

MARSHALL COUNTY SCHOOLS

Student Handbook

**for Elementary Schools
(Grades K-5)**

**Student Handbook
2010 – 2011 School Year**

NAME: _____

HOMEROOM TEACHER: _____

BUS NUMBER: _____

LOCKER NUMBER: _____

- municable diseases, drug education, abstinence and other health issues;
 - Performing invasive procedures as required;
 - Supervising any Licensed Practical Nurse (LPN) which may be employed by the Board;
 - Serving as a resource during school safety, emergency or crisis situations;
 - Making home visits regarding health related matters;
 - Handling emergencies in regard to diabetes, seizures, injuries, asthma, anaphylactic shock, etc.
- Coordinating the development, implementation and evaluation of Individual Health Care Plans (IHP) for students with special health needs.

Needles, EpiPins, other “sharps” and any materials considered as a biohazard used at school must be disposed of in an approved biohazard receptacle. The Registered School Nurse serving each school will be responsible for disposing of these materials at a hospital or other approved facility as needed.

The Marshall County Board of Education will not comply with “Do Not Resuscitate” (DNR) orders. Emergency procedures will be followed for any student who requires Cardio Pulmonary Resuscitation (CPR) or other life saving measures. Ambulance services and/or 911 will be called immediately.

Ref: Ala. Act 98-672

FLOWERS AND BALLOONS

Flowers and balloons are a distraction and should not be sent to school. These are not allowed on school buses.

ALL STUDENTS AND PARENTS MUST SIGN forms on pages, i, iii, and iv. The waiver form on page v must be filled out for students participating in extracurricular activities which require travel or the applicable school insurance must be purchased.

3. Over the counter medication (OTC) – If ten or more dosages are administered to a student in a thirty calendar day period, a prescription from the physician will be required. All OTC medications will be handled in the same manner as prescription medications.
4. Field Trip – The medication assistant or parent will accompany the child on the field trip to administer medications. With any invasive medication, arrangements will be made to ensure adequate safety and care.
5. Emergency Situations – In the event of a school building evacuation, 911 services will be notified for any medical emergency.
6. The school nurse responsible for each individual school will check the medication administered from the school office and at the time the medication is to be administered.
7. Required medication forms include, but are not limited to, the following:
 - 1) Physician/Parent Authorization form
 - 2) Asthma forms for self administration daily record
 - 3) Medication administration daily record
 - 4) Medication expiration verification form
 - 5) Medication expiration verification calendar for expiration form

ILLNESS, INJURY AND INSURANCE

If a student becomes ill at school, he/she should report his/her sickness to the teacher in charge so appropriate action can be taken.

The school will not assume the expense for any injury at school or during participation in a school activity. School insurance is available to all students at a very nominal rate and all students are encouraged to take this coverage. Expenses incurred by injury not covered by school insurance will be the responsibility of the parents.

HEALTH SERVICES

The Marshall County Board of Education is committed to providing health services as required by the Alabama Schools Nurse Law (Act. 98-672). Registered Nurses (R.N.'s) are employed as school nurses by the Board of Education to coordinate health services for students in grades kindergarten through twelve. Services provided include, but are not limited to, the following:

- Providing Health Screenings as follows:
 - Vision and hearing screening as needed;
 - Scoliosis screening for students in grades 5-9;
- Professional development activities for school staff including, but not limited to, the following:
 - Standard Precautions for handling body fluids, etc.;
 - Dispensing medications;
 - Health issues, such as, diabetes, seizures, communicable diseases
 - CPR and AED use;
- Speaking to classroom and parent groups concerning hygiene, nutrition, com-

ACKNOWLEDGEMENT

I _____, a student enrolled in the Marshall County School System at _____ School, and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have received and read, or had read to us, the foregoing Student Handbook.

Signed: _____
(Signature of Student)

Signed: _____
(Signature of Father)

Signed: _____
(Signature of Mother)

Signed: _____
(Signature of Guardian, Custodian, Other Person Having Control)

Date: _____

This sheet is to be detached and returned to the homeroom or first period teacher, whichever is appropriate. Contained in this handbook are policies approved by the Marshall County Board of Education.

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

PARENTAL NOTICE

The Parental Responsibility Act of 1994 (Code of Alabama 16-28-12) requires the following:

1. Students and parents, or guardians or other persons having control or custody of a child, must sign that they have received a copy of the school board's policy on behavior standards.
2. Principals must report to the superintendent any parent, guardian, or other person having control or custody of a child who fails to attend school or who fails to have the child properly conduct him/herself at school. The superintendent must report the violators to the District Attorney within ten (10) days.
3. The parent, guardian, custodian or other person responsible for the care or control of the child is financially responsible for the child's destructive acts against school property or persons.
4. By signing the front of this page, I am also verifying that I have read and understood the conduct, attendance and academic rules, laws and regulations contained within this Student Handbook and agree to support the school in administering these rules.

**SIGNATURES MUST BE SECURED
ON THE FRONT OF THIS PAGE**

adequate sanitation facilities will be available for handling blood or body fluids within the school setting. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to by all school personnel.

6. **Confidential Information:** All persons privileged with any medical information that pertains to student or staff members shall be required to treat all proceedings, discussions and documents as confidential information.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with HIV infection (or the parent or guardian of the legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

7. **Instructions Regarding Communicable Diseases:**

Instruction on the principle modes by which communicable diseases, including, but not limited to, Acquired Immunodeficiency Syndrome (AIDS) are spread and the best methods for restriction and prevention of these diseases shall be taught to students with inservice education provided to all staff members.

LICE INFORMATION

Anyone can get head lice. Head lice are passed from person to person by physical contact or by sharing objects. It has nothing to do with cleanliness. Should you be notified that your child has contracted lice, he/she cannot attend school until after his/her hair has been treated with a lice killing product and all nits have been removed. Those students who are given proper treatment and are louse/nit free are permitted to return to school the next day. No more than one (1) calendar day absence from school will be considered excused. You must bring your child to the school office before he/she can return to class. Your child cannot ride a school bus or attend class until he/she has been checked by school personnel and cleared to return to school. If you have questions or need assistance, contact the school principal and/or school nurse.

DISPENSING MEDICATION

In order to assure safety in the administering of medications in the school setting, the following guidelines will be followed in the administration of medication to students in the Marshall County School System:

1. Parents should, whenever possible, administer all medication before and after school.
2. Should a student need to take medication at school, the medication must be administered in the office by an appointed staff member. The student must consume his/her medication in the presence of said staff member. The medication must be brought to the office, preferably by the parent, in the original prescription bottle the first thing in the morning with the signed school form. The form, signed by the parent, states the name, time and amount of medication to be administered.

ACCEPTABLE USE OF THE INTERNET FORM

The following form must be read and signed by you and your child:

By signing the Consent and Waiver Form I, _____,

and my parent(s) or guardian(s) _____, have discussed and agree to the following rights and responsibilities:

- I will limit my use of telecommunications in school to the educational objectives established by my teacher(s);
- I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type. The Marshall County School System has Internet filtering in place, however the industrious user may discover inappropriate information. When a user accesses inappropriate information on the Internet an alert is sent to the Marshall County School System’s Central Office. Action can then be taken to identify the user.
- I will follow the rules of network etiquette, which include the use of appropriate language and polite responses;
- I will not use abusive language of any type, including swearing and name-calling;
- I will not divulge my home address, phone number and personal information with another user for any purpose;
- I understand that information received on-line is private property, unless specified;
- I will not plagiarize information received in any form;
- I will not use another person’s account; if computer capability becomes available, I may be assigned a student number to identify my account and accession of material;
- I will not share my password with anyone else (if individual passwords are required);
- I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or on-line service privileges;
- I will not interfere with or disrupt network users, services, traffic or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses and using a network to make unauthorized entry to any other machine accessible via a network;
- I will print only to the local printer;
- I will use E-mail and IRC (chat) only with expressed permission and direct observation of a faculty supervisor;
- I will not use telecommunications access provided by Marshall County School for illegal purposes of any kind;
- I will not use telecommunications access to transmit threatening, obscene or harassing materials.
- I will abide by all copyright laws as set forth by the U. S. Copyright Office. Works governed by copyright include such works as authorship of books,

(Continued on next page)

1. Certificate of Immunization:

A certificate of immunization against diseases designated by the state health officer shall be required before a student can be enrolled initially in any school of the Marshall County School System.

2. Authority to Exclude Student or Staff Member:

The Superintendent (or his/her designee) shall have the authority to exclude any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact and considered a health threat to the school population. Such a student or staff member shall be excluded from schools in the Marshall County School System for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. Examples include but are not limited to the following:

Chickenpox	Scabies (itch)
Impetigo	Scarlet Fever
Tuberculosis	Strep Throat
Pediculosis (lice)	Conjunctivitis (Pink eye)
Pneumonia	Hepatitis
Ringworm	

3. Due Process for Students and Staff members:

When reliable evidence or information from a qualified source confirms that a student is known to have a communicable disease or infection that is known **not** to be spread by casual contact, i.e. AIDS, Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis. School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student’s physician and parent or guardian; respect the student’s and family’s privacy rights; and reassess the placement if there is a change in the student’s need for accommodations or services.

The Marshall County Board of Education does not discriminate on the basis of HIV infection or association with another person with HIV infection in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection may continue working as long as he or she is able to perform the essential functions of the position.

4. Mandatory Screening for Communicable Diseases:

Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.

5. Procedures for Handling Blood or Body Fluids (Infection Control):

Irrespective of the disease presence, routine procedures shall be used and

logos, photographs, music, drama, video, sculpture, software, multimedia and databases.

Neither the Marshall County Board of Education nor its employees will be held responsible for any violations of this contract in accessing inappropriate materials.

Penalties

Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of network privileges and any other System disciplinary options, including criminal prosecution.

School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

The Marshall County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Marshall County School System will not be responsible for any damages a user may suffer, including loss of data. The System will not be responsible for the accuracy or quality of information obtained through this internet connection.

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Alabama and the United States of America.

I understand and will abide by the Marshall County School System Acceptable Use of the Internet Policy and abide by Copyright and Fair Use Policies. I further understand that any violation of these Acceptable Use Policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and district disciplinary actions and/or appropriate legal action may be taken.

User Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Publication Permission

Check one box below

Consent is given to use my child's name and likeness in publications such as school newspapers, local newspapers, and school web pages.

Consent is NOT given to use my child's name and likeness in publications such as school newspapers, local newspapers, and school web pages.

Parent/Guardian Signature: _____ Date: _____

HEALTHY SNACKS FOR SCHOOL PARTIES & ACTIVITIES

Students are taught in classrooms about good nutrition and the value of healthy food choices. However, many times foods served in the classrooms, in the case of a class party, are low in nutrients and high in calories. This sends them a mixed message – that good nutrition is just an academic exercise that is not supported by school administration and is not important to their health or education. To send the right message, administrators, teachers, parents, and students need to promote healthy lifestyle principles, replacing unhealthy food offerings with healthy ones for school parties and other school activities.

School activities or parties where food is served, **MUST NOT** be conducted during or in place of school lunch or breakfast service. The Alabama Department of Public Health Nutrition and Physical Activity Unit recommends party snacks as follows:

- | | |
|---|-----------------------------------|
| Low-fat milk/flavored milk | Fig Newtons |
| 100% juice | Animal crackers |
| Water/flavored water | Low-fat pudding |
| Fresh fruit assortment | Low-fat yogurt |
| Fruit and cheese kabobs | Yogurt smoothies |
| 100% fruit snacks | Quesadillas with salsa |
| Vegetable trays | Low-fat breakfast or granola bars |
| Cheese-cubes, string cheese | Trail/cereal mixes |
| Pretzels | Nuts, seeds |
| Low-fat popcorn | Graham crackers |
| Angel food cake - plain or topped with fruit | |
| Pizza with low-fat toppings (veggie, lean ham, mini squares of Canadian | |

- bacon)
- Mini ham, cheese or turkey sandwiches (with low-fat condiments)
- Pizza dippers (pizza toppings and bread on skewer with marinara dip)

For more information, parents or guardians may log onto the Action for Healthy Kids Website: www.actionforhealthykids.org or call 334-206-5651.

On-Line Meal Payment - Parents may manage student's meal accounts on-line by accessing MealpayPlus@www.mealpayplus.com or calling 800-842-7741. There is no cost to create a secure account to view and monitor a student's account. The parent can create settings to receive e-mail notifications when the account reaches a low balance. For a small program fee any family may make a prepayment into a student's meal account using a check, credit card, or debit card. Funds deposited are usually available for student use within a matter of minutes. The parent may also create settings to automatically replenish a student's account when it reaches a low balance.

COMMUNICABLE DISEASE POLICY

The Marshall County School System will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control and containment of communicable diseases in schools. Primary areas of concern are as follows:

SCHOOL LUNCH REQUIREMENTS

The meal pattern for school lunch is established by the United States Department of Agriculture and requires that five food components be offered with each meal. Minimum quantities for each age group must be served. The meal pattern for each age group is listed below:

REQUIRED QUANTITIES

	<u>PRESCHOOL K-6</u>	<u>7-12</u>	
Milk	6 oz.	8 oz.	8oz.
Meat/Meat/Alternative	1 1/2 oz.	2 oz.	2oz.
Vegetable/Fruit	1/2 cup	3/4 cup	1 cup
(2 or more servings of vegetables or fruits or both)		+1/2 cup over week	
*Grains/Breads	8 per wk.	12 per wk.	15 per wk.

*A serving of bread is approximately 1 oz. by weight. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains. Hotdog buns, hamburger buns, sub buns, and most school made rolls weigh 2 ounces and are counted as two servings of bread. One grains/breads serving per day may be a grain based dessert.

