Mobile County Public Schools

Student Code of Conduct

BOARD OF SCHOOL COMMISSIONERS
L. Douglas Harwell, Jr.
District 1

Don Stringfellow
District 2

Reginald A. Crenshaw, Ph.D.
District 3

Tracie L. Roberson
District 4

William C. Foster, Ed.D.
District 5

SUPERINTENDENT
Martha L. Peek

EXECUTIVE DIRECTOR
DIVISION OF STUDENT SUPPORT SERVICES
Terrence S. Mixon, Sr.

The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, sexual orientation, marital or parent/guardian status, and disability. This district complies with all federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and/or grievance procedures may be directed as follows. For student inquiries (including student disciplinary matters), contact Terrence S. Mixon, Sr., Executive Director, P.O. Box 180069, Mobile, Alabama 36618 or call (251) 221-4246. For Title IX inquiries and grievance procedures, contact Bryan Hack, Executive Manager, P.O. Box 180069, Mobile, AL 36618 or call (251) 221-4543. For employee inquiries, contact George Smith, Employee Relations Administrator, P.O. Box 180069, Mobile, AL 36618 or call (251) 221-4531.

Board-Approved June 19, 2014
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PARENT/GUARDIAN’S ACKNOWLEDGMENT OF RECEIPT
OF STUDENT CODE OF CONDUCT

The school needs your help and cooperation. Your signature on the Online Student Enrollment Information Card indicates that you have received this Student Code of Conduct and you will read and discuss it with your son/daughter.

This code has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. The policies apply to all students and parents/guardians in the Mobile County Public School System at all school campuses, school buses and school-related activities and events.

Parents/guardians have the responsibility for the actions of their child/children and should be involved in the education of their child/children. The parent/guardian should take special notice of the weapons controlled substance sections, suspension and expulsion sections and provisions of this Student Code of Conduct.

A parent or guardian’s failure to sign the Online Student Enrollment Information Card will not relieve the student or the parent/guardian from their responsibility to know the contents of the Student Code of Conduct and will not excuse any student’s failure to comply with the Student Code of Conduct.

The parent/guardian is legally responsible for student’s behavior as stated in the Code of Alabama, Section 16-28-12 (see detailed information on page 2 of this handbook).

16-28-12 Person in loco parentis responsible for child’s school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.
# Board Approved February 24, 2014

## Mobile County Public Schools

### 2014-15 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3</td>
<td>Thurs.</td>
<td>HOLIDAY – Independence Day (All schools &amp; Offices Closed)</td>
</tr>
<tr>
<td>August 5</td>
<td>Tues.</td>
<td>Professional Development &amp; Administrative Organization</td>
</tr>
<tr>
<td>August 6</td>
<td>Wed.</td>
<td>Institute Day &amp; Teachers’ Work Day</td>
</tr>
<tr>
<td>August 7</td>
<td>Thurs.</td>
<td>1st Day for Students/1st Quarter/ 1st Semester Begins</td>
</tr>
<tr>
<td>September 1</td>
<td>Mon.</td>
<td>HOLIDAY – Labor Day (All schools &amp; Offices Closed)</td>
</tr>
<tr>
<td>October 9</td>
<td>Thurs.</td>
<td>1st Quarter Ends (45 Days)</td>
</tr>
<tr>
<td>October 10</td>
<td>Fri.</td>
<td>½ Teachers’ Work Day &amp; ½ Professional Dev. (No Classes)</td>
</tr>
<tr>
<td>October 13</td>
<td>Mon.</td>
<td>2nd Quarter Begins</td>
</tr>
<tr>
<td>October 20</td>
<td>Mon.</td>
<td>Statewide Parenting Day</td>
</tr>
<tr>
<td>November 11</td>
<td>Tues.</td>
<td>HOLIDAY-Veterans’ Day (All Schools &amp; Offices Closed)</td>
</tr>
<tr>
<td>November 24-28</td>
<td>Mon.-Fri.</td>
<td>HOLIDAY-Thanksgiving (12 Month Staff works Nov. 24-26)</td>
</tr>
<tr>
<td>December 18</td>
<td>Thurs.</td>
<td>2nd Quarter (43 Days) 1st Semester Ends</td>
</tr>
<tr>
<td>December 19</td>
<td>Fri.</td>
<td>Teachers’ Work Day (No Classes)</td>
</tr>
<tr>
<td>December 22-31</td>
<td>Mon.-Wed.</td>
<td>HOLIDAY-Christmas (No Classes) 12 month staff works 12/22,23,29 &amp; 30</td>
</tr>
<tr>
<td>January 1-2</td>
<td>Thurs.-Fri.</td>
<td>HOLIDAY-New Year’s (All Schools Closed) 12 month staff works January 2nd</td>
</tr>
<tr>
<td>January 5</td>
<td>Mon.</td>
<td>Professional Development (No Classes)</td>
</tr>
<tr>
<td>January 6</td>
<td>Tues.</td>
<td>3rd Quarter / 2nd Semester Begins</td>
</tr>
<tr>
<td>January 19</td>
<td>Mon.</td>
<td>HOLIDAY-Dr. Martin L. King, Jr. (All Schools &amp; Offices Closed)</td>
</tr>
<tr>
<td>February 16-17</td>
<td>Mon.-Tues.</td>
<td>HOLIDAY-Mardi Gras/Fat Tuesday (All Schools &amp; Offices Closed)</td>
</tr>
<tr>
<td>February 18</td>
<td>Wed.</td>
<td>HOLIDAY-Presidents’ Day (All Schools &amp; Offices Closed)</td>
</tr>
<tr>
<td>February 19-20</td>
<td>Thurs.-Fri.</td>
<td>No Classes (12 month Staff works)</td>
</tr>
<tr>
<td>March 13</td>
<td>Fri.</td>
<td>3rd Quarter Ends (43 Days)</td>
</tr>
<tr>
<td>March 16</td>
<td>Mon.</td>
<td>½ Teacher’s Work Day &amp; ½ Professional Development (No Classes)</td>
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<tr>
<td>March 17</td>
<td>Tues.</td>
<td>4th Quarter Begins</td>
</tr>
<tr>
<td>April 6-10</td>
<td>Mon.-Fri.</td>
<td>SPRINGBREAK (12 Month Staff Works April 6-10)</td>
</tr>
<tr>
<td>April 17</td>
<td>Fri.</td>
<td>Pre-K Registration</td>
</tr>
<tr>
<td>May 25</td>
<td>Mon.</td>
<td>HOLIDAY-Memorial Day (All Schools &amp; Offices Closed)</td>
</tr>
<tr>
<td>June 1</td>
<td>Mon.</td>
<td>4th Quarter Ends (49 Days) Last day for Students</td>
</tr>
<tr>
<td>June 2</td>
<td>Tues.</td>
<td>Teachers’ Work Day/Last Day for Teachers</td>
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<tr>
<td>Students</td>
<td>17</td>
<td>21</td>
<td>22</td>
<td>14</td>
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<td>17</td>
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<tr>
<th>Attendance Periods</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>Total Students Attendance Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Dates</td>
<td>Aug. 7</td>
<td>Sept. 5</td>
<td>Oct. 3</td>
<td>Nov. 3</td>
<td>Dec. 9</td>
<td>Jan. 23</td>
<td>Feb. 27</td>
<td>Mar. 30</td>
<td>May 4</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Ending Dates</td>
<td>Sept. 4</td>
<td>Oct. 2</td>
<td>Oct. 31</td>
<td>Dec. 8</td>
<td>Jan. 22</td>
<td>Feb. 26</td>
<td>Mar. 27</td>
<td>May 1</td>
<td>June 1</td>
<td>180</td>
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</table>

