing must be worn and not visible.
- (13) Tops must cover the top of the pants and reveal no bare stomach when the student is standing or when the arms are raised. The material must be such that the body is not seen through it.
- (14) Muscles shirts, tank tops, backless tops, tops with spaghetti straps, halters, and other tops that are physically revealing, and pajamas are prohibited.
- (15) Trench coats, overcoats, or other large bulky coats shall not be worn during the school day and shall be placed in lockers at the beginning of the school day.
- (16) Slogans on a garment can be just as hurtful as verbal comments. Clothing with vulgar or profane language, racial or religious slurs, sexually suggestive placing, memorial shirts, or degrading language or graphics are not acceptable for school. Some examples of this would be Malcolm X insignia and Big Johnson shirts, Rebel flags, or unpatriotic display of flags. Clothing advertising tobacco, alcohol products, weapons, and drugs are prohibited.

You are asked to cooperate with the dress code guidelines since it can be inconvenient and upsetting for you to be sent home to change. It also upsets the educational climate of which we are all a part. This is another way you can make school a positive experience.

Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and will be responsible for all class work missed. Nonconformity to the dress code is a Class I offense.

The school administrator determines what is and what is not appropriate for the school setting.

ADMINISTERING DISCIPLINE

In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Student discipline shall be administered fairly and equitably and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

1. The seriousness of the offense,
2. The student's age,
3. The frequency of misconduct,
4. The student's attitude,
5. The effect or potential effect of the misconduct on the school environment,
6. The requirements of the student's Individual Education Program,
7. The requirements of this Code of Student Conduct.

LEVELS OF MISCONDUCT

The Code of Student Conduct provides a description of a broad range of behaviors considered to be student misconduct. The behavior described should be viewed as representative of the misconduct which most frequently causes a disruption to the orderly educational process. The acts of misconduct listed in Levels I, II, and III are not inclusive. The student who commits an act of misconduct which may be classified into any of the three (3) levels and will be subject to the disciplinary action assigned by the classroom teacher, assistant principal, principal or designated system personnel.

The principal has the final authority in determining the disciplinary assignment for a student's misconduct. The exceptions are:

1. An assignment to an Alternative Education Program, and
2. Long term suspension or expulsion.

When these assignments or recommendations occur, the administrator will follow the procedures that are outlined in this document.

DISCIPLINE MANAGEMENT TECHNIQUES

The following discipline management techniques may be used alone or in combination with the Code of Student Conduct:

1. Verbal correction,
2. Cooling-off time or "time-out",
3. Seating changes in the classroom,
4. Counseling by teachers, counselors, or administrative personnel,
5. School and home communication and conferences,
6. Intervention strategies, such as peer mediation or conflict resolution,
7. Temporary confiscation of items that disrupt the education process,
8. Scholastic penalties for academic dishonesty,
9. Behavioral contracts,
10. Sending the student to the office or other assigned area,
11. In-school suspension,
12. Detention, before or after school, or on Saturday,
13. Suspension from school for up to ten (10) days per infraction,
14. Assignment of school or community service, and/or other school-related assignment,

15. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices,
16. Techniques or penalties identified in a student organization's rules or constitution,
17. Withdrawing or restricting privileges, including bus-riding privileges,
18. School-assessed and school-administered probation,
19. Expulsion and/or placement in an Alternative Education Program,
20. Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the System,
21. Corporal punishment,
22. Other strategies and consequences as specified by the Code of Student Conduct.
23. Contact School Resource Officer.

STUDENTS WHO WITHDRAW WITH DISCIPLINE PENDING

Any student who is subject to a disciplinary order in the City of Leeds Board of Education who withdraws from school and then seeks to re-enter school shall remain subject to such disciplinary order for any period of time remaining on such order at the time of the student's withdrawal.

SAFE AND DRUG FREE SCHOOLS

The City of Leeds Board of Education is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons. This Code of Student Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The Board's policy is "zero tolerance." The Board is sympathetic to assisting parents with the dispensing of both prescription and non-prescription/over-the-counter medications. Specific instructions concerning the dispensing of medications are available at the local schools. Failure to follow the local school directives can result in the student being disciplined under the Class III section of the Code of Student Conduct.

The possession, use, sale, attempted sale, attempted possession or any other involvement with drugs, alcohol, controlled substances or weapons will be not be tolerated and will subject the violating individual to immediate disciplinary action, up to and including expulsion. Violation of Board and State policies, rules and regulations involving drugs, alcohol, controlled substances and weapons or physical harm to persons may subject the student, parent or other individual to criminal charges and a restriction from entering the public schools of the State of Alabama. In accordance with state law, the Board also strictly prohibits the possession of firearms in a Board facility, on Board property, on school buses, at Board or school sponsored functions, or at any Board or school-related activity. Any violation regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system.

Sexual Harassment

It is the policy of the school system to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass any other student through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by an employee or when made by student to another student constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
2. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks to a person with sexual or demeaning implications,
- Unwelcome touching,
- Suggesting or demanding sexual involvement accompanied by implications or threats.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as:

- Sexually-orientated verbal "kidding," "teasing" or jokes,
- Repeated offensive sexual flirtations, advances, or propositions,
- Continued or repeated verbal abuse of a sexual nature,
- Graphic or degrading comments about an individual or his or her appearance,
- The display of sexually suggestive objects or pictures,
- Subtle pressure for sexual activity, and
- Physical contact or blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships between students and employees. It also does not apply to age appropriate behavior between very young students. Rather, it is behavior which is *not welcome* and which is *personally intimidating, hostile, or offensive*.

Sexual advances, requests for sexual favors and other conduct of a sexual nature by employees or volunteers toward students is *unwelcome* by definition, and will not be tolerated under any circumstances.

Any student who alleges sexual harassment by an employee or another student in the school system may complain directly to a principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades or assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school system's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

TOBACCO

Students shall not possess, transmit, or use tobacco-related products in any form, including, without limitation, lighters, matches, or rolling papers.

ALCOHOL AND DRUGS

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, counterfeit drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind.

Use of medications as prescribed in the system's medicine policy, is not in violation of this prohibition. However, students shall at all times observe all school rules governing the possession and use of medications. **All drugs shall be kept in the original container in the school office unless a physician's statement requires a medication to be kept with a student.**

POCKET PAGERS, CELL PHONES, AND OTHER ELECTRONIC DEVICES

Leeds City Schools prohibits the use of pocket pagers, cell phones, or any other electronic communication devices by students on school property, school buses, or at school sponsored activities during the normal school hours. (These devices must be in the off mode and not visible during school hours). "Other electronic devices" include without limitation, electronic games, toys, personal music devices, and laser pointers. Cell phones are allowed on field trips, athletic trips, and other activities after the school day or weekends.