In accordance with the federal offer vs. serve provision students may decline food from one or two meal components if full sized portions are selected from a minimum of three components. A student's decision to decline food items or accept smaller portions will not affect the charge for the lunch. The self-service food service program **IS NOT** an "all you can eat buffet!!!" Controlled sized utensils provide the proper size portion for each age group. Extra portions will be priced in addition to the regular meal price. Students may not charge extra items.

CHARGES

No more than three (3) lunches and/or breakfasts may be charged through the Child Nutrition Program to any student.

SCHOOL BREAKFAST REQUIREMENTS

School breakfast is available to **ALL** students at a minimal charge or is provided free or reduced to qualified students. The breakfast meal pattern includes:

- 1/2 pint milk
- 1/2 cup fruit/vegetable or juice
- 2 SERVINGS FROM ONE OF THE FOLLOWING OR
- ONE SERVING FROM EACH
- Bread/Bread alternate (1 oz.)
- Meat/Meat alternate (1 oz.)

Students are encouraged to accept four items for the best nutritional benefit, however, regulations permit students to decline one item out of the four components. The aim of this provision is to reduce plate waste while offering a breakfast with choices.

GUIDELINES FOR THE USE OF CELL PHONES, ELECTRONIC PAGERS AND OTHER COMMUNICATION DEVICES Agreement/Compliance Form

The following form must be read and signed by you and your child:

By signing the consent and waiver form I, _____ and my parent(s) or guardian(s) _____, have discussed and agree to the guidelines outlined below:

The Marshall County Board of Education is committed to maintaining the highest quality instructional environment possible. The MCBOE recently approved the adoption of a new policy that prohibits the use of Electronic Communication or Entertainment Devices (ECED) during the instructional day. A summary of the procedures to enforce the new policy are outlined below:

1. During the instructional day, which begins when students arrive on campus and ends after the dismissal bell rings, students are prohibited from using all ECED's including, but not limited to: cellular phones, camera/video phones, pagers/beepers, PDA'S, handheld games, mp3 players, camcorders, and DVD players. The ECED policy also applies to all students who are transported to school or home on a Marshall County School Bus.
2. The ECED must be turned off and out of sight until the end of the official instructional day. **Placing a cell phone on silent/vibrate mode and text messaging is not considered turned off.**
3. Any ECED is subject to search in the event the school administrator(s) believe reasonable suspicion exists to support the search.
4. **Violation of the policy will result in the following:**
 - **First Violation:** The device will be released after a 24 hour waiting period to the parent/guardian and student at the discretion of the principal. No fee for release of the phone will be charged for the first violation.
 - **Second Violation:** The device will be released after a 48 hour waiting period to the parent/guardian and student at the discretion of the principal. An administration fee of \$10.00 will be charged before the phone will be released.
 - **Third Violation:** The device will be released after a five day waiting period to the parent/guardian and at the discretion of the principal. An administration fee of \$15.00 will be charged before the phone will be released.
 - **Fourth Violation:** The device will be released at the discretion of the principal to the parent/guardian and student. An administration fee of \$20.00 will be charged before the phone will be released.
 - **After the fourth violation the cell phone will be confiscated for a period of 45 days.**
5. Students who need to contact their parents during the instructional day

(Continued on next page)

should request the use of a school phone which is available by request and based on need.

6. If an emergency should occur and parents need to speak to their child, please contact the campus' main number for assistance.
7. Additionally, the principal and/or his or her designee can grant temporary usage of cell phones during declared emergencies or crisis.
8. During state mandated testing, students are required to turn their phones in to the classroom teacher before the test begins or abide by other procedures established by the principal.
9. The district will not assume responsibility for any item that is damaged, lost or stolen.
10. If a student is caught using a cell phone or other communication device for text messaging during exams, photographing tests, taking inappropriate photos or movies or any other highly inappropriate use of the device, then more severe consequences may be administered at the principal's discretion under the categories of **academic dishonesty, production or possession of pornography**, etc. Students receiving these messages could be subject to the same offenses as the person who sent the message. Law enforcement may be contacted if it is deemed necessary.

User Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

SEVERE WEATHER DRILLS

A severe weather drill will be signaled by a long ringing of the bell, followed by a short ring of the bell.

The following rules must be observed during tornado drills:

1. BE QUIET
2. LEAVE ALL ARTICLES IN THE ROOM WITH THE EXCEPTION OF ONE (1) TEXT BOOK
3. WALK AS SWIFTLY AS POSSIBLE, BUT DO NOT RUN TO A DESIGNATED AREA
4. CLOSE WINDOWS AND DOORS BEFORE LEAVING ROOM
5. TEACHERS WILL CHECK ROLL AND REPORT ANY MISSING STUDENT TO THE PRINCIPAL
6. STUDENTS WILL SIT IN THE FLOOR, WITH KNEES UP AND BOOKS COVERING THEIR HEADS

SEVERE WEATHER-SCHOOL CLOSINGS

In case of severe weather, snow, ice, etc. the official announcement for school closings may be heard over the local radio stations. Listen to the radio.

DO NOT CALL SCHOOL PERSONNEL.

EARLY DISMISSAL OF SCHOOL

Parents should be sure that both the teacher and child know where the child is to go if we have to dismiss early for any reason.

SCHOOL MEAL PROGRAMS

All students are to go to the lunchroom with their class at the appointed time. Loud or abusive talk or other loud noise, throwing of food or destruction of equipment will not be tolerated. Every student is responsible for his/her own tray and must not leave it on the table. Lunches brought from home are to be eaten in the lunchroom. All trash is to be deposited in the receptacles provided. Students are not allowed to break lunch line with or without the permission of a person in front of whom they break. PLEASE HELP KEEP THE LUNCHROOM NEAT AND ORDERLY! Students are not allowed to bring bottled or canned carbonated drinks or commercial or fast food meals into the lunchroom during lunch or breakfast unless these items are contained in a thermos bottle and/or plain wrapper. The principal must grant permission for any exception to this rule.

All expenditures made by individual schools of monies raised at athletic events, snack bars or other non-tax sources must comply with the competitive bid laws as does any purchase made that involves tax sources of the federal, state or local government.

Food items purchased or provided free during school hours must meet Federal and State Nutritional Guidelines.

LOCKERS

Although a student may have control of his/her locker against his/her fellow students, his/her possession is not exclusive. The school policy is to reserve the right to search a student's locker. Any locker search must be approved by the principal. The principal will authorize such a search if there is reason to believe that something is concealed there that is detrimental or harmful to the student or other students, or something that is illegal. Locker fees are \$5.00 per year.

LOST AND FOUND

All articles found on the campus should be turned into the office. The owner may claim the article upon identification. Articles will be retained in the school for a two week period only. The school is not responsible for items lost by a student at school.

FIRE DRILLS

Three short bells or the sound of a fire horn is the signal to evacuate the building in case of a fire. When the alarm is sounded, each teacher will lead their class from the building through a designated exit. One long bell will be the all-clear sign to return to the building.

The following rules must be observed during a fire drill:

1. BE QUIET
2. WALK AS SWIFTLY AS POSSIBLE, BUT DO NOT RUN
3. LEAVE BOOKS AND COATS IN ROOM
4. LEAVE BY THE NEAREST EXIT, IN THE EVENT YOU ARE NOT IN YOUR SCHEDULED CLASS WHEN THE BELL RINGS
5. CLOSE WINDOWS AND DOORS BEFORE LEAVING
6. TEACHERS WILL THEN CALL ROLL AND REPORT ANY MISSING STUDENTS TO THE PRINCIPAL

CERTIFICATE OF INSURANCE COVERAGE

We (I), the undersigned certify that we (I) are (am) either the parents of

_____ a student at _____ School, or have legal custody of such student, or are (am) the adult person(s) having his (her) actual custody and providing parental like supervision and exercising parental like authority over the said student; and do further certify that said student is covered by a medical insurance policy which is currently in force and which we (I) intend to keep in force for the remainder of the present school year.

Insurance Company: _____

Policy Number: _____

We (I) therefore request that the said student be relieved of the requirement of taking medical insurance afforded through the school and which would otherwise be required in relation to his (her) participation in organized athletics, Marshall Technical School courses, and/or _____.

This _____ day of _____, 20 _____.

Witness

Parent

Witness

Parent

Both parents should sign if practical.

SCHOOL INSURANCE

School insurance is offered to the students of Marshall County as a service only. Guaranty Trust/George Hibbett Insurance, provides the school accident insurance for students and athletes. For grades K-12, the nine month school time coverage is \$14.00 for grades K-6 and \$20.00 for grades 7-12. Twelve month full-time coverage (24 hour) coverage is \$55.00 for grades K-6 and \$75.00 for grades 7-12. Extended dental coverage for covered accidents can be purchased for an additional \$8.00. Checks for insurance must be made to Guaranty Trust.

Parents should understand that this is a limited coverage which is not intended to replace a hospital medical insurance policy. It is important that parents read the policy and understand the extent and limits of the coverage.

All students participating in an extra-curricular activity which involves travel (athletic, band, academic competition teams, etc.) must be covered by some type of accident insurance. The students' parent/guardian must either sign a waiver stating that the student is covered or must take the school insurance. A copy of this waiver is found on the previous page of this handbook. This waiver form may be filled out, detached and returned to the school office, coach or extracurricular sponsor. The \$20.00 insurance will cover all school activities except junior varsity and varsity football. (Junior high football, varsity and junior high basketball, band, cheerleading, spring sports, volleyball, one day field trips, etc. are covered to the extent of this policy). Junior Varsity and Varsity football must have separate coverage. Football only coverage for grades 10th - 12th and 9th if playing with grades 10-12 is \$130.00. Spring practice only is \$37.00. This will be explained by the coach and/or principal prior to the beginning of fall and/or spring practice. A catastrophic policy offered through the Alabama High School Athletic Association will be purchased by the school for all athletes who are registered and eligible under AHSAA guidelines.

NOTICE: THE SCHOOL IS NOT RESPONSIBLE FOR ANY MEDICAL EXPENSES ABOVE THE COVERAGE OF THE POLICY. PROPER FORMS FOR FILING CLAIMS CAN BE OBTAINED FROM THE SCHOOL PRINCIPAL'S OFFICE. QUESTIONS MAY BE DIRECTED TO THE PRINCIPAL, COACHES OR BY DIRECTLY CONTACTING THE COMPANY'S TOLL FREE NUMBER, 1-877-272-4532 OR 1-800-622-1993.

CHECK CASHING POLICY & BAD CHECK COLLECTION PROCEDURE

By law, schools are forbidden from cashing checks from any school fund. All checks written to the school must be written for the exact amount of purchase or applied to the student's account. For example, a check may be written for \$20.00 to the Child Nutrition Program to be credited to the student's lunch or breakfast account.

A non-sufficient fund (NSF) fee (\$29.00 as prescribed by law) will be charged to the check writer for all returned checks. If the check writer does not pick up and pay the NSF fee and the amount of the check within ten days of notification, the check will be turned over to the District Attorney's Worthless Check Unit. The bad check writer will be notified by the Unit and will be given the opportunity to voluntarily pay the total amount owed (which will include a \$94.00 D.A. fee). If the bad check writer fails to respond to the notification, a warrant will be issued. If arrested, court fees of \$275.00 are also added to **each** bad check case brought to trial.

When a student who is a minor writes a bad check, the parent or guardian will be contacted before any other action is taken.

SCHOOL OFFICE

The school office is a place for conducting school business and order will be maintained as if it were a classroom. Students are not to bring food or drinks into the school office.

FUND RAISING PROJECTS

All fund raising projects must have approval of the school principal. Fund raising activities will not be conducted that interfere with the regular instructional day. Activities of educational value may be approved by the superintendent.

Selling of any kind will not be allowed on the school campus without permission of the principal.

Food items purchased or provided free during school hours must meet Federal and State Nutritional Guidelines.

ITEMS PURCHASED OR SOLD AT INDIVIDUAL SCHOOLS

All items purchased or sold in the individual schools of the Marshall County School System shall be purchased or sold based upon the value delivered in quality, service and educational experience and shall reflect that which is in the best interest of the student and the school.

The work related to these purchases, promotions, distribution and collection of monies shall be provided in such manner that it does not interfere with the educational process.

It shall be the responsibility of the individual school principal to see that the student, parent and school shall receive the best value possible for the money expended and to see that this policy is carried out in his or her individual school.

GUIDANCE AND COUNSELING

The Marshall County Board of Education is committed to offering a program of comprehensive developmental guidance for all students in grades K-12. This program will consist of planned, purposeful and sequential activities that are both proactive and reactive in nature. Each student will be provided with the opportunity to learn the essential skills which will assist him/her in attaining his/her maximum potential in personal/social, educational and career/technical development. This will be accomplished through a variety of methods including the following:

Individual and small group counseling; Large group counseling; Assessment of abilities, aptitudes and interests; Consultation with parents, staff and community groups; Educational and career/technical placement and follow-up; and, Referrals.

The major objectives of a comprehensive developmental counseling and guidance program are:

1. To help all students in the transition through normal life stage development and critical periods.
2. To convey a “NO-USE” message in regards to drugs, alcohol and tobacco through the development of skills aimed at making intelligent decisions, solving problems and handling peer-pressure.
3. To help all students to develop a positive self-concept and self-esteem.
4. To identify and assist those students who are “At Risk” of not finishing school by providing appropriate intervention activities.
5. To assist students in setting short term and long range goals, career exploration and career/technical decision making.
6. To incorporate developmental guidance into the total educational program of the school.
7. To make the counselor’s office a friendly place where students may go for help with any problem.

PARENT-TEACHER CONFERENCES

Teachers are available for parent-teacher conferences. Parents should telephone for conference appointments one day in advance. If a student is having difficulty or not making an effort to complete required work, parents are encouraged to telephone for a conference.