## HOLIDAYS FOR 240-AND 260-DAY-TYPE EMPLOYEES

12 Month employees’ school year is July 1, 2014- June 30, 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Event Details</th>
</tr>
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<tbody>
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<td>Labor Day</td>
</tr>
<tr>
<td>Nov. 11</td>
<td></td>
<td>Veterans’ Day</td>
</tr>
<tr>
<td>Nov. 27-28</td>
<td></td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Dec. 24-26;31</td>
<td></td>
<td>Christmas</td>
</tr>
<tr>
<td>Jan. 1</td>
<td></td>
<td>New Years’</td>
</tr>
<tr>
<td>Jan. 19</td>
<td></td>
<td>Dr. M.L.K., Jr. Day</td>
</tr>
<tr>
<td>Feb. 16-17</td>
<td></td>
<td>Mardi Gras</td>
</tr>
<tr>
<td>Feb. 18</td>
<td></td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>May 25</td>
<td></td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

Dec. 24 (12 month Employees off Unpaid Day)

Any weather make up days will be added to the end of the school year and/or instructional days will be extended

## OPTIONAL VACATION DAYS FOR 240 DAY EMPLOYEE TYPE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td></td>
<td>8</td>
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</tbody>
</table>
Students need an environment that is safe and appropriate for learning. To provide and maintain that environment, the Student Code of Conduct provides guidelines that:

- Describes a positive school environment.
- Describes conduct that is disruptive to the school’s environment.
- Works to create standard procedures for school employees to respond to disruptive situations.
- States the rights and responsibilities of administrators, teachers, parents/guardians and students.
- Creates a system for the school district to distribute information to parents/guardians each year, as required by federal and state laws.

The principal shall work cooperatively with faculty, parents/guardians and students to review the Student Code of Conduct for the Mobile County Public School System and will to make sure that teachers, parents/guardians and students receive a new copy including any revisions, each year. During the first two weeks of school, the principal will ensure that teachers review the Student Code of Conduct with students in a manner appropriate for their students’ age group.

If there are changes in federal or state law that require changes to the Student Code of Conduct will be revised and approved by the Board of School Commissioners.

As students’ progress through their school career, the school district expects them to take more responsibility for their actions. Age is considered when determining what type of disciplinary action is appropriate. However, the procedures outlined in the Student Code of Conduct apply to all students who attend schools or participate in activities as part of the Mobile County Public School System.

The Student Code of Conduct is in force:

- During regular school hours.
- Anytime on school board property.
- While students are being transported on a school bus.
- At any other times and places where school administrators have responsibility for students including, but not limited to, school-sponsored events, field trips, athletic functions, and other activities.

For safety reasons, a bus driver has the authority to require a reasonable degree of quiet; to assign seats; require that students remain seated; and prevent unsafe and disruptive behavior. Students are expected to follow the directions of the bus driver or face disciplinary action. That disciplinary action may include losing the privilege of riding the bus. Bus drivers will report all misconduct to the principal.

In addition, the principal or a person he identifies to act on his behalf is authorized to take administrative action whenever a student’s misconduct away from school has a negative effect upon other students or on the orderly educational process.
SECTION I
INTRODUCTION

Discipline in our schools helps to prepare youth to be active citizens in our democratic society. Schools must establish discipline policies and procedures to teach respect for authority and to maintain learning conditions free from distractions and misbehavior.

Creating a school environment that allows for meaningful and effective learning experiences requires efforts by parents/guardians, students, and school personnel. It is the responsibility of school administrators and teachers to see that the rules and regulations of the school are carried out in a consistent manner that promotes fairness, honesty, and genuine concern for the school community.

Therefore, the Board of School Commissioners of Mobile County Public Schools believes that self-discipline is critical to a democratic society. Self-discipline is developed through a progressive learning process. In order to be effective, discipline must be directed toward improving self-control and providing corrective guidance rather than punishment. Behavior and discipline policies must demonstrate the need for maintaining a proper atmosphere for learning within each school.

See The Code of Alabama, Section 16-28-12, for further details:
SECTION II

RIGHTS AND RESPONSIBILITIES

Administrators
Administrators should foster the teaching/learning process.

Administrators should:
- Be guided by professional ethics in relationships with employees of the Mobile County Public School System, parents/guardians, students and citizens of the community.
- Ensure teachers keep accurate daily records in Information Now (I-Now) on students, attendance, behavior/conduct, work study skills, and academic progress.
- Follow the policies of the Board of School Commissioners regarding discipline for students and handle each case of student misconduct fairly and consistently, including documentation in Information Now (I-Now).
- Serve as a connection between the Board of School Commissioners and the community and strive to represent the Board in a positive manner in all matters of student discipline.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Develop a school-wide discipline plan.
- Implement (RTI) and Problem Solving Team (PST) protocols consistently.
- Request a conference with parent/guardian to discuss a student’s behavior problem before the problem develops to the point where severe action is necessary.
- Request a parent/guardian conference without depriving a student the opportunity to attend school.
- Maintain a safe atmosphere that promotes good behavior and allows a flexible curriculum to meet the needs of all students.
- Encourage the school staff, parents/guardians, and students to use the services of community agencies.
- Publicize, local school rules, regulations and procedures and distribute them annually.
- Involve students and the community in developing policies that will improve the quality of life within the school.

Teachers
Teachers should recognize the magnitude of their individual responsibilities as educators.

Teachers should:
- Be guided by professional ethics in their relationship with students, parents/guardians, the community, and other school personnel.
- Keep accurate daily records in Information Now (I-Now) on students’ attendance, behavior/conduct, work study skills, and academic progress.
- Be respectful to all individuals, providing a caring, supportive, and nurturing instructional environment developing relationships providing academic rigor.
- Protect the rights of students to participate in and benefits from any school program without regard to the student’s race, color, gender, sexual orientation, creed, religion, or national origin.
- Plan and conduct a program of instruction that captures the interest and meets the needs of each student.
- Be prepared with appropriate working materials.
- Be respectful and teach responsibility of care for property of self and others.
- Do not use professional relationships with students for private advantage.
Avoid profane or inflammatory statements.
Protect students from unnecessary embarrassment.
Inform parents/guardians about students’ academic progress and conduct through regular communication.
Know and enforce discipline policies courteously, consistently, fairly, firmly, and impartially.
Use informal disciplinary and guidance methods, before, during, and after formal disciplinary action.
Keep information that has been obtained in the course of professional service confidential, unless disclosure serves professional purposes or is required by law.
Conduct themselves in a safe and responsible manner, attend and participate in school functions, and maintain a well-groomed appearance.
Abide by the rules and regulations set forth by the school and district.