Grades K – 12: 1st Offense – A parent must sign for the cell phone and other electronic devices.

2nd Offense – The phone or other electronic devices will be taken up until the end of the school year.

Students violating this prohibition are subject to disciplinary action, including placement in an alternative education program. Pocket pagers and cell phones are contraband items during the school day and will be confiscated and turned over to the administration.

A student requiring the use of such an electronic device for health or other unusual reasons shall have on file in the principal's office a statement from a licensed physician certifying that such a device is necessary for the health of the student.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, transmit, carry, or have under his/her control any firearm or other weapon.

BOOK BAGS, SPORT BAGS, AND OTHER BAGS

Book bags with rollers are permissible in grades K-5. All bags shall be made of mesh or clear material in grades K-12. Any student in grades 6-12 requiring a book bag with rollers for medical reasons shall provide the proper documentation to the principal.

DEMONSTRATIONS AND STRIKES

Students may, at appropriate times, express opinions and ideas, take stands and support policies publicly, privately, orally and in writing. Such expression should not interfere with the educational program or present a safety or health hazard. The students may not use obscenity, slanderous, or libelous statements, disruptive tactics, or advocate violation of the law or school regulations. The principal is available to receive the requests of students in a peaceful, orderly and reasonable manner.

OBSCENE, SLANDEROUS AND VULGAR SPEECH OR BEHAVIOR

Students may not engage in speech, expression or behavior which:

- Is obscene to minors,
- Is libelous or slanderous,
- Is indecent, lewd or vulgar,
- Advertises any product or service not permitted to minors by law,
- Injures, harasses or invades the privacy of other people including, but not limited to, speech or expression which defames any person on the basis of his/her race, sex, color, creed or religion,
- Will either result, or which school administrators reasonably forecast will result, in a material and substantial disruption of the orderly operation of the school and/or school activities.

This list is not exhaustive. School administrators may prohibit any type of speech, dancing, dress, or expression that is inconsistent with school system policy.

The following specific types of speech, dress, or expression are prohibited:

- Representations of satanic activity that constitute lewd, indecent or vulgar speech including, but not limited to, representations of killing or sacrificing animals or humans, pentagrams, upside-down crosses or the number 666,
- The wearing of symbols which may disrupt the orderly operation of the school and/or activities including swastikas and gang-related clothing or symbols,
- Any article of clothing displaying any message which directly or indirectly relates or goods or services which are prohibited by law to minors such as alcohol, tobacco/or controlled substances.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this discipline code, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

Personal Searches: A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted by a school employee of the same sex and with an adult witness present.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Desk and Locker Searches: Student desks and lockers are school property and remain at all times under the control of the school, however, students are expected to assume full responsibility for the security of their lockers.

Periodic general inspections of desks and lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has any reason to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

USE OF METAL DETECTORS

In view of the potential presence of weapons in our schools, the Board of Education has authorized the use of hand-held and walk-through metal detectors to check a student's person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class, on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this code will result in disciplinary action, including suspension.

Any student wearing a pacemaker, defibrillator, or similar device who objects to being scanned by a metal detector may so notify the appropriate school official and may be subjected to an alternate means of search.

Metal Detector Checks of Classes of Students:

When a principal decides to conduct a group metal detector check, he or she will select the class to be checked at random by blindly drawing one or more classrooms from all of the classrooms within the school. The drawing shall be conducted in the presence of another adult.

Before conducting the metal detector checks, the participating administrator or law enforcement officer will enter the classroom and explain the scanning process to students in the class, emphasizing that the checks are intended to maintain safe schools.

An administrator or officer will check each student by visually searching the student's desk and then escorting the student and his/her personal effects into the hall to proceed with the metal detector check. An adult will closely observe students at their desks to make sure that no objects are removed from pockets or personal effects.

In the hall, the administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

If the metal detector is activated during the scanning of the student's effects, the administrator or officer will open the bag, purse, etc., and look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. If the metal detector is again activated, a same-sex administrator or officer will conduct a pat-down search of the student's outer clothing in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will escort the student into a private room and remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students:

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions regarding personal searches as set forth shall be followed under the circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for ultimate disposition.

PROCEDURES TO ADMINISTER DISCIPLINARY ACTION

Office Referrals

A teacher may send a student to the office to maintain effective discipline after classroom techniques have failed. The principal or designee shall employ appropriate discipline management techniques consistent with the Code of Student Conduct.

Detention

Students may be detained at the discretion of the teacher or principal. *Transportation of students assigned to detention hall is the responsibility of the student and his/her parents.* Advance notice of one day shall be given to allow students to make alternate transportation arrangements.

Probation

A student may be placed on probation for a trial period by the principal with conditions for release from probation set by the principal following conferences with relevant school personnel and the student's parent or guardian. The principal's decision concerning probation is final. Probation may include action to isolate the student from the regular activities, including provisions to limit or restrict participation in extra curricular activities.

School Bus Suspension

Principals may suspend a student from the bus for misconduct.

In-School Suspension

Behavior which interferes with the student's learning or the educational process of others and requires attention and assistance beyond normal classroom management, or behavior which results in frequent conflicts of a disruptive nature may result in assignment to in-school suspension (ISS). The purpose of in-school suspension is to place disruptive students in an isolated, individually oriented suspension program away from the regularly assigned classroom and school activities. Classroom assignments shall be continued while providing individually oriented instruction.

Students who, after investigation by the principal, are found to have violated the Code of Student Conduct or have committed serious infractions of school rules and/or board policy may be assigned by the principal to the ISS program. The student, his/her parents, and appropriate staff of the school shall be informed of the reasons for the assignment and the specific number of days the student is to attend the ISS program. The assignment may subsequently be altered by the principal or his/her designee upon the recommendation of the ISS teacher.

Students may be placed in ISS pending a placement at the Alternative School.

Out of School Suspension

Behavior which interferes with the student's behavior or the education process of others and requires attention and assistance beyond normal classroom management, or behavior which results in frequent conflicts of a disruptive nature may result in out of school suspension. Students, who after investigation by the principal, are found to have violated the Code of Student Conduct or have committed serious infractions of school rules and/or board policy may be suspended from school. The student, his/her parent, and school personnel shall be informed of the suspension.

CORPORAL PUNISHMENT

The City of Leeds Board of Education has approved the administration of corporal punishment as a disciplinary measure. School personnel authorized by Board Policy to administer corporal punishment are the principal and/or assistant principal of each school. Corporal punishment shall not be the first disciplinary measure and should be administered after other disciplinary measures have not been effective.