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SCHEDULING PERSONAL MATTERS

When students arrive at school they should take care of personal matters; using restrooms, getting water, getting money changed, buying supplies, etc. Students are not to leave the campus between classes or at breaks without permission from the principal.

Appointments with doctors, dentist, etc. should not ordinarily be made during school time. In case it is necessary to check out of school, the check-out procedure outlined in this handbook should be followed.

RIGHTS OF NON-CUSTODIAL PARENTS

Unless a court order specifically divests or deprives the natural parent of the right to receive information concerning the health, welfare and safety of their child, the non-custodial parent is entitled to any and all information concerning the health, welfare and safety of the child, including matters relating to education.

If a non-custodial father or mother (natural parent only) requests permission to review a student's file, to meet with the child's teacher or to participate in other relevant matters concerning the child's welfare, the school will cooperate within reasonable bounds.

If a non-custodial parent requests to meet the child's teacher or with the principal, permission will be granted for a parent conference. However, permission will not be granted for the non-custodial parent to meet the child at school. If a parent conference is requested by a non-custodial parent, the meeting is to be held in the principal's office. The non-custodial parent is not to be given permission to go to the child's room and may not serve as a room mother or room father.

If a custodial parent seeks to stop or restrict the access of the non-custodial parent to the relevant information concerning the welfare of the child, this policy will be in effect until the court advises otherwise. On the other hand, if a non-custodial natural parent attempts to broaden these rights and insists on other privileges, they are to be refused unless the court directs otherwise.

The rights of parents in a divorce situation are set by the court, and the school does not wish to get involved any more than necessary. The school cannot grant more rights than the court has granted nor can it restrict rights any more than the court has restricted them.

If there are programs at school that are open for attendance by the general public, obviously they are open for attendance by the non-custodial parent.

V. MISCELLANEOUS

PERMANENT RECORDS

Student permanent records may be viewed by the parents. If you desire to see your child's permanent record you may get an appointment to do so. You will be required to sign a card which shall be placed in the record stating: (1) your name, (2) relation to student, (3) reason for view, (4) date and place of Inspection.

REPORTS OF STUDENT PROGRESS

Reports of student progress are issued each grading period (nine weeks). Interim progress reports will be sent for all grades below 70.

MAKE-UP WORK AND TESTS

Teachers provide students who have been absent for excused reasons an opportunity to make up missed assignments and tests. Teachers are not required to reteach the lesson missed. Students absent for unexcused absences are not allowed to make up work missed. Students who have excused absences are to make arrangements with teachers for make-up work and test immediately upon returning to school. The maximum length of time may be extended by the teacher and/or principal in cases of extreme hardship.

When a student is absent for just a few days, he/she should call a friend who has the same classes, to find out what has been covered in class, homework assignments, tests, etc. The student should have homework and be prepared for all classwork, including a test, upon his/her return to school. For a prolonged absence (3 days or more), call the school office to obtain assignments.

TELEPHONE USE AND STUDENT MESSAGES

The office telephone is not to be used by students unless special permission is granted by the principal or office secretary. SUCH PERMISSION WILL BE GRANTED ONLY FOR URGENT CALLS. Students will not be called out of class for phone calls unless the call is an emergency. All messages from parents directed to students during the day must go through the office. Messages should be kept to a minimum, but in cases of an emergency, the school personnel will be glad to convey any message.

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Billy Bob Ingram 3477 Creek Circle, Guntersville, AL 35976
Terry Kennamer 1600 Winkles Rd., Grant, AL 35747
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SUPERVISOR OF FEDERAL PROGRAMS

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SUPERVISOR OF STAFF DEVELOPMENT

Sharon Lessley – 301 Ross Drive, Boaz 35956

CAREER -TECHNICAL DIRECTOR

Cindy Wigley

SUPERVISOR OF TRANSPORTATION AND ATTENDANCE

Tony Simmons – 176 Hambrick Drive, Horton 35980

DIRECTOR OF TECHNOLOGY

Charlie Jimmerson - P.O. Box 14, Douglas, AL 35964

NON-DISCRIMINATION POLICY

It is the policy of the Marshall County School System that no student be excluded from participation in, be denied the benefits of or subjected to discrimination in any program or activity, on the basis of sex, race, age, disability, religion, belief, national origin or color. Any student determined Homeless by the McKinney Homeless Assistance Act or Migrant or an English Language Learner will not be denied admission or discriminated against in any school or program in the Marshall County School System. Any parent or legal guardian wishing to raise questions, lodge complaints or express other concerns is invited to participate in resolving issues believed to be discriminatory by contacting Mr. Tim Nabors, Superintendent of Education; Dr. Richard L. Ferguson, Title IX Coordinator; or Margaret Mastin, Federal Programs Supervisor. Address: 12380 US Hwy 431 South, Guntersville, AL 35976. Telephone Number: 256-582-3171.

NOTICE

This handbook has been approved by the Superintendent of Education and the Marshall County Board of Education and constitutes Board Policy.

EXPULSION PROCEDURES FOR DISABLED STUDENTS

If a disabled student is charged with engaging in serious misconduct for which expulsion may result, the principal will follow these procedures. When expulsion is being considered, the Special Education Coordinator will be notified and a written report submitted outlining the reasons.

1. Upon receipt of the report, the Special Education Coordinator will review the report and forward it to the Superintendent for determination if an expulsion is warranted. If a decision is made that an expulsion is appropriate, within three (3) school days the student's Individualized Education Plan (IEP) Committee will be convened. This committee will be charged with the responsibility of determining the following:
 - A. Whether the behavior(s) for which the action is recommended has a direct and significant relationship to the student's area of disability,
 - B. Whether the student's actions imperil the education of others within the setting, and
 - C. Whether the student has an appropriate placement and an appropriate IEP.
2. The committee should consist of the Special Education Coordinator, teacher(s), and others who are knowledgeable of the student and his/her disability, IEP committee members for that year should be included to the extent possible.
3. In a case where a student covered under IDEA brings a firearm to school, that student may be suspended for ten (10) school days and placed in an Alternative setting for 45 calendar days pending the determination of an IEP committee as to what other steps need to be taken in light of the student's disability. This determination may be change of placement or expulsion, depending upon the manifestation of the disability as determined by the IEP committee.

ALTERNATIVE SCHOOL

Students with serious disciplinary problems at their home schools can be sent to the Marshall County Alternative School as an alternative to suspension or expulsion. This gives students the opportunity to continue with their academic assignments. The Alternative School is staffed with a principal, two certified teachers, a school guidance counselor and a certified teacher's aide.

When behavior warrants, a principal can make an initial placement for a period of not less than 3 days but no more than 10 days. Longer-term placement can come from the Superintendent, an IEP Committee, the Board of Education or the Juvenile Court System. A student's work assignments will be prepared by his/her teachers at the home school and sent to the Alternative School. Upon completion of his/her work, it will be returned to these teachers to be graded.

When assigned to the Alternative School, the student:

- Is not allowed on any Marshall County School campus unless the student is allowed to ride the bus;
- May lose the privilege of riding a Marshall County school bus (parents would provide transportation to and from Alternative School). If a student is allowed to ride a bus, he/she will be assigned to the front seat and will be restricted to a designated area for bus loading and unloading at the home school;
- May not drive to Alternative School;
- Is not allowed to participate in or attend any school function; and
- Will receive the same lunch program that he/she does at the home school (free, reduced or paid). Lunch money must be paid at the Alternative School.

5. When any student is suspended as hereinbefore provided, the principal shall, as soon thereafter as practical, notify the parent or parents or other adult person with whom the student is residing and who has supervisory power over the student of his action.

The suspension of any student from class or other school sponsored activity may be effectuated by the principal or assistant principal by following the procedures set out.

Suspension from the riding of a bus to and from school or to and from any school sponsored activity shall be governed by the procedures set forth above.

EXPULSION

A student may be expelled from school only by action of the Marshall County Board of Education. If a principal is of the opinion that a student should be expelled, he may follow the procedures set out in the policy for suspension and suspend the student for ten (10) days and report his action to the Superintendent and the Board, together with his recommendation of expulsion.

Upon receipt of a report from a principal recommending expulsion or requesting that the Board consider the alleged misconduct of the student, whether expulsion is recommended or not, the Board shall within (10) days thereafter convene and hold a hearing regarding the matter after giving as much notice as practical to the student and student's parent(s), guardian(s) or other person(s) with whom the student is residing and who exercises supervisory power over the student.

Action for expulsion may be initiated by the Superintendent or the Board in which case notice and opportunity to attend the hearing shall be given the same as if it were initiated by the principal.

No student may be permanently denied the right to participate in any class or school sponsored activity except by the Board and such action shall follow the procedure set out.

In all cases of expulsion, the full due process rights shall be granted to the student.

SUSPENSION PROCEDURES FOR DISABLED STUDENTS

1. Short-term Suspension of Disabled Students.

Where the conduct of a disabled student is in violation of rules and regulations of the school system of other customary standards of the appropriate student conduct, a short-term suspension (10 days or less) may be imposed. Procedural due process must be provided as with all students.

2. Long-Term or Series of Suspensions

Suspensions which result in more than ten (10) consecutive scholastic days in duration or a series of suspensions that are each of ten (10) scholastic days or fewer in duration that creates a pattern of exclusion, is considered a significant change in placement and will require IEP Committee action to discuss and determine the following:

- A. If the behavior of the student is related to his/her disabling condition.
- B. If the student's special education placement and IEP are appropriate.
- C. If further evaluations are needed.

MESSAGE FROM SUPERINTENDENT

Dear Students:

Welcome to a new year of opportunities with the Marshall County School System! Whether you are a new student or a life long student of Marshall County Schools, my prayer is that your 2010-2011 school is the best ever.

The Marshall County Student Handbook was established and adopted by the Marshall County Board of Education. It serves as your guide to the rules, regulations, and policies that pertain to you as a student.

It is imperative that both you and your parents become familiar with the rules and regulations herein. Your principal and teachers will go over the handbook rules within the first few days of school.

Please take the time to read the handbook carefully: Make sure your parents have an opportunity to read it too. We would like to thank both you and your parents for signing the required forms (Acknowledgement, Internet, Cell Phone Use and Insurance) and returning them to school within three days of receiving the handbook. You should retain the handbook for future reference.

The State Board of Education made changes to the High School Graduation requirements that went into effect this year. Please read the requirements carefully found in the High School handbook.

“Unity doesn't begin in examining others but in examining self. Unity begins not in demanding that others change, but in admitting that we aren't so perfect ourselves.” (Max Lucado, Grace for the Moment) Get along with each other, and forgive each other. If someone does wrong to you, forgive that person because the Lord forgave you. We can work together to make Marshall County Schools great in 2010-11.

Again, best wishes for an outstanding school year. Let me know if I can be of any assistance to you.

Sincerely,



Tim Nabors
Superintendent
Marshall County Schools

MARSHALL COUNTY SCHOOLS

ASBURY HIGH

Susan Collins, Principal
1990 Asbury Road
Albertville, AL 35950
878-4068

BRINDLEE MTN. HIGH

Charles H. Edmonds, Jr., Principal
994 Scant City Road
Guntersville, AL 35976
753-2800

BRINDLEE MTN. MIDDLE

Dr. Barry Kirkland, Principal
994 Scant City Road
Guntersville, AL 35976
753-2800

CLAYSVILLE JR. HIGH

Tim Isbill, Principal
140 Claysville School Road
Guntersville, AL 35976
582-4444

DAR ELEMENTARY

Keith Buchanan, Principal
6077 Main Street
Grant, AL 35747
728-2226

DAR MIDDLE

Susan Keller, Principal
6077 Main Street
Grant, AL 35747
728-5950

DAR HIGH

Stacy Anderton, Principal
6077 Main Street
Grant, AL 35747
728-4238

SLOMAN PRIMARY

Sarah Mitchell, Principal
200 Bethlehem Rd., P.O. Box 270
Douglas, AL 35964
593-4912

DOUGLAS ELEMENTARY

Willard Moses, Principal
P.O. Box 299
Douglas, AL 35964
593-4420

DOUGLAS MIDDLE

Larry Wilson, Principal
P.O. Box 269
Douglas, AL 35964
593-1240

DOUGLAS HIGH

Scott Bonds, Principal
P.O. Box 300
Douglas, AL 35964
593-2810

GRASSY ELEMENTARY

Dr. Beverly Kirkland, Principal
2233 Shoal Creek Road
Arab, AL 35016
753-2246

UNION GROVE ELEMENTARY

Tenna Anderton, Principal
3685 Union Grove Road
Union Grove, AL 35175
753-2532

MARSHALL TECHNICAL SCHOOL

Cindy Wigley, Career/Technical Director/Principal
12312 U.S. Hwy 431 South
Guntersville, AL 35976
582-5629

MARSHALL ALTERNATIVE SCHOOL

Bobby Buford, Principal
12312 US Hwy 431 South
Guntersville, AL 35976
582-7554

principal or teacher. Corporal punishment shall not be administered by substitute teachers, aides, bus drivers, student teachers or other students.

4. Utmost care, tact and judgment, shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and such documentation shall be kept on file in the principal's office.
5. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include, but not be limited to the following:
 1. Age of child;
 2. Size of child;
 3. Sex of child;
 4. Ability of the child to bear the punishment; and
 5. Overall physical condition of the child.
6. Corporal punishment shall not be administered in anger or with malice at any time.
7. School officials will not permit parents to administer corporal punishment to their child at school.