Teachers have the right to:
- Receive, from the Board of School Commissioners and school administration, support in maintaining reasonable and necessary classroom discipline and control.
- Use physical force as is reasonable and necessary to protect themselves from attacks or prevent injury to a student.
- Be present at any conference with students and parents/guardians concerning serious classroom disruption.
- Be free from any physical or verbal threats as a result of carrying out their duties.

**Parents/Guardians**
Parents/guardians must recognize that discipline is primarily their responsibility and that the influence of the home will be reflected in the conduct of the student while attending school.

Parents/guardians have the responsibility to:
- Help create an environment in and out of school that nurtures quality in education.
- Provide the student with the resources needed to complete class work.
- Encourage students to respect the rights and individuality of others.
- Ensure that students’ promptly and regularly comply with attendance rules and other procedures necessary for the best possible education.
- Explain absences or tardiness to school.
- Comply with all provisions of the law, including but not limited to avoiding threatening behaviors such as profanity and/or physical aggression.
- Comply with all provisions of the law that prohibits the possession and/or use of drugs, alcohol, tobacco or weapons on campus or any school system property.
- Attend necessary conferences with school personnel each year.
- Maintain regular communication with the school to see that students complete school assignments on time and thoughtfully so that they can achieve the highest possible performance rating.
- Login frequently the parent portal in Information Now (I-Now) for students’ attendance, behavior/conduct, work study skills, and academic progress.
- Talk with students about school activities, plan a time and place for school work assignments, and provide necessary supervision.
- Discuss report cards and work assignments with students.
- Assist students in being healthy and well-groomed.
- Bring to the attention of school authorities any problems or conditions which affect the student or other students of the school community.
- Provide the school with a current list of home, work, and emergency telephone numbers, including doctor and hospital preferences.
Parents/guardians have the right to:
- Expect quality in the program of instruction.
- Expect students to be treated with dignity as individuals.
- Expect all students to receive an equitable opportunity for a public education.
- Participate in appropriate school programs.
- Access all school records relating to their child.
- Expect the school to use proper procedures and allow students to voice their perspectives especially in response to school discipline.
- Request and be granted a conference with the teacher and/or principal within a reasonable time period.
- Obtain regular official reports of students’ progress.
- Ask for an explanation of the basis for any grade given by a teacher.

**Students**

Students must share responsibility in ensuring that our schools have an atmosphere that promotes learning and achieving.

Students have the responsibility to:
- Respect teachers and those in authority.
- Respect the rights, privileges, and property of others.
- Obey laws and local school rules and policies.
- Exhibit a sense of fairness, honesty, loyalty, obedience, courtesy, pride, and trustworthiness.
- Respect the property of other students, school personnel, and the Board of School Commissioners.
- Strive for academic excellence.
- Be prepared for school activities by bringing appropriate materials and completing all assignments.
- Login frequently the student portal in Information Now (I-Now) for students’ attendance, behavior/conduct, work study skills, and academic progress.
- Regularly attend for school and classes on time.
- Be knowledgeable of and follow the Mobile County Public School System’s Student Handbook and Code of Conduct.
- Behave in a manner that permits uninterrupted learning.
- Dress and be well-groomed according to uniform dress code policy.

Students have the right to:
- Receive an appropriate public education.
- Be informed of laws and local school rules and policies.
- Expect the school to use proper procedures and allow the student to voice his perspective, especially in response to school discipline.
- Expect records to be maintained confidentially.
- Receive equal treatment regardless of race, gender, sexual orientation, creed, color, religion, or national origin.
- Access information contained in their cumulative and discipline files.
- Receive fair and reasonable punishment that is consistent with the nature and seriousness of the offense.
- Receive all educational services provided by the system if the student meet the established criteria.
- Participate in student organizations authorized and sponsored by the school if the students meet the established criteria.
- Keep their personal possessions private unless school officials need to inspect property to protect students and school property.
- Receive an explanation of grades and/or progress reports.
- Attend school in appropriate learning environment.

Contact Student Support Services for additional information on (CAPP) Conflict and Anger Prevention Program
SECTION III

DUE PROCESS PROCEDURE

Principal’s Procedure:
The purpose of a due process hearing on a long term suspension is for the principal to finish gathering information and to allow the student and the parent to provide additional information and ask questions.

Students will be given an opportunity to present their version of events that led to the suspension hearing, defend their action, present a witness list, and written evidence and/or exhibits to support their case. The parent will be given an opportunity to comment on the incident.

Students and parents have the right to have legal counsel at the due process hearing. Instead of legal counsel, the student and parents may request that the school counselor attend the due process hearing to act as an advocate for parents and students, as long as the student or parent provides the school counselor with reasonable advance notice. STUDENTS EIGHT (8) YEARS OR YOUNGER MAY NOT RECEIVE A LONG-TERM SUSPENSION FOR A OR & B OFFENSES AND SHOULD NOT BE SUSPENDED FOR ANY OFFENSE EXCEPT AS A LAST RESORT.

Students and parents also have the right to have legal counsel or a non-lawyer advocate present during any due process appeals hearing, as long as the student or parent provides the school with reasonable notice in advance of the hearing, including the name of the non-lawyer advocate.

Students will be presumed innocent and school administrators will not decide whether to impose a long-term suspension until after the student has received a due process hearing. The student will be allowed to remain at school until the due process hearing unless that student presents a threat to the safety of other students, teachers, or staff, or if the student is presenting a significant obstacle to the teacher’s ability to teach and the other students’ ability to learn. If a student is who was not allowed to attend school pending the due process hearing, receives a long-term suspension following the hearing, the time that the student spent out of school before the due process hearing will count towards the student completing the suspension. Once a decision to long-term suspend a student is made, the parent will be provided written notice of the suspension.

Make-Up Work:
When a student is not allowed to attend school pending a due process hearing, whenever possible that student will receive homework assignments and make-up work. When a student is suspended, the school will make its best efforts to provide make-up work during the suspension. The student will be allowed to make up work missed when he or she returns to school.

Appeal Hearings:
The parent has the right to appeal the principal’s decision to long-term suspend a student. Suspension appeal forms will be available at every school, and will be reasonably clear and easy to understand. If a parent needs assistance filing an appeals, the school will make assistance available, subject to economic realities and feasibility.

Superintendent’s Review:
The Superintendent or her/his representative will review any proposed suspensions over 20 school days, and her or his approval of any such long-term suspension will be required. If the Superintendent selects a representative, that representative will either be an Assistant Superintendent, the Deputy Superintendent, or the Executive Director of Student Support Services.
SCHOOL RESPONSE TO INAPPROPRIATE BEHAVIORS

The mission of the Mobile County Public School System is to graduate citizens who are literate, responsible, and committed to learning over a lifetime. In order to achieve that goal, the school system sets high expectations for appropriate behavior and promotes academics that support the school system’s mission.

School administrators are the first line of defense in advancing this mission, and have the responsibility to ensure that the school is a safe and orderly environment. When students become disruptive or exhibit inappropriate behaviors that interfere with teaching and learning, administrators must respond promptly, consistently, and in a manner that is proportional to the seriousness of the disruption.