Parents/guardians shall be provided the opportunity to notify the school if corporal punishment can be used as a disciplinary measure for their child(ren). Failure to return the form shall be considered authorization for school personnel to administer corporal punishment. (See page 5, *Corporal Punishment Parental Consent Form*)

CONFERENCES WITH PARENTS

The Code of Student Conduct specifies within its standards of behavior various violations of the Code which may result in a school administrator's request that a parent or guardian come to the school for a conference. If such a request is made, parents should take responsibility to meet with the school administrator to address behavior violations and discipline. Parents are encouraged to visit the schools regularly and to be actively involved in the behavior support process designed to promote positive choices and behavior. **Parents who wish to speak with a student's teacher(s) or an administrator are urged to schedule an appointment. When questioning the decisions or actions of school staff, parents should first discuss their concern with that staff member. If not satisfied, parents may then discuss their concern with the respective school administrator.**

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students served through the special education program under the *Individuals with Disabilities Education Improvement Act* or students served through *Section 504 of the Rehabilitation Act of 1973* will comply with this Code of Student Conduct unless otherwise specified in an Individual Education Program (IEP) or 504 Accommodation Plan.

1. Prior to the administration of discipline to any student, the school official authorized to administer discipline shall ascertain, on the basis of reasonably available data, whether the student has been classified as a student with a disability within the meaning of the Individuals with Disabilities Education Improvement Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
2. Students with disabilities shall be subject to imposition of reasonable disciplinary measures in the furtherance of the school's legitimate interests in maintaining order and harmony and in providing an atmosphere conducive to learning for all students. However, disciplinary decisions affecting a student with a disability shall be made with reference to, and in consideration of, the following factors as indicated by each student's Individual Education Plan (IEP) or 504 Accommodation Plan:
 - a. the nature of the student's disabling condition and the appropriateness of the discipline contemplated in light of that condition,

- b. the cause or causes of the disciplinary problem,
 - c. the disciplinary history of the child,
 - d. the availability and advisability of alternative disciplinary responses to traditional ones,
 - e. recommendations, if any, from teachers and appropriate exceptional education staff,
 - f. such other rules and regulations governing disciplinary practices and procedures needed to comply with state and federal laws, rules and regulations,
 - g. environmental and other circumstances ordinarily taken into account in fashioning appropriate discipline for non-student with a disability.
3. Suspension of a student with a disability (under IDEA or 504) shall conform to generally applicable substantive and procedural criteria, but shall not exceed ten school days without prior consultation with the Director of Student Services.
 4. In no event shall disciplinary action resulting in permanent or indefinite cessation of educational services to a student with a disability be proposed or approved without prior consultation with the Director of Student Services.

BUS CONDUCT

Rules and Regulations

1. The school bus is an extension of the classroom.
2. Bus drivers have complete charge of students while riding the bus. Drivers are responsible for the student's conduct, safety, and transportation. Bus drivers will report promptly to the principal or his/her designee violation of the Code of Conduct. Principals and/or designee, NOT BUS DRIVERS, are responsible for disciplining students for violation of Code of Conduct.
3. Bus drivers, with the assistance of the principal or designee, will assign seats to all students.
4. Students must take their seats promptly when loading the bus.
5. Students must remain in their seats while the bus is in motion.
6. Students shall not be allowed to enter or leave a bus at any place other than at the student's usual bus stop or school unless authorized by the principal of the school. Students shall be picked up at their designated bus stop and returned to their designated bus stop. It is the responsibility of the Leeds City School System to transport students from bus stop to school and from school to bus stop. Parents are responsible for the child after he/she is deposited at designated bus stop. The City of Leeds Board of Education shall not be responsible for the student after he/she returns to the designated bus stop.

7. Bus drivers will not put students off the bus after accepting students, but will carry students to the school or to their homes.
8. Students will cooperate in keeping the bus clean and free of damage. Students causing damage to the school bus may be punished by suspension from the school bus. Parents/Guardians/Students shall be required to repay the cost of any damage to any bus by any student.
9. Students are not allowed to transport animals (dead or alive), balloons, or glass containers on the bus.
10. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
11. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
12. Misconduct on a school bus will result in the application of the normal discipline procedures of the Leeds City Schools. The following is a nonexclusive list of infractions, which will result in the principal suspending students from the school bus or school or both:
 - a. Being insubordinate to the bus driver including, but not limited to, giving the bus driver an incorrect name and address,
 - b. Failing to obey orders and directions of the bus driver,
 - c. Using vulgar or obscene language whether written or spoken,
 - d. Using obscene gestures,
 - e. Smoking, possessing and/or using tobacco or any smoking paraphernalia,
 - f. Getting on or off the bus at improper locations,
 - g. Damaging the bus, throwing objects on the bus or out the window,
 - h. Making threats, bullying, or engaging in acts of physical violence,
 - i. Possession of contraband items, including weapons, drugs, alcohol, or electronic devices,
 - j. Tampering with emergency exits (back door),
 - k. Eating, drinking, or chewing,
13. In cases of extreme student misbehavior while being transported to and from school or school related activities, appropriate law enforcement officials may be called to remove the student(s) from the bus. In this event, the Transportation Department or the police will notify the parent or legal guardian that the student has been removed from the bus and as to where the law officer has transported the student. In addition to removal by the appropriate law enforcement official, the student may be suspended from the school bus for the remainder of the school year.

14. Students shall be prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior. Fighting on a school bus is among the most serious offenses committed by students. Students who fight endanger themselves and everyone riding the bus by causing the bus driver's attention to be diverted. Fighting on a school bus will result in immediate suspension from the bus with no prior warning or prior disciplinary action being taken.
15. No luggage carriers and/or luggage carts are allowed on the bus.
16. Silence will be observed at all railroad crossings.

CLASSIFICATION OF BUS VIOLATIONS

Bus conduct is stated in accordance with the City of Leeds Board of Education Code of Student Conduct. After determining the classification of a violation, the principal/designee will implement the appropriate disciplinary procedure indicated by category. The categories indicate disciplinary measures to accommodate each grade level with the administration to make the determination of those measures best suited to the grade level and the situation.

CONSEQUENCES FOR VIOLATING SCHOOL BUS RULES AND REGULATIONS

The Principal is authorized to take disciplinary action up to and including loss of transportation for offense(s) which have a direct impact on the welfare of students following an investigation and due process procedures.

Each bus driver is expected to maintain safety and appropriate behavior on his/her bus and is also expected to contact parents as the first line of correction as students are warned of inappropriate behaviors.

The principal/designee is responsible for administering discipline for inappropriate conduct on a school bus. The disciplinary actions are guidelines to be applied according to the seriousness of the offense and to ensure that the student is provided the right to due process.