SUSPENSION

The principal, or assistant principal, if the school has an assistant principal, or in the absence of the principal, any person left in charge by the principal (herein referred to as the "principal") shall have authority to suspend (including In-School Suspension or Alternative School) a student for a period of up to ten days by observing the following procedure:

1. The principal shall inform the student of the charge or charges which are being considered against the student and the student shall be given an opportunity to reply thereto.
2. If the student denies the charge, then the principal shall make a brief explanation of the information or evidence that is being relied upon and the student shall have an opportunity to present his or her side of the matter.
3. If, after such notice, explanation and hearing, the principal deems that the student should be suspended, then he shall state the fact to the student, together with the period of suspension and the time when suspension is to begin.
4. In any situation where the principal is of the opinion that the immediate continuing presence of the student on the school campus presents a danger to persons or property or presents an immediate and ongoing threat of disrupting the academic process, then the principal may cause such student to be removed immediately from the school building and school ground without complying with the procedure herein above specified. Provided however, in such event, that the principal shall afford the student the procedural notice, explanation and hearing provided in paragraphs (1), (2) and (3) above as soon thereafter as practical to comply with such procedures. Within forty-eight (48) hours after removal of the student from the school grounds he shall make a written report of his action and the delay in the hearing and reason thereof to the superintendent.

representations made, would lead a reasonable person to believe that the substance is a controlled substance. Possession, manufacture, distribution or advertisement of these substances is illegal and prohibited by the Marshall County Board of Education and the State of Alabama and are subject to legal action under Alabama Code § 20-2-143.

The illicit possession or use of over-the-counter substances, including, but not limited to, white crosses, yellow jackets, caffeine pills or other similar substances will be considered a serious Class II Violation and subject to appropriate consequences as determined by the principal. Repeat offenses will be considered a Class III Violation and subject to expulsion by the Marshall County Board of Education.

CORPORAL PUNISHMENT

The Marshall County Board of Education shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal or teacher in the presence of another certified employee. Corporal punishment shall not be administered in the presence of another student.

Teachers shall be supported by the Board and the administration in their efforts to teach good citizenship. While teachers shall be reasonable in all student related demands, they need not tolerate disrespectful, boisterous, rough and violent outbursts of language and temper on the part of the pupil. For corporal punishment to be completely defensible and otherwise valid, the following guidelines shall be adhered to:

1. Except for those acts of misconduct which are extremely antisocial or disruptive in nature, corporal punishment should not be the first line of punishment. Corporal punishment should follow specific failures of other corrective measures to effect student behavior modification.
2. A principal or his designated representative shall punish corporally only in the presence of a second school employee, who has been informed of the reason for punishment.
3. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his side of the situation.
4. School principals or other employees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness.

In addition to the above, the following guidelines shall apply to any use of corporal punishment in schools of the Marshall County School System.

1. Corporal punishment shall be administered in the office of the principal or in such place or places as may be designated by the principal.
2. Corporal punishment shall not be administered in the visual presence of other students.
3. Corporal punishment shall be administered only by the principal, assistant prin-

CALENDAR FOR 2010 – 2011 SCHOOL YEAR

August 6	Flex Day for Teacher Professional Development
August 4, 5, 9, 10	Teacher Workshop
August 11	Classes Begin
September 6	Labor Day (No School)
October 8	End of First Nine Weeks
October 18-22	Fall Break (Students & Teachers)
October 25	Students Return
November 11	Veteran's Day (No School)
November 24-26	Thanksgiving Holidays
December 21	End of First Semester
December 22 – December 31	Christmas Holidays
	Last day of school will be Tuesday, December 21, 2010
	Teachers will report back on Monday, January 3, 2011
	Students will report back on Tuesday, January 4, 2011
January 17	Martin Luther King, Jr. Day (No School)
February 21	President's Day (No School)
March 11	End of Third Nine Weeks
March 14 - 18	Spring Break
May 25	End of Second Semester/School
May 26.....	Flex Day for Teacher Professional Development
May 30.....	Memorial Day (No School)

MAKE-UP DAYS

Days missed because of bad weather will be made up in the following manner: First day missed will be made up on Monday, Feb. 21; Second day missed will be made up on Thursday, May 26; Third day missed will be made up on Friday, May 27. Fourth day missed will be made up on Tuesday, May 31. Additional days will be added to the end of school if needed.

SCHEDULE OF NINE WEEKS AND REPORT CARDS

REPORTING PERIOD	BEGINNING DATES	ENDING DATES	NUMBER OF DAYS	PROGRESS REPORTS GO HOME	DATE REPORT CARDS GO HOME
First Nine Weeks	August 11, 2010	October 8, 2010	42	Sept. 10, 2010	October 15, 2010
Second Nine Weeks	October 11, 2010	December 21, 2010	43	Nov. 23, 2010	January 7, 2011
Third Nine Weeks	January 4, 2011	March 11, 2011	47	Feb. 11, 2011	March 25, 2011
Fourth Nine Weeks	March 21, 2011	May 25, 2011	48	April 22, 2011	★

*In some cases, report cards are ready to be sent home the last day of school. Those report cards that are not ready to be sent home the last day of school should be available for pickup at the school or be mailed home by June 5th. Parents should bring a self-addressed stamped envelope for mailing.

MISSION AND GOALS

The Marshall County Board of Education believes that the mission of the Marshall County School System is to prepare each student to his/her full potential mentally, physically, emotionally, socially, morally and ethically for a happy, well-adjusted and productive life in our democratic society.

The Marshall County Board of Education realizes that a strong effective system of public education is essential for the continuation of the democratic form of government and for the good of the nation's citizens. To develop and maintain an effective and continually improving education program, it is necessary that goals be determined for the school system, for each school and for each employee. These goals will enable all concerned to evaluate the effectiveness of the school program and of their own efforts.

The Marshall County Board of Education sets forth the following goals for the Marshall County School System.

1. Each school and each grade level will score at the national average (50th percentile) or above on state mandated norm referenced achievement tests.
2. Ninety percent of the students will pass each section of the Alabama High School Graduation Exam.
3. Students who take the minimum core curriculum as defined by the American College Testing (ACT) program will score at or above the national average on the ACT exam.
4. All classroom enrollments will meet the standards as required by the State Department of Education.
5. All schools will be accredited by the Southern Association of Colleges and Schools.
6. Each school will have an active Parent-Teacher Association or Organization.
7. Input and collaboration from parents and community stakeholders will be actively sought on matters such as budgets, textbook selections, school calendars, curriculum needs and other relevant educational matters.
8. Ninety percent of the students who start the ninth grade will complete school with a diploma or occupational diploma.
9. Each local school will develop and implement the following plans:
 - A. School Improvement
 - B. School Safety and Discipline
 - C. Technology
 - D. Crisis Management
 - E. Remediation of Basic Skills
 - F. Character Education
 - G. School Health
 - H. Identification and Assistance of "At Risk" Students
10. Each school will take the necessary steps to identify students with disabilities and/or those students "at risk" of not completing school and provide appropriate interventions and educational opportunities.
11. Each school will meet the subject area and time requirements specified by the State Board of Education and the Code of Alabama.

it drugs, including alcoholic beverages, on any campus or during any school sponsored activity, at or away from school, shall be immediately suspended from school by the school principal or his/her designee. Possession includes, but is not limited to, the presence of the illicit substance on the student's person, in his/her school locker, in his/her possessions (book bag, purse or other personal articles) or in his/her automobile, motorcycle or other vehicle. The school principal shall make a report to the superintendent immediately, and if the violation is of serious nature, the superintendent shall set a date within ten days for an expulsion hearing to be held before the Marshall County Board of Education.

In the event that a student is found to be under the influence of or in possession of illicit drugs, the following procedures shall be followed:

1. The student shall be clearly informed by the principal or his/her designee of the offense with which he/she is being charged and of the evidence against him/her. Said student will be given an adequate opportunity to state his/her position regarding the alleged offense.
2. If, in the judgement of the principal or his/her designee, the student did commit the offense in question, said student shall be immediately suspended from school.
3. The principal shall immediately notify the student's parent or legal guardian of the action taken, cause or causes for such action, and further action to be taken.
4. Appropriate law enforcement agencies will be contacted.
5. The student shall then be dismissed from school, but ONLY in the company of his/her parent or legal guardian or appropriate law enforcement officer.
6. Within a period of time not to exceed ten (10) days, the Board of Education shall hold a hearing in order to render a decision concerning the expulsion of the student. The Board of Education hearing relative to expulsion, as well as the preliminary steps concerning said hearing, shall comply with procedural due process criteria. If the Board determines that the charges brought against the student are valid, the student may be expelled from the Marshall County School System for up to one full year from the date of expulsion. Expulsion is here defined as removal of the name of a student from the attendance rolls of the school. In case of expulsion, the student will not be permitted on the campus of any school in this district nor will he or she be permitted to attend or participate in any school sponsored activities.
7. The superintendent of schools shall notify, in writing, the parent or legal guardian of the student of the action taken by the Board.
8. A student who is expelled may petition the Board for reinstatement prior to the beginning of the semester when the expulsion ends. At that time, a negative drug test analysis will be required for consideration of the Board for reinstatement.

IMITATION CONTROLLED/OVER-THE-COUNTER SUBSTANCES

Imitation controlled substances are defined in the Alabama Code § 20-2-141 as a substance, other than a legend controlled drug, that is not a controlled substance, which dosage unit appearance (including color, size, shape and/or markings), and by

This policy will not supersede the Individualized Education Program for disabled children.

TOBACCO USE IN SCHOOL

Due to the vast amount of medical evidence which demonstrates the harmful effects of tobacco use as it relates to heart, lung and gum disease and cancers of the lungs, throat, voice box and esophagus; and due to the fact tobacco is often a “gateway” drug which leads to the use of marijuana and other drugs; and due to the harmful effects of secondary smoke on others; and due to the fact that teachers, coaches, bus drivers and other personnel are perceived as role models whom school age children often admire and emulate, the policy concerning the use of the tobacco products will be as follows:

1. Students will not be allowed to use or possess tobacco products during school hours, at extra-curricular school functions, while participating in athletic, band or other school-sponsored practices, games or functions or in transit to or from a school function as a member of a school group, team or club.
2. Students found to be using or possessing tobacco products at school or school functions will be subject to disciplinary action as prescribed by the Marshall County Board of Education in the Student Handbook (See Below).
3. Employees of the Marshall County Board of Education will not use tobacco products (cigarettes, snuff, chewing tobacco, etc.) in the presence of students during school hours, at extra-curricular activities held after school hours, whether on or off the school campus, or in transit with a student group, team or club when the employee is in charge of the students or providing supervision.
4. Failure to adhere to this policy will result in penalties as stipulated by the Board of Education.

POSSESSION, SMOKING AND USE OF TOBACCO

In conforming to the state law which prohibits sale of cigarettes to children under 18 years of age, and within the recommendation of physicians as well as the Secretary of Health and Human Services that smoking is injurious to your health, smoking and the use of tobacco will not be allowed at any school in the Marshall County System (including Marshall Technical School). Penalties for violation of this rule have been established as follows:

- 1st Offense - Discretion of principal
- 2nd Offense - Automatic 3 day suspension or alternative school
- 3rd Offense - Automatic 5 day suspension or alternative school
- 4th Offense - Suspension until hearing before the Marshall County Board of Education

NOTE: TOBACCO PRODUCTS FOUND IN THE POSSESSION OF STUDENTS WILL BE CONFISCATED.

SUBSTANCE ABUSE BY STUDENTS

It is in the policy of the Marshall County Board of Education that any student found to be in possession of illicit drugs or drug paraphernalia or under the influence of illicit-

12. The counseling and guidance department of each school will assist students to become productive members of society through the development of academic, social and career/technical skills.
13. Each school will provide students with the opportunity to participate in age or developmentally appropriate clubs, athletics and other school-sponsored extracurricular activities. These activities are considered an integral part of the school program and important to the overall development of the student.
14. The opportunity for education in the Marshall County School System shall be equally available to all boys and girls residing in the school district regardless of sex, race, age, disability, religion, belief, national origin or color.

National Anthem

Oh, say can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming;
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming;
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there,
Oh, say does that Star-Spangled Banner yet wave?
O'er the land of the free and the home of the brave?

Oh, thus be it ever when free men shall stand,
Between their loved homes and the war's desolation!
Blest with victory and peace, may the heaven rescued land
Praise the Power that hath made and preserved us a nation
Then conquer we must when our cause it is just,
And this be our motto: "In God is our trust!"
And the Star-Spangled Banner in triumph shall wave
O'er the land of the free and the home of the brave!

-Francis Scott Key

The American's Creed

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

-William Tyler Page

Pledge Of Allegiance To The Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

-Francis Bellamy

II. ACADEMIC REQUIREMENTS

TESTING DATES

<i>Alabama High School Graduation Exam (AHSGE)</i>	July 12-16, 2010 September 20-24, 2010 December 6-10, 2010 Feb. 28 - Mar. 4, 2011
DIBELS	Days 1-20, 80-100, and 150-170 of school calendar (LEA selects 2-week window)
NAEP	TBA
<i>ACCESS (for grades 3-8, 11)</i>	Feb. 7 - March 18, 2011
<i>Alabama Alternate Assessment (Grades 3-8, 11)</i>	Feb. 28 - March 18, 2011
<i>Alabama Reading and Mathematics Test (ARMT) (Grades 3-8)</i>	March 21 - April 1, 2011
<i>Stanford Achievement Test (SAT) (Grades 3-8)</i>	March 28 - April 1, 2011
<i>Alabama Science Assessment (ASA) - Grades Five and Seven</i>	April 4 - April 6, 2011
<i>Alabama Direct Assessment of Writing: Grades Five, Seven and Ten</i>	April 4 - April 8, 2011

ELEMENTARY AND MIDDLE SCHOOL AWARDS DAYS AND GRADUATION

Elementary and Middle School Awards Days and Graduations may not be held prior to the next to the last day of school. Report cards cannot be given out until the last day of school.