The following pages detail the school’s response to inappropriate behaviors. The sections are divided from minor disciplinary infractions to major disciplinary infractions. They range in codes from “A” offenses (minor infractions) to “E” offenses (extremely serious infractions). Before each level of infractions, a description of the school level response is provided. For example, administrators will limit their response to an “A” level offense to level 1 and level 2 responses first or subsequent offenses within each level. For example, when a “B” offense is committed the first time, the administrator will impose the lowest level response. However, if a student continues to exhibit inappropriate behavior, administrators will impose more severe punishments in response to each occurrence or severity of offense.

When administrators, teachers, and other staff members respond to student misbehavior, they must consider a student’s age, health, decision-making ability and disability or special education status. Administrators, teachers, and other staff members may also consider prior conduct, student willingness to correct the behavior, and the seriousness of the incident. Finally, before imposing a disciplinary response, school officials will examine the impact of a student’s inappropriate behavior on the entire school community.
SECTION IV
STUDENT MISCONDUCT

GROUP A

Group A: Disruptive behaviors include those student offenses that disrupt the orderly educational process in the classroom or anywhere else where the school has authority. Teachers must attempt to resolve Group A misconduct when it is appropriate before referring a student to the administrator for official disciplinary action. The words “2nd Offense and Subsequent Offenses” refer to and include all second and subsequent violations of any Group A offenses within a school year.

Level 1

Classroom Interventions and Responses include:
- Teacher contacting parent/guardian by phone, email, or text message
- Teacher verbally correcting a student’s misbehavior
- Student drafting a written apology for his behavior
- Conducting a conference between the teacher, student, and parent(s)

Student Support Team Interventions and Responses include:
- {STUDENT SUPPORT TEAM or TEACHER or SCHOOL ADMINISTRATOR} notifying the parent/guardian about the student’s misbehavior
- Conducting a conference between the student and community
- Student participating in a mentoring program
- Student being referred to a Problem Solving Team
- Student being referred to school-based health or mental health clinic
- Student performing service to the school

Level 2

Intensive Support Staff and Administrative Interventions and Responses include:
- Changes to a student’s schedule or class
- Teacher notifying parent \ guardian
- Student performing service to the school or community
- Student repaying any costs resulting from his or her misbehavior
- Detention
- Student participating in conflict resolution or peer mediation
- Teacher referring student to a school administrator
**GROUP A**

**STUDENT MISCONDUCT**

*Group A* disruptive behaviors include those student offenses which disrupt the orderly educational process in the classroom or anywhere else where the school has authority over students. Teachers must attempt to resolve *Group A* behaviors when it is appropriate before referrals are made to the administrator for official disciplinary action.

<table>
<thead>
<tr>
<th>Offense and Subsequent Offenses</th>
<th>Level 1</th>
<th>Level 2 2nd Offense &amp; Subsequent Offenses</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Excessive talking in class</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cheating/ or copying the work of other students.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Minor acts of disobedience.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Being improperly dressed or out of approved uniform.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Minor misbehaviors on the school bus.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Public display of physical affection.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Non-participation in class: no books, materials, etc.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Misuse of lunch card/identification number.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Possessing of nuisance items as defined by principal (such as fake items: snakes, spiders, etc.).</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Tardiness to class and/or school.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Infractions that are minor in nature and disrupt the orderly educational process.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Group A* offenses are cumulative by group, for each academic year. The words “2nd Offense and Subsequent Offenses” refer to and include all second and subsequent violations of any *Group A* offense within a school year. If the offense is committed by a special education student, please refer to the Special Education section before disciplining the student. If the offense is committed by a Section 504 eligible student, please refer to the 504 section before disciplining the student.
GROUP B

Group B - These are behaviors which upset the orderly classroom and all areas where the school has authority. The words “2nd Offense and Subsequent Offenses” refer to and include all second and subsequent violations of any Group B offenses within a school year.

Level 1

Classroom Interventions and Responses include:
- Teacher contacting parent/guardian via, email, or text message
- Student drafting a written apology
- Teacher changing a student’s seat
- Daily progress sheet on behavior
- Other Classroom Responses

Student Support Team Interventions and Responses include:
- Student Support Team or Teacher or School Administrator notifying Parent or guardian about student’s misbehavior
- Conducting a conference between the student and Community
- Student being referred to the Individualized Education Program
- Student being referred to school-based health or mental health clinic
- Student performing service to the school
- Student participating in conflict resolution
- Other and Student Support Responses

Level 2

Intensive Support Staff and Administrative Interventions and Responses include:
- Changes to a student’s schedule or class
- Teacher notifying Parent/ guardian
- Student Repaying any costs resulting from his or her misbehavior
- Detention
- Student participating in conflict resolution
- Other Intensive Support responses

Level 3

Suspension and Referral Responses include:
- Student Support Team or Teacher or School Administrator notifying Parent/guardian about the student’s misbehavior
- Student receiving short-term suspension (one to five days)
- Student being referred to substance abuse counseling
- Student being referred to the Twilight and Credit Recovery Program
- Student being referred to Individualized Education Program team for initial assessment or revision to existing program
- Student being assessed for Functional Behavioral Assessments and Behavior Intervention Plans
- Others

NOTE: When parents refuse to attend a conference, the principal may suspend after exhausting all reasonable attempts to contact parents. Efforts to contact parents must be documented.

Conflict Management Program, can be used as an alternative or in addition to other disciplinary action for offenses marked and may also be used to reduce suspension days.
### GROUP B

**STUDENT MISCONDUCT**

**Group B** serious disruptive behaviors include those student offenses which seriously disrupt the orderly educational process in the classroom or other areas where the school has authority. The words “2nd Offense and Subsequent Offenses” refer to and include all second or subsequent violations of any Group B offense within a school year.

<table>
<thead>
<tr>
<th>Offense and Subsequent Offenses</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leaving the classroom or campus without permission.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Acts of physical aggression.</td>
<td>X</td>
<td>X</td>
<td>3 Days Max</td>
<td></td>
</tr>
<tr>
<td>3. Truancy.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Class cutting, skipping.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Acts of willful disobedience.</td>
<td>X</td>
<td>X</td>
<td>3 Days Max</td>
<td></td>
</tr>
<tr>
<td>6. Usage of electronic devices including communication and emerging technologies. While on campus, electronic devices shall be powered off and stored away until the dismissal bell rings.</td>
<td>X</td>
<td>X</td>
<td>2 Days Max</td>
<td></td>
</tr>
<tr>
<td>7. Possessing, selling, furnishing, giving away, distributing, transferring, or obtaining commercial fireworks.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8. Possessing, selling, furnishing, giving away, distributing, transferring, or obtaining a realistic toy, replica, or look-a-like gun.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9. Using obscene/profane language-whether spoken, written or by gestures.</td>
<td>X</td>
<td>X</td>
<td>2 Days Max</td>
<td></td>
</tr>
<tr>
<td>10. Possessing and/or using tobacco products or electronic cigarettes.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>11. Using the Internet for other than approved academic reasons. This includes posting incidents on Facebook, MySpace, Twitter, You Tube, internet or web communication that initiates an act of physical aggression to be completed on school grounds or at school sponsored events. Cheating on test.</td>
<td></td>
<td>X</td>
<td>X</td>
<td>Standardized Test</td>
</tr>
<tr>
<td>12. Bullying, cyber bullying, harassing behavior which threatens the health and welfare of any person.</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>13. Any other offense which the principal may deem reasonable to fall within this category of misconduct.</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Group B* offenses are cumulative by group, for each academic year. The words “2nd Offense and Subsequent Offenses” refer to and include all second and subsequent violations of any Group B offense. If the offense is committed by a special education student, please refer to the Special Education section before disciplining the student. If the offense is committed by a student eligible for special services under Section 504 of the Rehabilitation Act, please refer to the 504 section before disciplining the student.
GROUP C