First Offense – Class I

The driver will speak with the student, possibly reassigning the student to another seat. The driver will document this, will give a copy to the principal or the principal's designee, and the student, and parents will be contacted. This discipline slip shall be taken home with the student, signed by the parent and returned to the bus driver. In the event the student does not return the signed discipline slip to the driver, the principal will be notified by the driver and further disciplinary action will be taken by the principal.

Subsequent Offenses - Class I, II, and III
As appropriate - Disciplinary Action by the Principal or Designee

The driver shall document and give a written report to the principal. **The principal/designee** will take appropriate disciplinary action up to and including the loss of the privilege of transportation after due process.

The **principal/designee** will notify the parent/guardian of any warnings, disciplinary actions, or bus suspension.

No student shall be allowed to ride any Leeds City School bus if the student's riding privilege has been suspended. **If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year.**

Transportation from School: Students are often involved in extracurricular activities which keep them from returning home through the school transportation system. If a parent cannot provide transportation for the student, the parent should ensure that a means of transportation is provided to the student. The school system does not take responsibility to provide transportation for students outside of the normal busing schedules. Parents should not allow students to loiter on school property after extra-curricular activities have been completed. **Students who repeatedly loiter on school property after the conclusion of extra-curricular activities may lose the privilege to participate in those activities.**

CLASS I
MINOR OFFENSES

- 1.00 EXCESSIVE DISTRACTION OF OTHER STUDENTS – Any conduct and/or behavior which is 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 GAMBLING – Any participation in games of chance, such as flipping coins, matching, etc., for money and/or other items of value. Possession of cards and/or dice or any participation in games involving these items.
- 1.02 **UNEXCUSED TARDIES – (Grades 6-12) Reporting late to class a total of three (3) times per semester.**
- 1.03 NONCONFORMITY TO DRESS CODE
- 1.04 MINOR DISRUPTION ON A SCHOOL BUS
- 1.05 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION
- 1.06 HORSEPLAYING/SHOVING/RUNNING
- 1.07 POSSESSION OF BEEPERS, PORTABLE TELEPHONES, OR OTHER SIMILAR DEVICES (See Page 22)

- 1.08 CONTINUED FAILURE TO BRING MATERIALS TO CLASS
- 1.09 POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER SIMILAR DEVICES/MATERIALS (THIS INCLUDES BUT IS NOT LIMITED TO TAPES AND CDS)
- 1.10 (K-5) DISRESPECT TOWARD BOARD EMPLOYEES/ADULTS
- 1.11 POSSESSION OF A LASER POINTER OR OTHER SIMILAR DEVICES
- 1.12 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS

**CLASS I
DISCIPLINARY ACTION**

GRADES K-5

- First Offense:** Principal/student or teacher/student conference or parental contact.
- Subsequent Offenses:** Principal/student conference, parental contact, disciplinary probation, required in-school parental conference, or out-of-school suspension for one (1) to three (3) days at the discretion of the principal or designee. Corporal punishment may be administered according City of Leeds Board of Education policy.

GRADES 6-12

- First Offense:** In-school conference (teacher/student or principal/student), disciplinary probation and parental contact when necessary.
First Offense Horseplay – One (1) day ISS
- Subsequent Offenses:** Principal/student conference, parental contact, required in-school parental conference, out-of-school detention (after or Saturday), supervised in-school suspension, or out-of-school suspension for one (1) to three (3) days at the discretion of the principal or designee. Corporal punishment may be administered according to City of Leeds Board of Education policy.

**CLASS I OFFENSES MAY NOT BE APPEALED
BEYOND THE LOCAL SCHOOL LEVEL.**

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. This will result in an automatic suspension of up to five days from school for Grades 6 – 12.
- 2.01 POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS AND MATCHES
- 2.02 BATTERY UPON STUDENTS - Actual and intentional hitting, kicking or biting of another student against the will of the other student, with the potential to cause bodily harm to the individual. (This will result in an automatic suspension of up to five days from school.) (Also see 3.14)
- 2.03 FIGHTING - Physical conflict (e.g., fisticuffs) between two or more individuals. (This will result in an automatic suspension of up to five days from school.)
- 2.04 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.
- 2.05 STEALING, LARCENY, THEFT - The intentional unlawful taking and/or carrying away of property valued at less than \$100.00 belonging to or in the lawful possession or custody of another. Restitution will be required.
- 2.06 POSSESSION OF STOLEN PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN
- 2.07 **THREATS TO EXTORT, EXTORTION - Verbally, written, printed or electronic 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. For grades 6-12, see 3.04.**
- NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim constitutes a Class III offense (3.04 Robbery).
- 2.08 TRESPASSING - Willfully entering or remaining in any City of Leeds Board of Education structure, conveyance, or property without being authorized, licensed, or invited, or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2.09 POSSESSION OF FIREWORKS, FIRECRACKERS, OR STINK BOMBS

- 2.10 POSSESSION OF A POCKETKNIFE (SMALL OR KEY CHAIN VARIETY), OR SIMILAR INSTRUMENTS THAT WOULD NOT NORMALLY BE CONSIDERED A WEAPON (Also see Offense 3.09)
- 2.11 TOUCH WITH SEXUAL CONNOTATIONS
- 2.12 WRITTEN REQUEST FOR SEX
- 2.13 USE OF OBSCENE / PROFANE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE, etc.)
- 2.14 **DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE (Grades K-5) Such actions will result in an automatic suspension of up to three days from school. (For grades 6-12, see 3.22)**
- 2.15 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION OR BEING TRUANT FROM CLASS OR SCHOOL
- 2.16 DISRESPECT TO A SCHOOL BOARD EMPLOYEE - Any verbal or nonverbal conduct and/or behavior directed toward a School Board employee that is rude or discourteous.
- 2.17 FALSE INFORMATION - Intentionally providing false information to a School Board employee, including giving false student information or concealment of information directly relating to school business. This includes forgery of school notes, re-admittance slips, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.
- 2.18 POSSESSION OF FIREARM FACSIMILES - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.
- 2.19 ILLEGAL ORGANIZATION - Any participation in prohibited or secret societies.
- 2.20 THREAT, HARASSMENT, BULLYING OR INTIMIDATION OF A STUDENT - Threatening to injure or do harm of any kind to another student, either by word or by act. (See also 3.28, "Aggravated Threat, Harassment, or Intimidation of a Student").
- 2.21 VERBAL ABUSE - Speech or other expressions that insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national and ethnic origin.
- 2.22 OFFENSIVE CLOTHING - THE WEARING OF CLOTHING, POSSESSION OF WRITINGS OR DRAWINGS, THE USE OF GESTURES OR SIGNALS WHICH INDICATE GANG AFFILIATION
- 2.23 FALSE ACCUSATION OF SEXUAL HARASSMENT