HOMEWORK

Students will be expected to do homework assignments in the form of drill and research. These assignments will be kept to a reasonable amount.

NOTICE OF GIFTED EDUCATION PROGRAM

DEFINITION: Gifted students are defined as those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

REFERRAL: Anyone (teacher, parent, peer, or self) with knowledge of a student who exhibits the above characteristics and would like to refer them for evaluation for the gifted education program, please contact Annie Spike at (256) 582-3994. All second graders will be screened for the gifted education program during the first semester of school.

1. Small hole or puncture to seat cover - \$25.00
2. Cut to seat cover of 1/8 inch or greater - \$50.00
3. Cut to seat cover and foam - \$150.00

SCHOOL BUS RULE VIOLATIONS AND CONSEQUENCES

After one serious or three (3) minor school bus rule violations on a trip, a **Bus Conduct Report Form** will be filed with the principal.

Serious rule violations include fighting; possession or use of illegal drugs, alcohol or tobacco; throwing objects inside or outside of the bus; the use of profanity; participation in sexually explicit behavior; and/or any other behavior which jeopardizes the safety of the students, driver or other persons inside or outside the bus. These incidents may result in disciplinary measures including, but not limited to, the loss of bus-riding privileges as determined by the principal, superintendent or the Marshall County Board of Education,

Law enforcement agencies will be contacted if the laws of the State of Alabama or the United States of America are broken.

In addition to filing of the **Bus Conduct Report Form** with the principal, consequences for minor behavior violations will be as follows:

1. First Time: The bus driver will have a talk with the pupil.
2. Second Time: The driver will move the pupil to an assigned seat for two (2) weeks. If the student does not return the signed **Bus Conduct Report Form**, he/she will be referred to the principal or assistant principal upon arrival to school.
3. Third Time: If the student does not return the signed **Bus Conduct Report Form**, he/she will be referred to the principal or assistant principal upon arrival to school. The principal will also talk to the student and, at his/her discretion, give corporal punishment or three (3) days bus suspension.
4. Fourth Time: The principal will suspend bus-riding privileges for a minimum of five (5) days.
5. Fifth Time: The principal will suspend bus-riding privileges for ten (10) days.
6. Sixth Time: The principal will suspend bus-riding privileges for the remainder of the semester or a minimum of twenty (20) school days.
7. Seventh Time: The principal will suspend bus-riding privileges for the remainder of the school year. Violations occurring near the end of the school year may result in days being added at the beginning of the next school year.

If these bus disciplinary actions are not effective in improving the student's behavior, then the principal may refer the student to the Superintendent of the Marshall County Board of Education for a possible expulsion hearing.

Note: The principal or person in charge of bus discipline will have the discretion of taking into account the age of the child and the severity of the offense when dealing with younger students.

9. Use of emergency door except in case of an emergency.
10. Leaving bus at any stop other than a regular stop except upon written consent of principal.
11. Crowding and pushing to get on or off the bus.
12. Eating or drinking.
13. Blocking aisles with school equipment, feet, legs, or book/athletic bags.
14. Talking while bus crosses railroad crossing.
15. Any other actions not along the lines of good conduct.
16. The school dress and behavior codes apply while traveling to and from school on the school bus.
17. Students who ride the bus in the afternoon shall load the bus immediately after the dismissal bell rings. For safety reasons, there will be **NO LOITERING** around the school bus.
18. No bats, balls, radios, MP3 Players, Game Boys, Play Stations or CD players are allowed on the school bus. The school will not be responsible for lost or stolen items that are not allowed at school.
19. Students suspended from riding a bus at the "home" school will not be permitted to ride any school bus during the bus suspension.
20. Cell phones and other electronic communications devices may not be used or be visible on the school bus.

Parents/Guardians are held responsible for damage done to the bus (actual cost of materials and labor). The bus operates on a definite schedule and will not wait for habitually tardy pupils.

Any driver having difficulty with a student which he/she feels is beyond his/her capability to remedy or for which he/she feels he/she needs assistance, shall report the condition and situation to the principal. The principal shall have full and complete authority over the student while being transported in the school bus the same as when on campus. After consultation with the student, and as soon as practical, with the parents, the principal may suspend the bus riding privileges of the students for up to ten days.

Pupils leaving the bus and having to cross the road, should cross in front of the bus after looking both ways. The driver will immediately report any and all violations of rules to the principal.

The driver and/or principal has the authority to assign seats. We expect those students riding the bus to conduct themselves in a responsible manner. Abusive or disruptive conduct may lead to suspension of the privilege to ride a bus.

For the student's protection, two emergency evacuation drills, mandated by the State Department of Education, will be conducted annually on each bus.

DAMAGE TO BUS SEATS

Students will be required to pay for any damage to bus seats. Charges for damages will be as follows:

ELIGIBILITY: The Eligibility Determination Team will consist of the gifted education teacher, the child's current general education teacher, and the school psychometrist. This team will determine if a student qualifies for the gifted education program based on the student's aptitude/creativity test scores, behavior rating scales for gifted, achievement test scores, work samples, and most recent semester grades.

CONTACT: For more information regarding the gifted education program, please call Annie Spike at (256) 582-3994.

Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted. The Marshall County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

USE OF LIBRARY MEDIA CENTER

1. A student must have a pass from their teachers to use the library.
2. All books, magazines and papers must be signed out before they can be taken from the library.
3. Books may be checked out for 7 days and may be renewed for an additional 7 days if needed.
4. A fine of ten (10) cents per day will be charged for each day a book is overdue.
5. Students must pay for lost or damaged library books.
6. Only the media specialist, library assistant and student assistants are allowed behind the check-out counter and in equipment or storage rooms.
7. Since the media center is a place for reference, leisure reading and study, students are expected to show consideration for others.

TEXTBOOKS

The textbooks used at school are those that are state and locally adopted. Such textbooks are not the property of the student, but must be accounted for by both the student and the school. For this reason, any textbook that is mutilated or lost must be paid for by the student to whom the book is assigned. At the beginning of the year (term), each student receives the textbooks that he/she will need for his/her particular course. **ONCE EVERY NINE WEEKS**, a check will be made by the teacher to see that the student still has the book checked out to him/her. Fees for lost or damaged textbooks will be paid to the school bookkeeper in the office, and a receipt will be issued to the student. New textbooks will not be issued for lost or damaged books until these fees are paid.

WORKBOOKS AND SUPPLIES

Workbooks may be available for purchase by the students at each individual school. Each workbook will be priced by the textbook supervisor. A list of prices will be available at each school.

PROMOTION AND RETENTION

It is the policy of this school to retain any student, who in the opinion of the teacher(s) and principal, and in accordance with grades and achievement progress, has not performed to the necessary level to be promoted to the next grade. The decision is made on an individual basis with the guiding philosophy being what is in the best interest of the student.

PHYSICAL EDUCATION CLASSES

All students grade one through eight must be enrolled in a Physical Education class. Every student is required by law to take one year of P.E. after the 8th grade. Physically disabled students may be excused from specified physical activity upon presentation of a doctor's excuse, but not excused from Physical Education class.

PHYSICAL EDUCATION/PHYSICAL FITNESS TEST

All students in grades K-8 are required to take Physical Education. High school students must take one year of "Lifelong Individualized Fitness Education (L.I.F.E.). All Physical Education courses in grades K-12 must adhere to the Alabama Course of Study Physical Education (2003). All students who receive a physical education credit for L.I.F.E. or for any elective physical education credit; such as weight lifting, physical fitness, athletic training, etc. **MUST** take the annual physical fitness test as required by the Alabama State Department of Education.

HOMEBOUND INSTRUCTION

In circumstances where a student must be absent from school because of illness or injury for a period of two weeks or more, homebound instruction may be provided. Consideration for homebound instruction will be extended only to students that reside in the Marshall County School System. A licensed physician must provide documentation that the student is physically unable to attend school on a form provided by the Marshall County Board of Education.

The purpose of the homebound instruction will be to provide tutorial assistance to the student at an assigned location for three hours per week.

Grade determination for assignments completed by the homebound student will be made by the regular program teachers, principal and appropriate central office supervisor.

STUDY HABITS

Good grades are earned by students, not given by the teacher. Suggestions that might help all students do better school work are as follows:

1. Attend school regularly.
2. Be attentive in class.
3. Write down all your assignments.
4. Hand in assignments promptly.

28. No shorts, pants, sweat pants, etc. with writing of a demeaning or suggestive nature across the seat.
29. Shoes with rollers on the bottom (Wheelies) will not be allowed in school buildings or athletic facilities.
30. Pajamas, lounging pants, or other garments considered as sleepwear will not be allowed.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for care of all school property. Damage of a malicious nature will be considered a very serious matter and will be repaired or replaced at the expense of the student or students at fault and parents of students involved.

TRADING, SWAPPING AND SELLING ITEMS

Students are not permitted to trade, swap or sell items among themselves. This creates a nuisance and often causes hard feelings.

RUNNING ON CAMPUS

Running in buildings or on the school campus is not allowed unless it is during supervised P.E. class.

BUS RULES

Misbehavior on the bus creates a danger to safety and comfort. Bus rules and Board of Education rules are posted near a driver of each bus. Children must observe safety regulations in order to continue riding to and from school. The Board of Education is not obligated to transport anyone who does not obey bus rules. Pupil transportation is a privilege and a convenience and is conditioned upon good behavior and strict obedience to the rules of the Board of Education.

OFFICE PERMISSION IS NECESSARY FOR A STUDENT TO RIDE A BUS OTHER THAN THE ASSIGNED BUS. Permission will be given only if the child has a note from his/her parents stating the emergency. This procedure is necessary to prevent overcrowding of buses. Safety must continue to be our first concern.

Misbehavior on the bus creates a danger for many lives and will not be tolerated.

The following actions are strictly prohibited:

1. Exchanging seats or standing while the bus is in motion.
2. Throwing objects on the bus or out of the window.
3. Use of tobacco in any form or striking of matches or lighters.
4. Any illegal use of drugs.
5. Extending head, arms or hand from the windows.
6. Defacing or damaging the bus in any manner.
7. Opening knives or other sharp objects.
8. Vulgar talk, loud noises or shouting.

4. Tank tops, muscle shirts or shirts or other clothing designed as pajamas or undergarments. (i.e. boxer shorts, lounging pants, etc.)
5. Any type shirt or blouse that exposes the midriff or stomach.
6. Clothing of any description which does not extend to an appropriate length.
7. Clothing which is vulgar in appearance or has holes above the knee exposing skin or undergarments.
8. Bare feet.
9. Shirts, blouses or other clothing that displays a picture of a person who would not be appropriately dressed for school.
10. Shirts, blouses or other clothing that displays vulgar, abusive, gang related, demeaning or suggestive words or messages.
11. Hats or caps worn inside the building.
12. Students' hair shall be neat, clean and well-groomed. Unnatural colors (blue, green, orange, etc..) and spiking are considered distracting and will not be allowed. Length of hair cannot be such that it creates a hazard to the student or impedes vision and/or learning.
13. Principals may forbid students from wearing cleats if they are detrimental to the floor covering used in the building.
14. Tight bicycle shorts or other tight fitting clothing.
15. Students are not permitted to wear pins or rings in their nose, face, tongue, hands, etc. at school.
16. Boys are not permitted to wear earrings at school.
17. Billfold chains, log chains, dog collars, bike chains, etc. are not allowed.
18. "Sagging" attire will not be permitted. Extra long shirts may not be worn to cover or circumvent the baggy/saggy pants rule. The principal may require that these shirts be tucked in.
19. Trench coats or Western dusters.
20. The display of swastikas or other symbols of racial hatred.
21. Big-legged or baggy pants.
22. Jewelry with violent themes.
23. References to Marilyn Manson, other violent themes, or demeaning language on T-shirts, etc.
24. Communication (verbal, written or drawings/artwork) concerning threats, shootings, bombings, hostages, anarchy symbol, gang affiliation or colors, satanism, etc.
25. Only backpacks (hipsters, messenger bags, etc.) of mesh or clear plastic will be allowed. Backpacks on rollers will not be allowed in the building unless approved by the principal, due to extenuating medical circumstances.
26. No athletic bags will be allowed in classrooms, lunchrooms, auditoriums, etc.
27. Contact lenses with cat eyes, cartoon faces or other characters and/or unnatural colors are considered distracting and will not be allowed.

5. Ask questions if you do not understand.
6. Have a definite place to study at home.
7. Study over each school day's work.
8. Last, but not least, take a lot of pride in yourself, your school and your community.

GUIDELINES AND SUGGESTIONS FOR LOCAL TIME REQUIREMENTS AND HOMEWORK

TOTAL INSTRUCTIONAL TIME

The total instructional time of each school day in all schools and at all grade levels shall be not less than 6 hours or 360 minutes, exclusive of lunch periods, recess or time used for changing classes (§16-1-1 Code of Alabama).

SUGGESTED TIME ALLOTMENTS FOR GRADES 1 – 6

The allocations below are based on considerations of a balanced educational program for Grades 1–6. Local school systems are encouraged to develop a general plan for scheduling that supports interdisciplinary instruction. Remedial and/or enrichment activities should be a part of the time schedule for the specific subject area.