Group C - Group C disruptive behaviors include those illegal student offenses which disrupt the orderly educational process. This may be in the classroom or other areas where the school has authority. Principals should immediately inform a Resource Officer about any violation listed below. The Resource Officer’s Report should be filed with the Office of the Superintendent.

Level 3

Suspension and Referral Responses include:
- Student Support Team or Teacher or School Administrator notifying the parent/guardian about the student’s misbehavior
- Student receiving short-term suspension (one to ten days)
- Student being referred to SST
- Student being referred to substance abuse counseling
- Student being referred to the Twilight and Credit Recovery Program
- Student being referred to Individualized Education Program team for initial assessment or revision to existing program
- Other

Level 4

Extended Suspension and Referral Responses include:
- Student Support Team or Teacher or School Administrator notifying the parent/guardian about the student’s misbehavior
- Student receiving extended suspension
- Student being assessed for Functional Behavior Assessment
- Student being referred to community organizations
- Student being expelled (serious behavioral infractions)
- Student being referred to the Individualized Education Program team for initial assessment or revision to existing program
- Student being referred to substance abuse counseling;

*Conflict Management Program, may be used as an alternative or in addition to other disciplinary action for offenses marked. It may also be used to reduce suspension days.
## GROUP C

### STUDENT MISCONDUCT

**Group C** most serious disruptive behaviors include those illegal student offenses which most seriously disrupt the orderly educational process, in the classroom or other areas where the school has authority, and which may result in criminal prosecution. Principals should immediately inform a Resource Officer about any violation listed below. The Resource Officer’s Report shall be filed with the Office of the Superintendent.

<table>
<thead>
<tr>
<th>Offense and Subsequent Offenses</th>
<th>1st Offense Grades K-12</th>
<th>2nd Offense and Subsequent Offenses</th>
<th>Level 3 1 Day Out of School Suspension Minimum</th>
<th>Level 4 3 Days to Long Term To Expulsion for 2nd and Subsequent Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arson</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Theft of Property</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. Receiving and concealing stolen property</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Criminal mischief</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5. Burglary</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6. Unlawful breaking and entering a motor vehicle</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7. Homicide</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>8. Homicide</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>9. Assault, First Degree</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>10. Assault, Second Degree</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>11. Assault, Third Degree</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>12. Menacing</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>13. Reckless endangerment</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>14. Harassment, including threats and/or false accusations</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>15. Disorderly conduct</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>16. Robbery</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>17. Extortion</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>18. Trespassing</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>20. Terrorist threat</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>21. Sexual battery</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>22. Public lewdness</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>23. Indecent exposure</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>24. Discharging fireworks in an area that creates a threat to the security, safety or well-being of students, faculty, or other school personnel or that disrupts the orderly educational process</td>
<td>X</td>
<td></td>
<td>X</td>
<td>x</td>
</tr>
<tr>
<td>25. Possessing BB, pellet, or paint ball guns</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>26. Using a realistic toy, replica, look-a-like, BB, pellet, or paint ball gun to scare, frighten, intimidate, threaten, rob, or to otherwise disrupt the orderly educational process</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>27. Any other offense which the principal may deem reasonable to fall within this category or acts of misconduct found in Criminal Code Title 13</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Group C** offenses are cumulative by group, for each academic year. The words “2nd Offense and Subsequent Offenses” refer to and include all second and subsequent violations of any **Group C** offense. If the offense is committed by a special education student, please refer to the Special Education section before disciplining the student. If the offense is committed by a Section 504 eligible student, please refer to the 504 section before disciplining the student.
GROUP D

Group D- most serious disruptive behaviors include those illegal student offenses which most seriously disrupt the orderly educational process, in the classroom or other areas where the school has authority, and which may result in criminal prosecution. Principals should immediately inform a Resource Officer about any violation listed below. The Resource Officer’s Report shall be filed with the Office of the Superintendent.

Level 3

Suspension and Referral Responses include:
- Student Support Team or Teacher or School Administrator notifying the parent/guardian about the student’s misbehavior
- Student receiving short-term suspension (one to ten days)
- Student being referred to substance abuse counseling
- Student being referred to the Twilight and Credit Recovery Program
- Student being referred to Individualized Education Program team for initial assessment or revision to existing program
  Student being assessed for Functional Behavioral Assessments Behavior Intervention Plans
- Student being referred to community organizations

Level 4

Extended Suspension and Referral Responses include:
- Student Support Team or Teacher or School Administrator parent/guardian about the student’s misbehavior
  Student receiving extended suspension or, in the case of serious infractions, a permanent expulsion
- Student being assessed for Functional Behavior Assessment or Behavior Intervention Plans
- Student being referred to community organizations
- Expulsion (serious behavioral infractions)
  Student being referred to the Individualized Education Program team for initial assessment or revision to existing program
- Student receiving an alternative educational placement by Office of Student Support Services
- Student being referred to substance abuse counseling

*Conflict Management Program, may be used as an alternative or in addition to other disciplinary action for offenses marked and may also be used to reduce suspension days.
GROUP D

STUDENT MISCONDUCT

GROUP D offenses are cumulative by group, grades K-12. The words “Subsequent Offenses” refer to and include all second or subsequent violations of any Group D offense, at any time during the student’s school career. To protect all children from taking medication belonging to another child, no child may keep medication on their person at school. The only exception would be emergency medications that are ordered by the physician/health caregiver and approved by the school nurse. Examples: epi-pen, glucose tablets and asthma rescue inhalers.