- 2.24 UNAUTHORIZED ACCESS TO A COMPUTER SYSTEM OR KNOWLEDGE OF RESTRICTED COMPUTER PASSWORDS
- 2.25 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL
- 2.26 THE USE OF A LASER POINTER OR OTHER SIMILAR DEVICES
- 2.27 ACADEMIC DISHONESTY
- 2.28 OTHER AS DEEMED BY PRINCIPAL
- 2.29 MULTIPLE CLASS I OFFENSES
- 2.30 SELLING OR SOLICITING FOR SALE ANY MERCHANDISE ON THE SCHOOL CAMPUS WITHOUT THE AUTHORIZATION OF THE BUILDING PRINCIPAL
- 2.31 VIOLATION OF THE MEDICATION POLICY
- 2.32 ENGAGING IN FOOD FIGHTS
- 2.33 THROWING OR SHOOTING OBJECTS THAT CAN CAUSE BODILY INJURY OR DAMAGE TO PROPERTY
- 2.34 FAILURE TO REPORT TO A TEACHER OR ADMINISTRATOR THAT KNOWLEDGE OF AN EVENT, DEVICE, OBJECT OR SUBSTANCE THAT COULD CAUSE HARM TO SELF OR OTHERS
- 2.35 POSSESSION OF MATERIALS THAT PROMOTE, OR COULD BE USED TO PROMOTE, ADVOCATE, OR CARRY OUT CRIMINAL ACTIVITY
- 2.36 ANY OTHER VIOLATION OR ACT WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THE CLASS II OFFENSES

CLASS II DISCIPLINARY ACTION

GRADES K-12

- First Offense: Required in-school parental conference, out-of-school detention (before school, after school or Saturday school) suspension from extra-curricular activities, or suspension for 1-3 school days.
- Subsequent Offenses: Out-of-school detention and/or corporal punishment (morning, afternoon, or Saturday), in-school suspension, 1-5 days suspension at the discretion of principal or designee.

CLASS II OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.

INTERVENTION AND/OR PROSECUTION BY LAW ENFORCEMENT AUTHORITIES SHALL BE SOUGHT WHERE NECESSARY OR APPROPRIATE AS DETERMINED BY THE PRINCIPAL/DESIGNEE.

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, prescription drugs, over-the-counter medications, and any other substance with a potential for abuse which might create a hazard to the user's health or safety or the health or safety of another.
- 3.02 ARSON - The burning of any part of a building or its contents and/or other school property.
- 3.03 BATTERY UPON A SCHOOL BOARD EMPLOYEE - The unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school employee.
- 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 - The intentional unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another. Restitution will be required.
- 3.06 ILLEGAL SCHOOL ENTRY - Breaking, entering, or remaining in a structure or conveyance without justification during the hours the premises are closed to the public.
- 3.07 CRIMINAL MISCHIEF - Willful and malicious injury or damages at or in excess of \$200.00 to public property, or to real or personal property belonging to another. Restitution will be required.
- 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 by the action of an explosive, the frame silencer, any similar destructive device.
- 3.09 WEAPONS - Possession of a knife (other than those items addressed under 2.10), including larger pocket knives, switchblades or hunting knives, or other object as defined by state law to be deadly weapons or dangerous instruments or the possession of any knife or other object which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm.
- 3.10 POSSESSION OF PROHIBITED OBJECTS - Possession of a gun, other than a firearm (including a starter gun, "BB" gun, pellet gun, or paint ball gun), metallic knuckles, tear gas gun, chemical weapon or device, martial arts weapon, or any other similar object.
- 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 serious bodily injury or property damage.
- 3.13 SEXUAL OR LEWD ACTS - Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.
- 3.14 AGGRAVATED BATTERY OR ASSAULT - Intentionally causing bodily harm, disability or permanent disfigurement, use of a deadly weapon.
- 3.15 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.
- 3.16 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM OR DIALING 911.
- 3.17 FIRE ALARM CAUSING HARM OR DISORDER

- 3.18 THREAT TO A SCHOOL BOARD EMPLOYEE - Threatening to injure or do harm of any kind to a school board employee by word or act.
- 3.19 SABOTAGE 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 tampering which causes a major disruption in the educational process. Student must also pay restitution for the cost of repairs.
 - (C) Distribution of restricted computer passwords.
 - (D) Introduction of unauthorized software into computer system.
- 3.20 REFUSAL BY STUDENTS TO HONOR ANY LAWFUL REQUEST MADE BY THE ADMINISTRATION - (GRADES K-12)
- 3.21 LIGHTING OR IGNITING FIREWORKS, FIRECRACKERS OR EXPLOSIVES OR STINK BOMBS
- 3.22 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE - (GRADES 6-12)
- 3.23 THREE (3) CLASS II OFFENSES, RESULTING IN SUSPENSION – Repeated disruptive and defiant behavior despite school-based intervention.
- 3.24 HAZING, WHICH IS DEFINED AS FOLLOWS:
- (A) Any willful action taken or situation created, whether on or off any school or educational premises, which recklessly or intentionally endangers the mental or physical health of any student.
 - (B) Any willful act on or off any school or educational premises 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.
 - (C) The term hazing does not include corporal punishment administered by officials or employees.
- 3.25 DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL
- 3.26 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.

- 3.27 ANY ACT ON A SCHOOL BUS THAT HAS THE POTENTIAL TO CAUSE BODILY HARM TO THE PASSENGERS OR DRIVER
- 3.28 AGGRAVATED THREAT, HARASSMENT OR INTIMIDATION OF A STUDENT
A threat to do serious bodily harm or violence to another student by word or act, a threat to kill, maim or inflict serious 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, any threat in the form of a "hit list", writing, statement, or communication evidencing a plan or intent to do violence to another.
- 3.29 ANY OTHER VIOLATION OR ACT WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THE CLASS III VIOLATIONS
- 3.30 HOMICIDE, KIDNAPPING, KNIFE SALE, OTHER WEAPON SALE OR USE

CLASS III DISCIPLINARY ACTION

FIRST OFFENSE – SUSPENDED FROM SCHOOL AND REFERRED TO THE HEARING OFFICER FOR DISCIPLINARY ACTION.

PROCEDURES FOR ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

DOCUMENTATION OF CLASS III OFFENSES

The conclusions of the Hearing Officer shall be based on the documented facts concerning the incident. The principal (or designee) is responsible for assembling appropriate documentation of the offense for use at the hearing. Documentation shall include all information available, including but not limited to, the following categories:

1. Specific definition of the offense(s) committed and supporting facts,
2. Names of all persons involved in the incident, suspect(s), victim(s), witness(es),
3. Signed and dated statement(s) of persons referred to in (2) above may be used instead of testimony presented at a hearing,
4. List of special program(s), if any, in which student is enrolled or being considered for enrollment,
5. Past disciplinary records of student involved,

6. Academic record of student which includes current grades, attendance, report card and front and back of the cumulative record, high school students should also have current transcript,
7. Extenuating circumstances,
8. Actions taken at the school level before suspending for repeated disruptive behavior,
9. Current IEP or 504 plan which may include a functional behavior assessment and behavior intervention plan.