<u>SUBJECT AREA</u>	<u>GRADES 1–3</u>	<u>GRADES 4–6</u>
Language Arts	150 minutes daily	120 minutes daily
Mathematics	60 minutes daily	60 minutes daily
Science	30 minutes daily	45 minutes daily
Social Studies	30 minutes daily	45 minutes daily
Physical Education	30 minutes daily	30 minutes daily
Health	60 minutes weekly	60 minutes weekly
Computer Education	60 minutes weekly	60 minutes weekly
Character Education	10 minutes weekly	10 minutes weekly
Arts Education: Dance, Music, Theatre, Visual Arts		

Daily instruction with Arts specialists in each of the Arts disciplines is the most desirable schedule. However, schools unable to provide daily Arts instruction in each discipline are encouraged to schedule in Grades 1 through 3 two 30 to 45-minute Arts instruction sessions per week and in Grades 4 through 6 a minimum of 60 minutes of instruction per week. Interdisciplinary instruction within the regular classroom setting is encouraged as an alternative approach for scheduling time for Arts instruction when Arts specialists are not available.

*Established by the State Department of Education in accordance with Ala. Code §16-40-1 (1975)

KINDERGARTEN

In accordance with Alabama Administrative Code r.290-5-1-.01(5) Minimum Standards for Organizing Kindergarten Programs in Alabama Schools, the daily

time schedule of the kindergartens shall be the same as the schedule of the elementary schools in the systems of which they are a part since kindergartens in Alabama operate as full-day programs. There are no established time guidelines for individual subject areas for the kindergarten classroom. The emphasis is on large blocks of time that allow children the opportunity to explore all areas of the curriculum in an unhurried manner.

In accordance with Ala. Admin. Code r. 290-5-1-.01(6), the official guide for program planning in kindergarten is *Alabama Kindergartens*, Bulletin 1987, No. 28. Criteria to be used in scheduling are listed on pages 45–46 of this guide. The full-day program should be organized utilizing large blocks of time for large group, small groups, center time, lunch, outdoor activities, snacks, transitions, routines, and afternoon review. Individual exploration, small-group interest activities, interaction with peers and teachers, manipulation of concrete materials, and involvement in many other real-world experiences are needed to provide balance in the kindergarten classroom.

d. Fourth Violation: The device will be released at the discretion of the principal to the parent/guardian and student. An administration fee of \$20.00 will be charged before the phone will be released.

e. After the fourth violation the cell phone will be confiscated for a period of 45 days.

5. Students who need to contact their parents during the instructional day should request the use of a school phone which is available by request and based on need.

6. If an emergency should occur and parents need to speak to their child, please contact the campus' main number for assistance.

7. Additionally, the principal and/or his or her designee have the authority to grant temporary usage of cell phones during declared emergencies or crisis.

8. During state mandated testing, students are expected to turn their phones in to the classroom teacher before the test begins or abide by other procedures established by the principal.

9. The district will not assume responsibility for any item that is damaged, lost or stolen.

10. If a student is caught using a cell phone or other communication device for text messaging during exams, photographing tests, taking inappropriate photos or movies or any other highly inappropriate use of the device, then more severe consequences may be administered at the principal's discretion under the categories of **academic dishonesty, production or possession of pornography**, etc. Students receiving these messages could be subject to the same offenses as the person who sent the message. Law enforcement may be contacted if it is deemed necessary.

ACTS OF VANDALISM OR VIOLENCE TOWARD SCHOOL EMPLOYEES

Acts of vandalism or violence toward school personnel outside the school environment by students can result in disciplinary measures being taken with the students at school (See pages 10 and 11, Acts 94-794 and 96-533).

DRESS AND APPEARANCE

All students are expected to dress in a manner which reflects self-respect and decency that is appropriate for school. Students are expected also to be clean and neat in appearance and dress. Student dress or appearance which is determined to be potentially harmful to the student or others or distracting to the educational process is prohibited. The principal may apply these standards to any extracurricular event or activity and to approved guests to these activities.

THE PRINCIPAL HAS FINAL AUTHORITY TO DETERMINE WHAT TYPE APPEARANCE AND DRESS IS NOT APPROPRIATE.

The following are examples of inappropriate dress:

1. An article of clothing or jewelry that advertises alcoholic beverages, tobacco products or illegal drugs of any type.
2. Halter-type dresses or blouses, tube tops worn alone, with spaghetti straps, or worn under see-through shirts or blouses.
3. Sundresses that are low cut in the front or back.

witness testimony and/or sufficient documentation to support these charges in court.

School officials will file a complaint/petition with Marshall County Juvenile Court against all students involved in fighting. A witness list will be attached to the complaint/petition.

Students involved in fighting will be suspended from school or given Alternative School for minimum of five days.

An expulsion hearing could be held for repeat offenders.

ASSEMBLIES AND SPECIAL PROGRAMS

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at assemblies. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, un-called for clapping, boisterousness and talking during a program.

GUIDELINES FOR THE USE OF CELL PHONES, ELECTRONIC PAGERS AND OTHER COMMUNICATION OR ENTERTAINMENT DEVICES

The Marshall County Board of Education is committed to maintaining the highest quality instructional environment possible. The MCBOE has approved the adoption of a new policy that prohibits the use of Electronic Communication or Entertainment Devices (ECED) during the instructional day as follows:

1. During the instructional day which begins when students arrive on campus and ends after the dismissal bell rings, students are prohibited from using all ECED's including, but not limited to cellular phones, camera/video phones, pagers/beepers, PDA'S, handheld games, mp3 players, camcorders and DVD players. The ECED policy also applies to all students who are transported to school or home on a Marshall County School Bus.
2. The ECED must be turned off and out of sight until the end of the official instructional day. **Placing a cell phone on silent/vibrate mode and text messaging is not considered turned off.**
3. Any ECED is subject to search in the event the school administrators believe reasonable suspicion exists to support the search.
4. **Violation of the policy will result in the following:**
 - a. **First Violation:** The device will be released after a 24 hour waiting period to the parent/guardian and student at the discretion of the principal. No fee for release of the phone will be charged for the first violation.
 - b. **Second Violation:** The device will be released after a 48 hour waiting period to the parent/guardian and student at the discretion of the principal. An administration fee of \$10.00 will be charged before the phone will be released.
 - c. **Third Violation:** The device will be released after a five day waiting period to the parent/guardian and student at the discretion of the principal. An administration fee of \$15.00 will be charged before the phone will be released.

III. LEGAL REQUIREMENTS

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 the 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 club, baton, billy, blackjack, bludgeon 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 cost, 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 date of conviction, the driver's license will be suspended for 180 days.

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in §16-28-40, Ala. Code, 1975): The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child or are the sole source of transportation for the parent.

Immunity From Prosecution for Paddling Students (Act 95-539): Teachers following local Board or Education policies on corporal punishment are immune from prosecution.

Defacing Public Property (Act 96-425): Holds parents responsible for the damage of school or other public property by their children.

Assault on Education Employees (Act 96-533): Makes assault on education employees a second degree felony.

Juvenile Delinquents' Attendance at Alternative Schools (Act 96-769): A juvenile who is found to be delinquent or tried as an adult in circuit court may be assigned to an alternative school program under certain conditions.

Copying of Juvenile Records (Act 96-524): Juvenile court records may be copied by principals of a school under certain conditions to protect the safety and welfare of the school, its students or personnel.

Minor in Possession of Tobacco/Tobacco Products (§ 28-11-13): Any person under the age of 19 years in possession of tobacco/tobacco products will be issued a citation under the jurisdiction of the district or municipal court and this violation will be administratively adjudicated by the district or municipal court. Based on the Supreme Court's Extended Schedule of Fines, found in Appendix B to Rule 20, Alabama Rules of Judicial Administration, the scheduled fine is \$25.00, but may go to \$50.00 per violation.

Prosecution of Parents (§ 12-15-13): A warrant for contributing or causing the delinquency of a minor may be filed against parents or guardians of students who are truant.

Dropouts (Act # 2009-564) Every child between the ages of seven (7) and seventeen (17) shall be required to attend school. Students over the age of 17 may not be withdrawn unless the parents attend an exit interview and give written consent.

False Bomb Threat (U.S. Code 18.444) Making a false bomb threat is a federal offense punishable with a penalty of up to (10) years in prison, \$250,000.00 fine, or both. This penalty also applies to juvenile offenders. The majority of juveniles are prosecuted under local and state laws, which increasingly provide severe penalties.

FIGHTING

If a student or any other person on school property or attending a school event off campus is involved in a fight or other activity which violates board policy or state law, the principal is authorized to sign the appropriate warrant. If the violator is a student, then all applicable school rules and consequences apply (Ala. Code 16-1-24.1).

Because school should provide a safe and orderly environment which is conducive to learning, it is not permissible for school officials to tolerate fighting or other forms of assault to occur inside the confines of a school building, on school grounds or at any school function. A fight is defined as physical conflict between two or more individuals (Code of Student Conduct, 3.08). Students who promote, urge or instigate a fight are also subject to disciplinary action. After determining that a fight has occurred, the principal or his/her designee will implement the disciplinary procedure as follows:

DISCIPLINARY ACTION FOR FIGHTING - STUDENTS IN GRADES K-8

First Violation:

Parental contact and a minimum of one day of In-School Suspension or corporal punishment (principal's discretion).

Second Violation:

Parental contact and a minimum of three days of In-School Suspension or Alternative School or corporal punishment (principal's discretion).

Third Violation:

Parental contact and Out of School Suspension or Alternative School for a minimum of five days (principal's discretion).

Subsequent Violations:

Out of School Suspension for a period of time determined by the principal or the Marshall County Board of Education.

Middle School students who engage in **VIOLENT, RECIPROCAL PHYSICAL CONFLICT** or who engage in an **UNPROVOKED ASSAULT** of another student may receive the same disciplinary action for fighting as students in grades 9-12.

PRINCIPALS HAVE THE AUTHORITY TO CONTACT LOCAL LAW ENFORCEMENT AND/OR JUVENILE PROBATION WHEN NEEDED.

DISCIPLINARY ACTION FOR FIGHTING - STUDENTS IN GRADES 9-12

The principal or his designee will call the local police department or sheriff's office. After obtaining the facts related to the incident and verifying that there are witnesses, law enforcement will be allowed to remove all students involved in the fight. Before involving law enforcement and juvenile court, school officials will review eye-

toward males, and conduct directed by females toward females.

Victims of sexual harassment shall report sexual harassment activity to the immediate supervisor of the offending person immediately upon occurrence or, if they prefer, to a counselor or assistant principal with whom they feel comfortable.

The person to whom the incident is reported will have the responsibility of reporting the incident to the proper supervisor. The proper supervisor will then follow grievance procedures that have been adopted by the Marshall County Board of Education.

DANGEROUS ITEMS

Fireworks, mace, sharp instruments, rubber bands, pocket knives, laser pointers and other dangerous items must not be brought on the campus. Science specimens, required by the faculty, are permitted provided they are in safe containers and carried directly to the room on arrival. If glass containers are used, they must be packaged in a manner that will prevent them from being broken.

GUN FREE SCHOOLS ACT

According to State Law, the Federal Gun-Free Schools Act (GFSA) and the No Child Left Behind Act of 2001 (NCLB), possession of a gun (loaded or unloaded) on a school campus is a violation of State Law and Board Policy. To be in compliance with the GFSA, each Alabama School System must implement all of the following procedures immediately when it is determined that a student possesses a firearm at school, on school property or at a school event/activity.

- The student must be expelled and the expulsion noted on records transferred to any other school;
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
 - Report to law enforcement.
 - Contact parents
 - Suspend from school immediately pending investigation.
 - Complete an investigation as soon as possible with documented written report(s).
 - Expel student according to LEA policy.
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis allowed by the Code of Alabama (1975), §16-1-24-3.
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data should be reported to the SDE through the School Incident Report (SIR).
- Only authorized law enforcement officers may bring or possess any deadly weapon or dangerous instrument on school property.

STUDENT ENROLLMENT - RESIDENCY REQUIREMENT

The Marshall County Board of Education has designated attendance areas for students living within Marshall County, excluding the corporate city limits of Albertville, Arab, Boaz and Guntersville. Attendance zones are determined by the school bus routes established for each school. Pupil transportation is provided in accordance with these established school zones.

The student enrollment requirements are as follows:

1. On August 16, 2007, the Marshall County Board of Education abolished the Open Enrollment Policy. In order to be considered for enrollment in the Marshall County School System, the student must live within the Marshall County School System attendance zones and provide the school with the following:
 - a. Immunization (Blue) Form;
 - b. Birth Certificate;
 - c. Social Security Number;
 - d. Transcript and/or Withdrawal Form from the school from which the student is transferring (must include current grades and attendance records);
 - e. Complete discipline record from the school from which the student is transferring;
 - f. Proof of Residency; and
 - g. Proof of Legal Custody.
2. Students moving into a Marshall County school zone with custodial parent(s) or legal guardian(s) will be eligible immediately for enrollment in the school serving that zone.
3. A student may be enrolled in the Marshall County School System if living with a person who has a legally executed Power of Attorney for Parental Authority (Ala. Code 26-2A-7). This temporary delegation of parental power may be for a period of one(1) year and is intended to provide for the temporary care of a child when the parent is not accessible immediately for some extended period of time so as to reduce problems related to consent for emergency treatment and meeting the educational needs of the student. **THIS POWER OF ATTORNEY IS NOT** intended to permit an abrogation of the primary responsibilities of a parent/guardian or to circumvent attendance, residency or disciplinary matters. The **principal** is responsible for making this determination.
4. If a feeder school and the receiving school both contain one or more of the same grades, students **MUST** complete all grades in the school established by their place of residence before enrolling in the receiving school.
5. A student who elects to begin an academic year at a school other than the one which serves his/her attendance zone, may be refused admittance in his/her home school until the completion of the current academic semester.
6. Students who move outside of the school zone may remain enrolled until the end of the semester in which he/she moves. The custodial parent or

legal guardian **MUST** inform the school **principal** when they move out of the school attendance zone.