<table>
<thead>
<tr>
<th>Offense and Subsequent Offenses</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Substance Abuse Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Alcohol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1A Possessing, selling, furnishing, giving away, distributing, transferring, obtaining, using, consuming, alcoholic beverages in any quantity, or admitting to any of those activities.</td>
</tr>
<tr>
<td>2A. Drugs</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>2A Possessing, selling, furnishing, giving away, distributing, transferring, obtaining, using, consuming, or admitting to any of the same, marijuana in any quantity.</td>
</tr>
<tr>
<td>2B. Drugs</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>2B Possessing, selling, furnishing, giving away, distributing, transferring, obtaining, using, consuming, or admitting to any of same, all other controlled substances listed in Schedule I through V in any quantity listed in the Federal Controlled Substances Laws and/or the Alabama Controlled Substances Laws (Narcotics, Depressants, Stimulants, Hallucinogens, etc.).</td>
</tr>
<tr>
<td>3A. Other Substances</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>2C Possessing, selling, furnishing, giving away, distributing, transferring, obtaining, using, consuming, or admitting to any of same, in any quantity all prescription drugs not covered under controlled substances as listed in Section II-B of this policy.</td>
</tr>
<tr>
<td>3B. Controlled Substances and/or Prescription Medication.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>3A Possessing, obtaining, using, consuming, or admitting to any of the same, in any quantity, counterfeit, imitation, look-a-like substances, (including any synthetic drugs and/or substances) over-the-counter medications, vitamins, and food supplements, represented to be a controlled substance and/or a prescription medication. A violation that does not involve representing the substance to be a controlled substance and/or a prescription medication, should be coded as a Group B, Item 23 violation.</td>
</tr>
<tr>
<td>3C. Other Substances</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>3B Selling, furnishing, giving away, distributing, transferring, or admitting to doing so any quantity of counterfeit, imitation, look-a-like substances, over-the-counter medications, vitamins, and food supplements, represented to be a controlled substance and/or a prescription medication.</td>
</tr>
<tr>
<td>4A. Intoxication/Under the influence</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>3C Possessing, selling, furnishing, giving away, distributing, transferring, obtaining, using, consuming, or admitting to doing so, any quantity of deliriants.</td>
</tr>
<tr>
<td>5A. Paraphernalia</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>3D Possessing, using, consuming, or admitting to possessing, using, or consuming, a legitimate prescription. This violation does not require completion of the Chemical Abuse Prevention Program (CAPP).</td>
</tr>
</tbody>
</table>

Group D offenses are cumulative by group, grades K-12. The words “Subsequent Offenses” refer to and include all second and subsequent violations of any Group D offense throughout the student’s school career. If the offense is committed by a special education student, please refer to the Special Education section before disciplining the student. If the offense is committed by a Section 504 eligible student, please refer to the 504 section before disciplining the student.
GROUP E

Group E- most serious disruptive behaviors include those illegal student offenses which most seriously disrupt the orderly educational process, in the classroom or other areas of where the school, has authority, and which may result in criminal prosecution. Principals should immediately inform a Resource Officer about any violation listed below. The Resource Officer’s Report shall be filed with the Office of the Superintendent.

Level 3

Suspension and Referral Responses include:
• Student Support Team or Teacher or School Administrator notifying the parent/guardian about the student’s misbehavior
• Student receiving short-term suspension (one to ten days)
• Student being referred to Student Support Team
• Student being referred to substance abuse counseling
• Student being referred to Individualized Education Program team for initial assessment or revision to existing program
• Student being assessed for Functional Behavioral Assessment or Behavioral Intervention Plans
• Student being referred to community organizations

Level 4

Extended Suspension and Referral Responses include:
• Student Support Team or Teacher or School Administrator notifying the parent/guardian about the student’s misbehavior
• Student receiving extended suspension or, in the case of serious infractions, a permanent expulsion
• Student being assessed for Functional Behavior Assessments or Behavior Intervention Plans
• Student’s being referred to community organizations
• Student being referred to the Individualized Education Program team for initial assessment or revision to existing program
• Student receiving an alternative educational placement by Office of Student Support Services
• Student participating in Community mediation
• Student being referred to substance abuse counseling
• Permanent expulsion.

*Conflict Management Program, can be used as an alternative or in addition to other disciplinary action for offenses marked and may also be used to reduce suspension days.
GROUP E

STUDENT MISCONDUCT

**GROUP E policies and procedures, reference Gun-Free Schools Act, Alabama Code Section 16-24-3, Alabama Administrative Code r. 290-030-010-06(2) (h) 3. Violation of the Student Handbook and Code of Conduct involving firearms will result in a required expulsion for a minimum of one calendar year from the date of incident.**

<table>
<thead>
<tr>
<th>Offense and Subsequent Offenses</th>
<th>Weapons Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1A: Firearms- Using or admitting to using a firearm</strong></td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>1B: Possessing, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to possessing, selling, furnishing, giving away, transferring, distributing, or obtaining a firearm.</strong></td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>2A: Explosives – Using or admitting to using an explosive</strong></td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>2B: Possessing, selling, giving away, transferring, distributing, obtaining, or admitting possessing, selling, giving away, distributing, or obtaining an explosive.</strong></td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>3A: Other Weapons – Using or admitting to using a knife, razor blade or other edged instrument of like kind or description (e.g. box cutter style knife, Exacto style knife, etc.).</strong></td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>3B: Using or admitting to using a weapon of any type other than a firearm, explosive, or knife, razor blade or other similar edged instrument (e.g. box cutter style knife, Exacto style knife, etc.), such as mace, other organic or chemical irritants of like kind, brass knuckles, bludgeoning instruments, martial arts style weapons, stun guns, taser guns or other devices designed to deliver an electrical shock, etc.</strong></td>
<td>5 Day Minimum Suspension to Expulsion</td>
</tr>
<tr>
<td><strong>3C: Possessing, selling, giving away, transferring, distributing, obtaining, threatening use, or admitting to possessing, selling, giving away, transferring, distributing, obtaining, or threatening to use a knife, razor blade or other similar edged (e.g. box cutter style knife, Exacto style knife, etc.).</strong></td>
<td>5 Day MinimumSuspension to Expulsion</td>
</tr>
<tr>
<td><strong>3D: Possessing, selling, giving away, transferring, distributing, obtaining, threatening use, or admitting to possessing, selling, giving away, transferring, distributing, obtaining, or threatening to use a weapon of any type other than a firearm, explosive, knife, razor blade or other similar edged instrument of like kind or description (e.g. box cutter style knife, Exacto style knife, etc.) such as mace, other organic or chemical irritants of like kind, brass knuckles, bludgeoning instruments, martial arts style weapons, stun guns, taser guns or other devices designed to deliver an electrical shock, etc.</strong></td>
<td>5 Day Minimum Suspension to Expulsion</td>
</tr>
<tr>
<td><strong>4A: Non-Weapons Used as a Weapon – Using threatening to use, or admitting to possessing, selling, giving away, transferring, distributing, or obtaining any article, object or substance as a weapon.</strong></td>
<td>5 Day MinimumSuspension to Expulsion</td>
</tr>
</tbody>
</table>

**Grades K-12:**

1st Offense: Recommend Expulsion, must notify Resource Officer immediately, must notify appropriate Law Enforcement Agency for arrest.

2nd Offense: May Recommend Expulsion, must notify Resource Officer immediately, may notify appropriate Law Enforcement Agency for arrest.

Minimum: Suspension from school (Long Term: 11 days to end of semester), must notify Resource Officer immediately.

Maximum: May Recommend Expulsion, must notify Resource Officer Immediately, may notify appropriate Law Enforcement Agency for arrest.