The Hearing Officer shall include, or refer to, the documentation in the hearing decision if extenuating or mitigating circumstances exist, the Hearing Officer shall document the extenuating or mitigating circumstances and decide the appropriate disciplinary action to be taken.

PROCEDURES FOR FORMAL DUE PROCESS HEARINGS

A principal (or designee) may suspend a student for a Class III offense by complying with the procedures for suspension by a principal (or designee) and also notifying the parent(s) that the student is suspended to a Hearing Officer. **The principal (or designee) immediately sends a written request to the Hearing Officer when a child is suspended.** Upon receipt of the suspension notice, the Hearing Officer shall comply with the following procedures in scheduling and conducting a hearing:

1. The Hearing Officer shall give the student and the student's parent(s) or guardian oral or written notice of the charge or charges against the student at least 48 hours before a hearing. The Hearing Officer will normally conduct a hearing within ten (10) school days (or less) from the date of the suspension unless the student and the student's parent(s) or guardian request additional time or fail to cooperate.
2. At the hearing, the Hearing Officer shall give the student an opportunity to admit or deny the charge or charges.
3. If the student denies the charge or charges, he/she will be given an explanation of the evidence on which they are based and an opportunity to explain his/her version of the facts.
4. The Hearing Officer may summon the accusers or witnesses to the disciplinary hearing and allow their examination by the student and/or permit the student to present his/her own witnesses. The Hearing Officer is not required to call or allow any accusers or witnesses to be present and the decision to do so shall rest in the discretion of the Hearing Officer.
5. After following the above procedure, the Hearing Officer, based on all facts presented, shall decide whether the student did or did not commit an offense, what offense, if any, was committed and what the punishment, if any, should be. The Hearing Officer shall prepare a written decision that shall include the charges against the student, the time, date and location of the hearing, a summary of the evidence presented at the hearing, the conclusions drawn from the evidence, and the disposition of the student.

6. The Hearing Officer shall send a copy of the decision to the following persons:
 - The student's parent(s) or guardian
 - The principal (or designee)
 - The principal of the alternative school (providing student is referred)
 - The Superintendent

A tape recording may be made of the hearing and will be kept in the Attendance Department for no less than one year from the date of the hearing.

APPEAL OF HEARING DECISION

If the parent(s) or guardian is dissatisfied with the decision of a Hearing Officer, the parent(s) or guardian may file an appeal with the Superintendent's Designee. The appeal procedures are as follows:

1. The student or the student's parent(s) or guardian shall file a written request for an appeal.
2. The written request for an appeal shall be addressed to and mailed to the Superintendent's Office.
3. The written request for an appeal shall be postmarked on a date no more than seven (7) calendar days after the date of the Hearing Decision or delivered to the Superintendent no more than nine (9) calendar days after the date of the Hearing Decision. If the written request for an appeal is not made on time, the Hearing Decision shall be final.
4. The Superintendent's Designee, upon receipt of a timely filed written request for an appeal, will schedule an appeal hearing.
5. An appeal hearing will be arranged following the same procedures provided for hearings.
6. Within two (2) school days after the appeal hearing, the Hearing Examiner shall submit to the Superintendent written findings, conclusions, and recommendations made based on the evidence and matters presented at the appeal hearing.
7. The Hearing Examiner's findings and conclusions shall be supported by substantial evidence.
8. A copy of the recommended findings and conclusions will be sent to the following persons:
 - The student's parent(s) or guardian (by certified mail).
 - The principal or designee.

DEFINITIONS

<i>Affray</i>	To fight with one or more persons in a public place to the disturbance of school tranquility.
<i>Alternative School</i>	A school established by the City of Leeds Board of Education to provide a continuous educational opportunity for students whose behavior has temporarily caused them to be suspended from their regular school program.
<i>Assault</i>	An intentional, unlawful offer to corporal injury to another by force, or force unlawfully directed toward another person, under such circumstances as create well-founded fear of imminent consent.
<i>Battery</i>	Any unlawful beating, or other wrongful physical violence or constraint inflicted on a human being without his/her consent.
<i>Bullying</i>	Any willful attempt or verbal threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or any intentional display of force such as would give the victim reason to fear or expect immediate or bodily harm.
<i>Chronic Disciplinary</i>	A student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her and which are likely to recur.
<i>Computer Trespass</i>	Any inappropriate use of a computer including but not limited to hacking, accessing inappropriate sites, threatening or harassing other students or teachers, etc.
<i>Corporal Punishment</i>	Physical punishment by the principal or his/her designee.
<i>Detention</i>	The state of being detained, usually after school for a non-specific length of time other than regular class time, for up to one hour.
<i>Expulsion</i>	Termination of enrollment, permanently.
<i>Firearm</i>	Any weapon (including a starter gun) which will or 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 weapon, any firearm muffler or silencer, or any destructive device including any explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine or similar device. Destructive device also includes any weapon by whatever name known which will, or which may be steadily converted to expel a projectile by the action of an explosive or other propellant.

<i>Hazing</i>	Causing a student to participate, even if willing, in an activity which endangers or is likely to endanger the physical health or safety of the student, when this participation is a condition or precondition of gaining acceptance, membership, office, or other status in a school organization or team.
<i>Individual Education Program</i>	A written statement for a child with a disability that is developed, reviewed, and revised in a meeting in accordance with federal laws governing individuals with disabilities.
<i>In-School Suspension</i>	Short-term suspension from regular school participation by assignment to the in-school suspension teacher located on the school campus. Regular school assignments will be required to be completed.
<i>Long-Term Suspension</i>	Suspension from school for more than ten (10) days.
<i>Other Weapon</i>	The term "other weapon" includes <u>without limitation</u> : a machete, dirk, sword cane, bowie knife, switchblade knife, ballistic knife, or any other knife: a razor blade, a straight-edge razor, ice pick, or box cutter: a spring stick, metal knucks, or blackjack, any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, any disk, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, a club, including an instrument that is specially designed to inflict serious bodily injury or death by striking a person with the instrument and includes, but is not limited to, a blackjack, nightstick, or tomahawk, a laser pen, mace or pepper spray, or any weapon of like kind.
<i>Physical Violence</i>	Intentionally making physical contact of an insulting or provoking nature with the person of another, or intentionally making physical contact which causes physical harm to another unless such contact or physical harms were in self-defense.
<i>Possession</i>	The actual care, custody, control or management of an object or substance. A student shall be considered to be in possession of any substance or object prohibited or regulated by this Code if the substance or object is: <ol style="list-style-type: none"> 1. On the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag or backpack,

2. Brought by a student onto school grounds or to any school activity, function or event.
3. In any private vehicle used by the student for transportation to or from school or a school-related activity, including but not limited to a truck, auto, motorcycle, or bicycle, and
4. Any school property used by the student including a locker or desk.