7. Athletic eligibility will be determined by the rules established by the Alabama High School Athletic Association.
8. The custodial parent(s) or legal guardian(s) and the student **MUST** sign that they have read and agree to abide by the Marshall County Student Handbook.
9. For enrollment purposes, the following students shall be considered residents:
 1. Students placed at the Marshall County Attention Home or other similar group facility within the Marshall County School System attendance zone;
 2. Foster children living with a foster family within the Marshall County School System attendance zone;
 3. Foreign exchange students living with a “host family” within the Marshall County School System attendance zone;
 4. Students considered “homeless” under the McKinney-Vento Act of 2001 and the No Child Left Behind Act of 2001;
 5. Children of faculty and staff who work in the school.
10. The **Principal MUST** approve all students transferring into the school. It is the principal's responsibility to determine if students who wish to enroll are residents of the school zone. He/she has the authority to require documents, such as legal custody agreements, lease agreements, utility bills, etc. and may make home visits in order to establish residency.

the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

- B. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- D. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

ADMISSION POLICY FOR HOMELESS, MIGRATORY AND LIMITED ENGLISH PROFICIENT STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory and limited English proficient children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Marshall County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) guarantees parents and students over the age of 18 with certain rights as outlined below:

SEXUAL HARASSMENT

Sexual harassment of students **WILL NOT BE TOLERATED**; and immediate, positive steps to stop sexual harassment activity will be taken when it occurs. Sexual harassment is defined as any unwelcome and personally offensive conduct (including, but not limited to, advances, gestures or words of a sexual nature) which:

1. Unreasonably interferes with the student's work or educational opportunities;
2. Creates an intimidating, hostile or offensive learning environment;
3. Implies that submission to such conduct is made and explicit or implicit term of receiving grades or credit; and/or,
4. Implies that submission to, or rejection of, such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Examples of prohibited conduct include, but are not limited to, offensive or unwelcome sexual advances or propositions; any unwelcome intentional touching of intimate body areas; employees dating students; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her sexual orientation, practices or physical attributes; the display of sexually suggestive objectives, pictures, cards or letters; lewd or suggestive comments, sounds or gestures; off-color language; jokes of a sexual nature; leering; or assault.

The definition of sexual harassment includes conduct directed by males toward females, conduct directed by males toward males, conduct directed by females

ance, opportunities, or benefits of a student.

- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. The term "violence" as used in this policy means the infliction of physical force by a student with intent to cause injury to another student or damage to the property of another student.
- C. The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- D. The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participation in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.
- E. The term "student" as used in this policy means a student who is enrolled in the Marshall County School System.

2. Description of Behavior Expected of Students.

- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race;
 - The student's sex;
 - The student's religion;
 - The student's national origin; or
 - The student's disability.

3. Consequences for Violations.

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

4. Reporting, Investigation, and Compliant Resolution Procedures.

- A. Complaints alleging violation of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or

1. Constitutionally Protected Prayer: The Marshall County Board of Education has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer. School principals have received written guidance which forbids government (school) sponsored religious activities, but protects those activities initiated by students during non-instructional time (breaks, lunch, etc.).
 2. Protection of Pupil Rights Amendment (PPRA): The Marshall County Board of Education does not have any policy or practice which denies parents (or students over the age of 18) the right to:
 - A. Inspect and review educational records;
 - B. Seek to amend educational records which are believed to be inaccurate;
 - C. Consent to the disclosure of personally identifiable information from educational records except as specified by law. Exceptions include:
 1. To school officials with legitimate educational interests (administrator, counselor, health staff, law enforcement, school board members, supervisor, attorney, etc.)
 2. Officials of another school district to which a student seeks to enroll
- THE MARSHALL COUNTY BOARD OF EDUCATION WILL FORWARD RECORDS OF TRANSFERRING STUDENTS UPON REQUEST OF THE SCHOOL DISTRICT IN WHICH THE STUDENT SEEKS OR INTENDS TO ENROLL.**

D. Students and parents must also be given the rights to:

1. CONSENT BEFORE STUDENTS ARE REQUIRED TO SUBMIT TO A SURVEY THAT CONCERNS ONE OR MORE OF THE FOLLOWING PROTECTED AREAS:
 - Political affiliations or beliefs of the student or student's parents
 - Mental or psychological problems of the student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behaviors;
 - Critical appraisals of others with whom respondents have close family relations.
 - Legally recognized privileged relationships (lawyers, doctors, ministers);
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
2. Notice and opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening, except for hearing, vision, scoliosis or other exam required under State law; and
 - Activities involving use of personal information for marketing.

3. Inspect upon request and before administration or use of:

- Instruments used to collect data for marketing; and
- Instructional materials used as part of the educational curriculum.

3. The Marshall County Board of Education is **REQUIRED** to give military recruiters the same access to secondary school students as they provide to colleges, universities or prospective employers. This includes name, address and telephone number unless the student/parent has elected, in writing, to “opt-out” of this disclosure.

ATTENDANCE

Alabama Compulsory School Attendance Law (Ala. Code §16-28-12) requires every child between the ages of seven (7) and seventeen (17) to attend a public, private, or approved home school for the entire length of the school term in every scholastic year through the day preceding the seventeenth (17) birthday. The pupil may not withdraw for the purpose of non-attendance and must attend without unexcused absences. The Smitherman Act is an addition to the Compulsory Attendance Law and states that every child who is enrolled in the school, regardless of age, must attend without unexcused absences.

Parents/guardians of students six (6) or younger and seventeen (17) or older have the option to withdraw the pupil from school.

The Alabama State Department of Education lists six reasons students may be absent and that absence be excused. They are:

- Illness
- Quarantine
- Death in the immediate family
- Emergency at school
- Prior permission from the principal
- Weather closing

Parental notes/Doctors notes must be turned in to the school administration within three days (including date of return) of each absence. After this time passes, the absence is unexcused and will remain as such. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written note on file. Each note must contain the following:

- Child's full name
- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor (no signature stamps or nurses' signatures will be accepted)

Only **three** days within one 9-week period may be excused by parental notes or five days per semester with a parent note for semester schedule. Four or more consecutive absences are considered excessive and will require a doctor's note to be counted excused.

Students must attend 51% of the day to be counted present for the day. Checking students out approximately before 11:30 a.m. or in after approximately 11:30 a.m. results in an absence. If the school calls the parent/guardian to come and pick

unless specifically approved by the principal.

13. Gambling of any nature is forbidden.
14. Pets may not be brought to school without prior approval from the principal.
15. Obscene gestures and/or vulgar language will not be allowed.
16. Cheating of any kind (giving or receiving), including plagiarism, is considered a serious offense and will be dealt with in an appropriate manner.
17. Gang association, communication, recruitment, activity or colors will not be allowed.
18. Devil worship, Satanism, occult or other similar activities and symbols such as swastikas will not be allowed.
19. Threatening, bullying, harassing, hazing or other intimidating behavior, comments, actions or materials will not be allowed. **ALL THREATS OF VIOLENCE WILL BE TAKEN SERIOUSLY.**
20. Due to increased concerns involving the possible transmission of contagious diseases, the transfer of bodily fluids is considered a **SERIOUS** offense. Biting, spitting or the intentional transmission of any bodily fluid will result in immediate suspension, followed by a parent conference.
21. Due to allergies, danger of fire and/or explosion, and other possible ill-effects of inhalants, aerosol cans may not be brought to school.

ACCEPTABLE USE OF THE INTERNET

All students in the Marshall County School System must abide by the guidelines and procedures stated in **Policy H-75, Acceptable Use of the Internet**. This policy outlines the acceptable usage and violation consequences for inappropriate use of the Internet. The Internet form in the front of this handbook must be signed by both students and parents or guardians before a student is allowed to become an Internet user in any Marshall County school.

ANTI-HARASSMENT POLICY

It is the intent of the Marshall County Board of Education to prohibit harassment, violence, and threats of violence on school property, on a school bus, or at a school-sponsored function. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

1. **Definitions.**

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

GUIDELINES FOR STUDENT BEHAVIOR

A goal of the educational program is to encourage independence and responsibility which are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school.

1. A constant respect for persons, whether they be teachers, other students, staff, visitors or others, is a basic requirement of all individuals.
2. Respect for personal and communal property is a visible sign of this respect. Stealing is a violation of school rules and state law and will be dealt with accordingly.
3. Problems arise when students bring articles which are hazards to the safety of others. Items such as knives, cigarette lighters, water guns, mace or similar items are undesirable and will be impounded. Students face possible suspension for possession of such articles.
4. Students are warned against the use of and/or possession of alcoholic beverages or dangerous drugs as being unwise and illegal acts. Students caught with dangerous drugs or alcoholic beverages, or under the influence of either, whether or not the incident occurred at the home school or away at another school location where the home school is participating in extracurricular activity, will be subject to disciplinary action.
5. Cleanliness is everyone's concern. Waste receptacles are available and their use is imperative.
6. Never will necking, kissing, embracing, hand holding or any other action that brings inappropriate notice to an individual be considered proper and permissible at school.
7. Each student is scheduled for a definite place during each period of the day and is expected to be in this place during the hours assigned. To be excused from an assigned place a student must have a properly executed written pass.
8. Students are expected to comply with all reasonable requests by teachers. A request will be held reasonable unless it is immoral, illegal or personally degrading. Disagreement with teachers may be brought to the attention of the principal.
9. Students should recognize the authority of all faculty members and their right and duty to enforce school rules and policies.
10. Substitute teachers are important personnel in our school. Students are expected to be polite, helpful and considerate.
11. In order for a student to participate in a school activity, he/she should be in attendance at school at least one-half of the day of the activity. The principal has the authority to excuse a student from this rule in cases of an extreme nature such as the death of a family member or other extenuating circumstances.
12. Electronic games, radios, toys, MP3 Players, Game Boys, Play Stations and other items not necessary for educational purposes or personal care are not to be brought to school unless specifically approved by the principal. The school will not be responsible for lost or stolen items that are not allowed at school

up the sick child before the student has been in school for at least one-half day, approximately 11:30 a.m., the parent/guardian must still provide a note of excuse. If a student checks out after 51% of the school day, this will be counted the same as a tardy by the STI Attendance Program.

Three unexcused check-ins/tardies or checkouts will be considered one (1) day of unexcused absence counted toward the truancy program.

Any child that is deemed to have excessive excused absences may be required to produce a doctor's documentation of a chronic illness.

HOME/CHURCH/PRIVATE SCHOOLING PROOF OF ENROLLMENT

Before a student is officially withdrawn for Home/Church/Private Schooling, the parent/guardian **MUST present to the PRINCIPAL** satisfactory proof of enrollment in a recognized Home/Church/Private School.

The term "church school" shall mean and only include such schools as offer instruction in grades K-12, or any combination thereof including the kindergarten, elementary or secondary level and are operated as a ministry of local (within the county) church, group of churches, denomination, and/or association of churches on a nonprofit basis which do not receive any state or federal funding.

A private tutor (home schooling) means and includes only instruction by a person who holds a certificate issued by the State Superintendent of Education and who offers instruction in the several branches of study required to be taught in the public schools of this state, for at least three hours a day for 140 days each calendar year, between the hours of 8 a.m. and 4 p.m., and who uses the English language in giving instruction. (Ala. Code § 16-28-8, 1975)

EARLY WARNING TRUANCY PREVENTION PROGRAM

The Board of Education considers absences caused by illness of the student, death in the student's immediate family, legal quarantine, weather, emergency at school or special permission of the Principal (or Superintendent) in advance with the request/consent of parents as excused absences. Only if an absence is classified excused will the student be permitted to make-up work missed during the absences, unless the absence was due to suspension or expulsion in which case the Principal (Superintendent) will make a decision as to the appropriateness of make-up work. Suspensions are unexcused absences. Alternative School and In-School Suspension are not considered as absences.

The Principal (Superintendent) is authorized to approve for a student to accompany his/her parents or guardians to special events or on special trips that are considered to be of an educational or cultural nature that will enhance or enrich the student's overall development. The number of days approved should be limited, to not be detrimental to the student's regular program of study. Make-up work will be at the discretion of the Principal (Superintendent). For a trip to be approved, it must be requested in advance by the parents (guardians).

All other absences, except as noted above, are considered unexcused and go under the truancy policy of the Board of Education. The Board of Education defines truancy as absence from the school for any reason that is not excused or approved as specified in paragraphs one and two above.

Step One In Truancy Prevention

When a student returns to school after an absence, the student is required to furnish proper and thorough explanation from the parent or guardian as to the reason or cause for the absence. If the student does not bring acceptable explanation upon returning to school, a contact will be made requesting explanation along with any available documentation. If a satisfactory explanation is not furnished to the school, the student will be considered truant for the day(s) he/she was absent. Acceptable explanation shall be provided by the parent within **THREE SCHOOL DAYS**. The principal must be contacted if extenuating circumstances prevent an excuse from being presented within three days.

In cases of non-enrollment or non-attendance without valid reason, the attendance officer shall give written notice to the parent or guardian requiring the attendance of the child at school within three days from date of said notice. If investigation discloses that the non-enrollment or non-attendance was without valid excuse or good reason, the attendance officer may, depending upon the attitude and cooperation of the parent (guardian) choose to use either Step Two, Step Three or Step Four of the Truancy Prevention Program or a combination of these steps.

Step Two In Truancy Prevention

When a student accumulates three instances of truancy, a complaint will be filed by the Attendance Officer with the Juvenile Probation Officer. The student and his/her parents (guardian) will be required to participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. The Juvenile Court will schedule a conference for the student and his/her parents (guardian) and issue a "Notice to Appear". It is mandatory for them to appear for the conference. Three consecutive days absent for an unexcused reason will be judged to be three instances of truancy.

Failure on the part of the student and his/her parents (guardian) to appear for the conference in Juvenile Court will result in the filing of a petition for truancy against the student and his/her parents (guardian) by the School System Attendance Officer.