**Group E offenses are cumulative by group, grades K-12. The words “Subsequent Offenses” refer to and include all second or subsequent violations of any Group E offense throughout the student’s school career. If the offense is committed by a special education student, please refer to the Special Education section before disciplining the student. If the offense is committed by a Section 504 eligible student, please refer to the 504 section before disciplining the student.**
Reporting, Investigation, and Complaint Resolution Procedures
For Bullying and Harassment

(a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office in each school. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s representative 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 representative will have authority to, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s representative determines that the complaint alleges a serious violation, the principal or the principal’s representative will undertake an investigation of the complaint. The investigation will involve gathering facts and evidence and will be conducted in a reasonably prompt time period. If the principal or the principal’s representative determines that a violation was committed, the school will impose appropriate disciplinary sanctions on the offending student(s). The principal or school system may also impose other measures that are reasonably calculated to prevent a recurrence of the violation(s).

(c) Retaliation against any student who reports a violation of this policy or seeks relief under this policy is prohibited, and is itself a violation of this policy. Any confirmed retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Student Code of 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 Student Code of 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 the school receives a suicide threat, the principal or the principal’s representative will inform the student’s parent or guardian of the report in compliance with the Mobile County Public School System’s Suicide/Homicide Protocol.
HARASSMENT COMPLAINT FORM

School System: __________________________ School Name: __________________________

Student Name: __________________________ ID#: __________________________ Grade: _____

INFRACTION REPORTED BY (check one):  ☐ Student  ☐ Parent/Guardian

Date of Incident: __________________________ Time: __________________________

Specific Location of Incident: __________________________

DESCRIPTION:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

OTHER INFORMATION:

Motivation (check all that apply):
☐ Race  ☐ Disability  ☐ National Origin  ☐ Religion  ☐ Gender
☐ Appearance: __________________________  ☐ Other: __________________________

Ala. Code § 16-28B-3. HARASSMENT. 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 contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following (check all that apply):

☐ a. Place a student in reasonable fear of harm to his/her person or damage to his/her property.
☐ b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
☐ c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
☐ d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function (including thoughts of suicide).
☐ e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Student’s Signature: __________________________ Date: ________________
OR
Parent/Guardian’s Signature: __________________________ Date: ________________
ARREST OF A STUDENT FOR NON SCHOOL-RELATED CRIMES

A student’s arrest for non-school-related crimes may result in suspension, placement in an alternative school or expulsion. The court may notify the Superintendent/representative immediately of any student’s arrest and/or placement into alternative school. The Superintendent/representative will notify the principal of the student’s arrest. The principal will immediately send the parent/guardian a Notice of Suspension indicating that the student has received a 10-day suspension awaiting disposition.

If the court commits a juvenile to a juvenile detention facility, boot camp, or to the Department of Youth Services that, is not able to provide services due to a lack of space and the juvenile is enrolled in public school, the court should order that the juvenile attend an alternative school while waiting for space to become available in the court-ordered program if an alternative school is available pending availability of space at the facility to which the court has committed the juvenile.

The Superintendent/representative may remove a student from regular classes and placing him or her in an alternative school even if the court does not order that the student be placed into an alternative school. Any decision to assign a student to an alternative school shall include a review and consideration of the exceptional status of the student and any appropriate federal and state statutory and case laws.
SECTION V
GENERAL POLICY STATEMENTS

A. Searches

1. School officials should conduct a general search of school property periodically and whenever there is reasonable suspicion to believe that students possess an item(s) that it is a crime and/or a violation of the Student Code of Conduct to possess.

2. A specific student’s area will be searched when there is reasonable suspicion to believe that the student possess any item(s), that it is a crime and/or a violation of the Student Code of Conduct to possess. All searches of areas assigned to the student should take place in the student’s presence when feasible.

3. A search of the body will be search conducted when there is reasonable suspicion to believe that the person possesses of any item(s), that it is a crime and/or a violation of the Student Code of Conduct to possess. Searches of the body will be with the student’s consent, except under emergency conditions when the safety and the welfare of others are involved. Parent/guardian consent is not required to search a student.

4. Searches of all vehicles on school property, at school-sponsored activities, or in transit to and from a school-sponsored activity, are permitted when there is reasonable suspicion to believe that the vehicle(s) contains any item(s) that it is a crime and/or a violation of the Student Code of Conduct to possess.

5. Searches of personal belongings will be conducted when there is reasonable suspicion to believe that the personal belongings conceal any item(s) that it is a crime and/or a violation of the Student Code of Conduct to possess. The search of personal belongings may occur on school property, at school-sponsored activities, or in transit to and from school-sponsored activities.

6. Strip searches are prohibited.

7. The principal shall take appropriate disciplinary and/or legal action against any student who fails to be cooperate with school authorities in an investigation of Student Code of Conduct violations, criminal violations, and/or other matters relating to the orderly and safe operation of the school.

8. Searches by school authorities should be done in front of a certificated person.

9. When the student does not consent to a search, the administrative staff will secure the assistance of parent/guardian, the Resource Officer, and/or law enforcement officials before performing the search.

10. Metal detectors may be used to conduct a minimally intrusive search of the person.
Metal detectors may be used to conduct suspicionless searches using one of the following two procedures:

a. Scanning Posts - An area or entrance will be selected and metal detectors used to search all students as they walk through.

b. Random Selection - Metal detectors may be used to search students at random. Care must be exercised to be sure that it is possible to demonstrate that the selection of students to be searched as part of a random sweep is according to chance.

A. Alabama State Department of Education Policy: Use of Digital Device during the Administration of a Secure Test

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

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

B. Wireless Communication Devices

Wireless communication devices (WCD) are two-way communication devices, including cellular phones, mobile phones, MP3 or other music devices, portable computers, personal organizers, and similar electronic devices. The possession of a WCD is not a violation of the Student Handbook or Code of Conduct. However, possessing a WCD in a way that disrupts the educational process, using a cellular telephone during school hours, using a cellular phone to commit a crime, harassment, bullying, sexting, or possessing or using a WCD to disrupt or interfere with safety-to-life issue for students in the Mobile County Public Schools are infractions of the Student Handbook and Code of Conduct. The following rules must be followed regarding the possession, use, and display of wireless communication devices:

1. Students may possess, display and use wireless communication devices before or after the school day.
2. Students should avoid disrupting classroom activities by not displaying, using, or activating wireless communication devices during the school day.
3. Students must ensure that devices are turned off during the school day.
4. Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the school day.
5. The school is not responsible if a student’s wireless communication device is lost, stolen or damaged.

With the prior approval of the principal, the above rules may be relaxed only under the following circumstances:

- The use of wireless/electronic devices is specifically required to implement a student’s current and valid IEP.
- The use of wireless/electronic devices is at the direction of a teacher for educational purposes.
- The principal determines that it is necessary to use of wireless/electronic devices for other special circumstances, health-related reasons, or emergency.

Sexting is the act of sending or forwarding sexually explicit, nude, or partially nude photographs/images through cellular telephones and other electronic media. It is the Mobile County Public Schools’ mission to
ensure the social, physical, psychological, and academic well-being of all students. The act of sexting is prohibited and will not be tolerated.

D. Law Enforcement

1. Investigations
   Students are required to cooperate with school authorities in investigation of Student Code of Conduct violations, criminal violations, and other matters related to the orderly operation of the school. School officials must allow students to participate in investigations conducted by law enforcement authorities.