<i>Probation</i>	A conditional period of enrollment during a trial period.
<i>School Authorities</i>	A school principal, an assistant principal, or any other school employee designated by the principal to administer discipline or to conduct inspections or searches of students, student lockers, student desks, or automobiles.
<i>School Bus Suspension</i>	A termination of the privilege to ride the school bus to and from school for a specific length of time.
<i>School Safety Zone</i>	In or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school, or school system and used for elementary or secondary education.
<i>Sexual Battery</i>	To intentionally make physical contact with the intimate parts of the body of another person without the consent of that person. "Intimate parts" means the primary genital area, inner thighs, or buttocks of a male or female and the breasts of a female.
<i>Short-Term Suspension</i>	A temporary termination of enrollment for up to ten (10) days until stipulated conditions are met.
<i>Building Based Student Support Team</i>	A group which can include the teacher(s), other school staff and parents that addresses the needs students of having problems in school.
<i>Terrorist Threat</i>	A threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.
<i>Theft</i>	The taking and removing of personal property with the intent of depriving the rightful owner of it.
<i>Truancy</i>	Unexcused absence or absences from school.

Under the influence

Not having the normal use of mental or physical faculties, however, the student need not be legally intoxicated but will be considered under the influence if there is any amount of alcohol, marijuana, controlled substance or dangerous drug in the student's blood, urine or breath. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol abuse.

Use

A student has introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

APPENDIX A

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, THE HATCH AMENDMENT, AND THE VOCATIONAL EDUCATION GUIDELINES

It is the intent of City of Leeds Board of Education to comply with the above referenced federal statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school system. Part of our compliance effort is to periodically apprise employees, parents and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

Coverage:

The final regulations cover all operations of the City of Leeds Board of Education with the exception that the Vocational Education Guidelines cover vocational programs only.

Treatment:

All schools must treat students and employees without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

1. Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.
2. Eligibility for and receipt or enjoyment of benefits and services.
3. Use of Facilities.

A recipient school system may not participate with single-sex organizations other than the following: Boy Scouts, Girl Scouts, YWCA, YMCA, and certain voluntary youth services organizations that meet the provisions of Title IX.

Health Education:

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussion deal exclusively with human sexuality.

Physical Education:

Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

Athletics:

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity — comparable facilities, equipment, etc. — but equal aggregate expenditures are not required.

Organizations:

The school system may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.

Counseling Materials:

Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion or disability.

Employment:

The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically the regulations cover:

- Employment criteria,
- Recruitment,
- Compensation,
- Job classification and structure,
- Fringe benefits,
- Marital or parental status,
- Effect of state or local law or other requirements,
- Advertising,
- Pre-employment inquiries,

Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

APPENDIX B

SUMMARY OF LAWS RELATING TO PARENTAL RESPONSIBILITY

The following is a summary of some education-related laws that apply to parents:

Section 16-28-2.2 of the Code of Alabama, 1975, as amended, provides as follows:

- a) Local boards of education, pursuant to guidelines established by the State Board of Education, shall establish educational programs to inform parents of school children of their education-related responsibilities to their children. The programs shall include, but shall not be limited to, coverage of the following topics:
 - i) The criminal liability and criminal sanctions parents may be subjected to under Section 16-28-12, for failing to compel their child to properly conduct himself or herself as a pupil, or for failing to ensure that their child attends school or enrolls in school.
 - ii) The necessity for a parent to monitor and supervise the school work and educational activities of the child.
 - iii) An explanation of the responsibilities of teachers and the school system to child.
 - iv) And an enumeration of those matters that are strictly the responsibility of the parent.
 - v) Techniques and suggestions to enable a parent to best supervise the school work and educational activities of the child.
 - vi) An explanation of the interrelationship of the family life of a child and the educational achievement of the child.
- b) The State Board of Education and local boards of education shall develop strategies to ensure that parents of school children receive this information. These strategies may include provisions for weekend meetings, one-to-one conferences, telephone communications, and neighborhood meetings. (Refer to Appendix VI)

Local system attorneys and law enforcement officials shall, at the request of the local board of education, assist in the implementation and operation of this section.

SPECIFIC EDUCATION-RELATED LAWS

Section 16-28-2, provides that the purposes of Chapter 28 of the Code of Alabama, 1975, as amended, are to secure the prompt and regular attendance of pupils and to secure their proper conduct, and to hold the parent, guardian or other person in charge or control of a child responsible and liable for such child's nonattendance and improper conduct as a pupil, and to effect these purposes, the chapter shall be liberally construed and the courts and those charged with the enforcement of its provisions are vested with a wide discretion in its administration.

Section 16-28-12, provides that (a) Each parent, guardian or other person having control or charge of any child required to attend school who fails to have such child enrolled in school or who fails to send such child to school during the time such child is required to attend a public school or fails to require such child to regularly attend such school or fails to compel such child to properly conduct himself as a pupil, shall be guilty of a misdemeanor, and upon conviction shall be fined not more than \$100.00 and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he attends or should attend shall be prima facie evidence of the violation of this section.

(b) Any parent, guardian or other person having control or charge of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the system attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The system attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Section 16-28-14, provides that, in case any child becomes an habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school that he is attending or should attend, and the parent, guardian or other person files a written statement in court as provided in section 16-28-13, stating that he is unable to control such child, the attendance officer must file a complaint before the judge of the juvenile court of the county, alleging the facts, whereupon such child must be proceeded against in the juvenile court for the purpose of ascertaining whether such child is a dependent, neglected or delinquent child.

Section 16-28-15, provides that, every parent, guardian, or other person having control or charge of any child required to attend public school shall as soon as practical explain the cause of any absence of the child under his control or charge that was without permission of the teacher, and a failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he has been diligent in his efforts to secure the attendance of such child

Section 16-28-16, provides that, every parent, guardian, or other person having control or charge of any child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state.

Section 6-5-380 (a) provides that the parent or parents of any minor under the age of 18 years with whom such minor is living and who have custody of such minor shall be liable for the actual damages sustained to any school property for all damages proximately caused by the injury to, or destruction of, any property, real, personal or mixed, by the intentional, willful or malicious act or acts of such minor.