Step Three In Truancy Prevention

If a student accumulates five instances of truancy, a petition will be filed by the Attendance Officer against the student in Juvenile Court, identifying the student as a habitual truant.

If a child is in grades K-5 and continues to have unexcused absences after being scheduled for the early warning program, a warrant can be issued for contributing to the delinquency/truancy of said child against the responsible parent or guardian. The warrant would be obtained through the clerk's office

- 3.03 Theft of property
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense or harassment
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault of another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing, and/or igniting explosive device
- 3.14 Possession, sale and/or use of tobacco product
- 3.15 Unlawful sale, purchase, furnishing, giving or possession of illegal drug or drug paraphernalia or alcoholic beverage
- 3.16 Accessing or changing information in school computers to endanger or cause harm to another individual
- 3.17 Crimes as defined under the laws of the city, state of Alabama or United States
- 3.18 Distribution or display of pornographic or sexually explicit materials
- 3.19 Harassment or Bullying (may or may not be based on sex, race, disability, religion, age, national origin, etc.)
- 3.20 Threatening the life or bodily harm of students or school staff
- 3.21 Repeated Class II Violations
- 3.22 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

CLASS III CONSEQUENCES

- Out-of-school suspension
- Alternative education program
- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Any consequence(s) included in Classes I and II and other consequence(s) as approved by the local board of education

CLASS II VIOLATIONS

- 2.01 Refusal to follow appropriate directive from a local board of education employee.
- 2.02 Vandalism/property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05)
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Unauthorized absence from school for a day or more
- 2.11 Written or verbal proposition to engage in sexual acts
- 2.12 Touching of another person
- 2.13 Possession of and/or use of matches or lighters
- 2.14 Possession of and/or use of electronic pager or unauthorized communication device
- 2.15 Dishonesty or cheating
- 2.16 Providing false information to a local board of education employee
- 2.17 Gang association, communication, dress or activity
- 2.18 Unauthorized possession or use of over-the-counter drugs or imitation controlled substances
- 2.19 Possession or pornographic or sexually explicit materials
- 2.20 Unauthorized use of cell phone, pager, or other electronic communication device, etc.
- 2.21 Repeated Class I Violations
- 2.22 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

CLASS II CONSEQUENCES

- Temporary removal from class
- Detention
- In-school suspension
- Alternative education program
- Out-of-school suspension
- Referral to outside agency, including the criminal justice system.
- Expulsion
- Any consequence(s) included in Class I and other consequences(s) as approved by the local board of education

CLASS III VIOLATIONS

- 3.01 Arson
- 3.02 Robbery

by the Attendance Officer.

If criminal prosecution occurs, contributing or causing the delinquency of a minor, Section 12-15-13 of the Code of Alabama, is a misdemeanor punishable by a fine of up to \$500.00 or a sentence to hard labor for the County for a period not to exceed 12 months or both.

Contributing warrants can also be taken against those parents/guardians of children in grades 6–12 as deemed necessary by the attendance officer. This can be obtained along with a Truancy Petition against the child.

Step Four In Truancy Prevention

If a student is judged by the Attendance Officer (Superintendent) to be a habitual truant with the knowledge, connivance, assistance or consent of the parent (guardian), a warrant will be taken against the parent (guardian) through the Court System.

IT IS THE RESPONSIBILITY OF THE HOMEROOM TEACHER AND THE PRINCIPAL TO REPORT TRUANCIES TO THE COUNTY ATTENDANCE OFFICER AS SPECIFIED ABOVE.

CHECKING OF ATTENDANCE

ATTENDANCE WILL BE CHECKED BY EACH TEACHER EACH PERIOD. If a student is absent from class and his/her name does not appear on the homeroom absentee list, his/her name will be reported to the office. Students are required to attend all scheduled classes. If a teacher gives permission for a student to study somewhere other than the regular meeting place, the teacher is responsible for supervision of such students. Skipping school or class is considered a serious violation of school rules and will be dealt with accordingly.

TARDY STUDENTS

Students who are tardy in arriving at school must sign the tardy roster in the office. Punishment for habitually tardy students will be at the discretion of the principal, including the use of morning or afternoon detention or loss of driving privileges. Work missed due to unexcused tardies may not be made up. The principal will determine if tardies are excused.

Students are expected to report on time to all scheduled classes, group meetings and assemblies. Sufficient time will be allowed between classes. Students will not be permitted to leave class to go to the restroom except in emergencies. Students will be expected to get materials needed from their lockers between classes. No one will be permitted to go to his/her locker after the class begins.

Students who are tardy to a class WILL NOT be sent to the office for a tardy pass but will be dealt with by the teacher to whose class they are tardy. The teacher, in addition to recording each tardy, may (and should) provide punishment to meet the needs of the situation. After the fifth tardy to an individual class, (per term) the student will be referred to the principal to seek a solution

to the problem. Three unexcused tardies will count as an unexcused absence.

ARRIVAL/PICK-UP OF STUDENTS

School personnel are on campus for supervision of students from 7:00 a.m. to 3:00 each school day. Students should not arrive prior to 7:00 a.m. and should be picked-up prior to 3:00 p.m. unless involved in a supervised, school-sponsored activity. Upon arrival at school, students should report to his/her assigned area or to the school office.

Parents must make arrangements with the principal if circumstances dictate that their child must be delivered prior to 7:00 a.m. or left after 3:00 p.m. If parents have not made arrangements, school personnel will have the option of placing the child in the Extended-Day Program after school at the expense of the parents. (See Extended-Day Program as follows).

PARENTS MUST ADHERE TO THE DROP-OFF AND PICK-UP PROCEDURES ESTABLISHED BY EACH SCHOOL.

EXTENDED-DAY PROGRAM

Purpose:

The purpose of the Extended Day Program is to provide parents with a safe and enriching environment in which their school children may receive supervised care after school for a designated time. The program will provide quality care and enrichment to enhance the regular school curriculum.

Extended Day Eligibility

The program is open for all students who are enrolled in Marshall County Schools, ages 5 (Kindergarten) through 13 (7th grade.)

Program Structure:

The Extended Day Program is designed to meet the needs of working parents and their children who reside in Marshall County communities and attend those public schools.

It provides a safe, enriching climate where children may remain for a limited time at the end of the regular school day until picked up by their parents or other designated adults.

The Extended Day Program is designed to address the child's social, physical and intellectual needs. The program is structured but also allows children the freedom to choose and to participate in a variety of activities. The program will vary from school to school, according to the interest of the children and the talents of the staff. All programs will include homework time, snack time, recreational activities and enrichment activities. **PARENTS MAY BE CALLED TO PICK UP STUDENTS WHOSE BEHAVIOR IS DISRUPTIVE.**

CHECK-OUT PROCEDURES

Students are allowed four (4) check-outs per semester when parent permission is communicated to the school office. If a student has a need to check out of school

CLASSIFICATION OF VIOLATIONS AND CONSEQUENCES

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate consequence. Violations apply to student conduct on a school campus, at school-related events or while being transported to or from school or school-related events.

Following is a list of violations classified according to each one's seriousness. These lists are not intended to contain all violations of the Code of Conduct, or all the rules, regulations and procedures of a school, but is intended to be a guide to be used by parents, students and school officials to handle violations and resulting consequences. When violations occur in the school that are not found within any one classification, the principal of the school has the authority to classify it accordingly.

CLASS I VIOLATIONS

- 1.01 Distraction of other student(s)
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation (See 2.08)
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local board of education employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering on school property
- 1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

CLASS I CONSEQUENCES

- Conference with the student
- Verbal reprimand
- Withdrawal of privilege(s)
- Parent conference(s)
- Demerit(s)
- Temporary removal from class
- Detention
- In-school suspension
- Corporal punishment
- Change or modify clothing or appearance to conform to the dress code
- Other consequence(s) as approved by the local board of education

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

1. Each local regulation shall be based on a Board policy.
2. All policies, rules and regulations at any level shall be consistent with local, county or city ordinances, statutes of the State of Alabama and/or administrative regulations of duly authorized agencies; e.g., State Board or State Department of Education; U.S. Department of Education.
3. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
4. No Board policies or local school codes of conduct shall deny any student his constitutional rights.
5. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the “in loco parentis” position of school officials.
6. Exercise of all authority by administrators, teachers or school officials shall be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory or otherwise illegal practices.

Procedural due process within the Marshall County School System shall relate primarily to the area of discipline and disciplinary measures, e.g., corporal punishment, short-term suspension, long-term suspension and expulsion.

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

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

- (1) Notice: The student shall be given oral or written notice of the charges against him/her.
- (2) Explanation: The evidence against the student shall be explained to him/her.
- (3) Hearing: The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

When a student is facing possible long-term suspension or expulsion, the Board shall afford the student the following:

- (1) The right to counsel,
- (2) The opportunity for cross-examination of witnesses,
- (3) A written record of the hearing (if requested in advance), and
- (4) A written notice of the decision.

after the four allowable check-outs, parents must personally come to the school for their child. Notes requesting permission to check out are not accepted. A check-out from any class is considered an absence. The principal will determine if the absence is excused or unexcused and whether or not work missed may be made up. Check-outs before 11:30 a.m. or tardies after 11:30 a.m. will count as an absence. Each class missed will count as an absence for exemption purposes.

PASSES

When it becomes necessary for students to leave their assigned place, they must secure a pass from the teacher in charge.

PARENTS AND OTHER SCHOOL VISITORS

Students from other schools will not be allowed to visit on this campus during the school day. Parents and other school visitors who come to school on business must first report to the Principal’s Office.

SOCIAL SECURITY NUMBERS

Each child enrolled in public schools, kindergarten through grade twelve, must have a social security number.

IMMUNIZATIONS

Each student must have on file in the office an immunization form IMM-50 (Blue Form). This form can be acquired from two places, the Health Department or a doctor’s office. Kindergarten and 6th grade students must also present Form IMM-90 showing immunization for measles (Pink Form).

TRANSFER AND WITHDRAWAL PROCEDURES

Students who are withdrawing from school or transferring to another school must turn in all books and clear through the office. Students who are transferring from one Marshall County School to another must present transfer slip and a blue immunization form. When a student transfers within the Marshall County School System, days absent will be transferred.

SCHOOL SAFETY AND DISCIPLINE ACCOUNTABILITY

The State Board of Education will utilize one or both of the following criteria to determine if intervention by the State Superintendent is necessary as required by Alabama Code 16-6B-5:

1. Failure of a school or school system to develop and implement the policies, rules, laws and regulations relative to school safety and discipline as published and disseminated annually by the State Superintendent.
2. Failure of a school or school system to respond to legitimate and documented school safety and discipline concerns/incidents as determined by the State Superintendent after investigating the concerns/incidents. The State Superintendent will investigate the following requests/incidents to determine if assignment of SDE personnel to a school or school system for school safety and discipline assistance is warranted:
 - A. A written request by official action of a local parent/professional/ com-

munity organization, (e.g., PTA/PTO; ACSAS; civic club) or by a majority of the employees of a school or school system to the State Superintendent with evidence that a request was first submitted to the school principal; secondly, the school system superintendent; and thirdly, the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.

- B. A written request by official action of a school sanctioned student organization to the State Superintendent with evidence that a request was first submitted to the school principal; secondly, the school system superintendent; and thirdly, the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.
- C. A written request by a local school principal with evidence that a request was first submitted to the local school superintendent and next, to the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.
- D. An official request by a local superintendent of education.
- E. An official request by a majority vote of a local board of education.
- F. A person is killed or seriously injured at school or a school related activity as a result of a violent act.

BICYCLES AND MOTOR SCOOTERS

Students who ride bicycles or motor scooters to school must park them in the designated area and leave them there until school is out.

VEHICLE SEARCH

Any vehicle entering school property is subject to search by school authorities and law enforcement personnel. Such search may be conducted without warrant as authorized by state law and board policy.

The search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. The school or Marshall County Board of Education will not be responsible for damages to the vehicle during the search.

The principal is authorized to sign a warrant if illegal substances are found during the search.

STATEMENT OF AHERA COMPLIANCE

The Marshall County Board of Education has conducted inspections and prepared management plans in accordance to the requirements of the Asbestos Hazard Emergency Response Act (AHERA). Management plans are available for review in the administration office of each school.

IV. STUDENT BEHAVIOR

DANGEROUS ACTIVITIES

Any student who has knowledge or suspicion that another student or person outside of the school is planning a dangerous activity (shooting, bombing, suicide, drug use, sale, or distribution, etc.) **MUST** report this to a teacher, counselor, administrator or law enforcement officer. Failure to do so may result in disciplinary or legal action. When threats of a dangerous activity are received at school, the principal will take all steps necessary to protect the welfare of the students. This may include the notification of appropriate law enforcement agencies, threatened staff members and/or students and their parents. **ALL THREATS OF VIOLENCE WILL BE TAKEN SERIOUSLY.**

Each school has a School Safety Plan which includes specific plans for evacuation and other procedures necessary to protect students and staff. The principal and school staff are responsible for implementing the local School Safety Plan.

VIDEO SURVEILLANCE

In order to provide and maintain a safe and secure environment for students, staff and authorized visitors, the Marshall County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Board. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only. All school personnel, students and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

DISCIPLINE

The teachers are here to help students learn. They expect cooperation from everyone. Most problems in the classroom center around people disrupting others. This school protects all students' rights to an education, without interference.

Anyone guilty of disturbing will promptly be removed from class and appropriate action will be taken. Students will be punished when they break school rules or misbehave in a disruptive manner that hinders his/her learning or that of other students. Parents are encouraged to check with school authorities periodically, especially if report cards indicate a Parent-Teacher conference is needed.

DUE PROCESS

The Marshall County Board of Education recognizes that observance of applicable