In summary, there is no limit on liability of parents for damages caused by minor children to school property. As amended by Act No. 94-819 - SB 73.

Section 2 (d) of Act No. 94-823 provides that it is the intent of the Legislature that it is the responsibility of the student, **and the student's parent or guardian**, to care for the textbooks and instructional supplies provided by the state in a manner so that the materials are not damaged to the point of being unusable.

Section 16-1-24.1 (c) (2), provides that discipline plans of school systems shall include, but not be limited to, the following provisions:

A parent, guardian or custodian of a minor child enrolled in a public school system is responsible financially for such child's destructive acts against school property or persons.

A parent, guardian or custodian of a minor child enrolled in a public school system may be requested to appear at school by an appropriate school official for a conference regarding acts of the child.

A parent, guardian or custodian of a minor child enrolled in a public school system who has been summoned by proper notification by an appropriate school official shall be required to attend such discipline conference

Section 16-1 -24.1 (c) (3), provides that any public school system shall be entitled to recover actual damages, plus necessary court costs, from the parent and/or guardian of any minor who maliciously and willfully damages or destroys property belonging to such school system (This does not apply to parents whose parental control has been removed by court order or decree or to parents of exceptional children with specific mental and physical impairments if the damage is determined to result from such impairments.)

Section 16-1-27, states that no board of education shall permit any pupil to carry a pocket pager or electronic communication device in school except for health or other extraordinary needs upon approval by the board of education. Any student found violating these provisions shall be subject to suspension or expulsion from school.

APPENDIX C

Parental Notification of Civil Liabilities and Criminal Penalties

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)

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

Teacher Assault (Act 94-794)

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)

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)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened 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 5 school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Weapons in Schools (Act 94-817)

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: 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 baton, Billy club, blackjack, or metal knuckles.)

Vandalism (Act 94-819)

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)

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 day 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)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is enrolled in school but has missed fifteen unexcused days out of school, who is not enrolled in school, 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 with satisfactory attendance, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

APPENDIX D

PARENTAL RESPONSIBILITY FOR ATTENDANCE AND BEHAVIOR

Alabama Administrative Code Section 16-28-12

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

- (a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- (b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of a written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

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

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

APPENDIX E

Equal Opportunity Complaint Procedure

Complaints made to City of Leeds Board of Education regarding alleged discrimination on the basis of race, color, national origin, sex, or on the basis of handicap, in violation of Title(s) VI, VII, IX or Section 504/ADA, will be processed in accordance with the following procedures:

- (1) Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
- (2) The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
- (3) If the complaint is not resolved at the conclusion of this fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
- (4) The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
- (5) If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right within five days of the receipt of the written response of the Superintendent to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.
- (6) Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

- (7) The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
- (8) This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the Board of Education. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Alabama, Official Code of Alabama Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.
- (9) This procedure is available to students, employees and the general public. The School Board Policy Manuals are available upon request.

If employees or students think that they have been discriminated against because of their race, gender, color, national origin, religion, disability, or age, they should contact:

Tyrone Yarbrough, Assistant Superintendent
City of Leeds Board of Education
8121 Parkway Drive
Leeds, AL 35094
(205) 699-5437

OR

The Office of Civil Rights
U.S. Department of Education
61 Forsyth Street, S.W., Suite 19T70
Atlanta, GA 30303
(404) 562-6350

Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

Note: The Appendix is a review of federal regulations cited above. Only those areas related to the City of Leeds Board of Education are reviewed in this summary. The complete implementation plan includes the Regulations, City of Leeds Board of Education, Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

APPENDIX F

Academic Dishonesty

Academic Honesty means performing all academic work without plagiarism, cheating, lying, tampering, stealing, and receiving unauthorized or illegitimate assistance from any other person.

Academic Dishonesty means knowingly performing, attempting to perform, or assisting any other person in performing any academic work that does not meet the standard of academic honesty. Assistance by another, when authorized by a teacher, will not be considered academically dishonest, nor will using information that is fairly attributed to the source.

Examples of Academic Dishonesty. The following acts by a student are examples of behavior constituting academic dishonesty:

Plagiarism- This means submitting for academic advancement the words, ideas, options or theories of another that are not common knowledge, without fair attribution to that other person. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without identifying that fact by appropriate marks, and/or merely stating the source generally in a bibliography without having noted the specified sources within the body of the work.

Unauthorized Assistance – Giving or receiving assistance in connection with any examination or other academic work that has not been authorized by a teacher. During examinations, quizzes, lab work, and similar activities, students are to assume that any assistance (such as books, notes, calculators, and conversations with others) is unauthorized unless it has been specifically authorized by the teacher. Examples of prohibited behavior include, but are not limited to, the following when not authorized:

- i. Copying, or allowing another student to copy, answers to a test or examination,
- ii. Transmitting or receiving, during a test or examination, information that is within the scope of the material to be covered by the examination (including transmission orally, in writing, by sign, electronic signal, or other manner),
- iii. Giving or receiving answers to a test or examination scheduled for a later time,
- iv. Completing for another, or allowing another to complete for you, all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, laboratory experiment, or computation),
- v. Submitting a group assignment, or allowing that assignment to be submitted, representing that the project is the work of all of the members of the group when some of the group members did not assist substantially in its preparation,
- vi. Unauthorized use of a programmable calculator or other electronic device.

Lying/Tampering/Bribery – Bribery or giving any false information in connection with the performance of any academic work or in connection with any proceeding under this policy. This includes, but is not limited to:

- i. Giving false reasons (in advance or after the fact) for failure to complete academic work. This includes, for examples, giving false excuses to a teacher for failure to attend an exam or to complete academic work,
- ii. Falsifying the results of any laboratory or experimental work or fabricating any data or information,
- iii. Altering any academic work after it has been submitted, unless such alterations are part of an assignment (such as a request of a teacher to revise the academic work),
- iv. Altering grade, lab, or attendance records,
- v. Damaging computer equipment (including disks) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an Internet site (e.g. "mail bombs"), or impersonating another to obtain computer resources,
- vi. Giving false information or testimony in connection with any investigation or hearing under this policy,
- vii. Submitting for academic advancement an item of academic work that has previously been submitted (even when submitted previously by that student) for academic advancement, unless done pursuant to authorization from the teacher supervising the work or containing fair attribution to the original work.

Theft - Stealing, taking or procuring in any other unauthorized manner (such as by physical removal from a teacher's desk or unauthorized inspection of computerized material) information related to any academic work (such as exams, grade records, forms used in grading, books, papers, computer equipment and data, and laboratory materials and data).

Any behavior that constitutes academic dishonesty is prohibited even if it is not specifically listed in the above list of examples.