2. Policy Statements
   All municipal, county, state, and federal law enforcement agencies with legal authority in Mobile County are encouraged to make periodic, unannounced, visits local public schools within Mobile County for the purpose of detecting illegal drugs. The municipal, county, state, or federal officials must inform local superintendent and building principal in advance of the visit. Reference: Alabama Administrative Code r. 290-030-010-06 (2) (h) 1.

3. Protocol
   The purpose of the following procedures is to establish a process to interview, arrest, and/or remove students from a local campus or school-sponsored activity. These procedures do not affect other policies that are listed in the Student Code of Conduct.

   The law enforcement agent will interview or remove a student from a school or a school-sponsored activity only after the law enforcement agent has exhausted all other strategies to deal with the student or when in the professional opinion of the law enforcement agent, the presence of the student presents a substantial risk to others or immediate contact is mandated by the circumstances related to the investigation.

   a. Interview conducted on campus or that requires removing a student from campus as a victim, witness, or suspect related to an abuse and/or neglect investigation:
      • The law enforcement agent who is on a school campus for the purpose of interviewing a or removing a student to be interviewed as a victim, witness, or suspect related to an abuse and/or neglect investigation will contact the principal or other administrative staff member and advise him or her of the need for the interview.
      • The principal or other administrative staff member will either provide an interview location that affords privacy or will release the student into the custody of the law enforcement agent if the law enforcement agent requests that the student be released. The principal or other administrative staff member will not release a student into the custody of law enforcement unless the investigating law enforcement agent signs a release form prior to removing a student from campus.
      The investigating law enforcement agent may request that the principal or other administrative staff member be present during the interview.
      • The principal or other administrative staff member will not contact the involved student’s parent/guardian to advise same of the circumstances unless the investigating law enforcement agent requests same.

   b. Court order:
      • A law enforcement agent who is authorized by a court order to remove a student from a school campus or school-sponsored activity will contact the principal or other administrative staff member of the respective school before removing the student. After the law enforcement agent
presents the court order to the principal or other administrative staff member for inspection the principal or other administrative staff member will release the student into the custody of the law enforcement agent. The principal or other administrative staff member will contact the involved student’s parent/guardian immediately or as soon as practical and advise the parent or guardian that the student has been removed from school or a school-sponsored activity.

c. Arrest Warrant or Juvenile Complaint Form (State of Alabama Unified Judicial System Form JU-2):
   - The law enforcement agent who is arresting a student at a school or school-sponsored activity by executing a valid arrest warrant or complaint form will contact the principal or other administrative staff member of the respective school.
   - When the law enforcement agent presents a valid arrest warrant or complaint form to the principal or other administrative staff member for inspection the principal or other administrative staff member will release the student into the custody of the law enforcement agent. The principal or other administrative staff member will contact the involved student’s parent/guardian immediately or as soon as practical and advise the parent/guardian that the student has been removed from the school campus or a school-sponsored activity by a law enforcement agent.

d. Arrest for felonies without warrant or complaint form:
   - A law enforcement agent, who is arresting a student at a school or school-sponsored activity without an arrest warrant or a complaint form, will contact the principal or other administrative staff member of the respective school and advise him/her of the arrest prior to removing the student. The principal or other administrative staff member will release the student into the custody of the law enforcement agent and contact the involved student’s parent/guardian immediately or as soon as practical.

e. On-Campus Interview of a student as a witness:
   - A law enforcement agent, who is on a school campus for the purpose of interviewing a student as a witness will contact the principal or other administrative staff member of the respective school and advise him/her of the need to interview the student.
   - The principal or other administrative staff member will provide an interview location that affords privacy. The law enforcement agent will allow the principal or other administrative staff member to be present during the interview unless the nature of the investigation prohibits the presence of the principal or other administrative staff. The principal or other administrative staff member will contact the involved student’s parent/guardian immediately or as soon as practical and advise the parent/guardian that the student is being interviewed by law enforcement.

f. Removal of a student from campus for interview as a witness:
   - A law enforcement agent who is on a school campus to remove a student from that campus to be interviewed as a witness at another location will advise the principal or other administrative staff member of the need for the removal of the student from the campus to interview him or her at another location. The principal or other administrative staff member will release the student into the custody of the law enforcement agent after the agent signs the release form. The principal or other administrative
staff member will contact the involved student’s parent/guardian immediately or as soon as practical and advise same of the circumstances.

g. On-Campus Interview of a student as a suspect:
   - The law enforcement agent who is on a school campus to interviewing a student as a suspect will contact the principal or other administrative staff member of the respective school and advise him/her of the need for the interview.
   - The principal or other administrative staff member will provide a private location for the interview. The law enforcement agent will allow the principal or other administrative staff member to be present during the interview unless the nature of the investigation prohibits their presence. The principal or other administrative staff member will contact the involved student’s parent/guardian immediately or as soon as practical and advise the parent/guardian that the student is being interviewed as a suspect.

h. Removal of a student from campus for interview as a suspect:
   - The law enforcement agent who is on a school campus to remove a student to be interviewed as a suspect at another location will contact the principal or other administrative staff member of the respective school and advise him/her of the need to remove the student. The principal or other administrative staff member will release the student into the custody of the law enforcement agent after the investigating law enforcement agent signs a release form. The principal or other administrative staff member will contact the involved student’s parent/guardian immediately or as soon as practical and advise the parent/guardian that the student has been removed from campus to be interviewed as a suspect at another location.

E. Sexual Harassment

Sexual harassment is an unlawful form of discrimination on the basis of sex under Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991, Title IX of the Education Amendment of 1972, and Code of Alabama. Some forms of sexual harassment may amount to criminal conduct and result in criminal penalties. By issuing a single comprehensive policy statement, the Board of Education seeks to clarify and reaffirm its commitment to ensuring that all Mobile County Public School System employees and students are provided with a work and learning environment that is free of sexual harassment.

The Board of School Commissioners of Mobile County does not condone or tolerate any form of sexual harassment of, or by, staff (including non-employee volunteers) or students and is committed to the creation and maintenance of a learning and work environment in which all individuals who participate in school programs and activities can function in an atmosphere free from all forms of sexual harassment.

It is the intention of Mobile County Public School System to take all necessary action to prevent, correct, and, if necessary, discipline behavior which violates this policy.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively.

Consequently, all Mobile County Public School System administrative and supervisory staff in schools, offices, and other facilities must be aware of and responsible for effectively implementing the sexual
harassment policy. If a complaint involves employees, resolution procedures established in Grievance Policy GAE should be implemented with the understanding that if the immediate supervisor is the one involved, the employee would go to Step II. If the complaint involves only students, the investigation will follow the procedures laid out in the Student Handbook and Code of Conduct.

Malicious or frivolous complaints of sexual harassment are prohibited and subject to disciplinary action.

Retaliation of any kind is strictly prohibited against any person who has filed a report of sexual harassment, testified as a witness, assisted, or participated in any manner in any investigation or proceeding under this policy.

Reporting of sexual harassment, or participation in a sexual harassment investigation, must not affect the individual’s status or future grades, assignments, employment, etc.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to unwelcome sexual advances, performance of sexual favors or other inappropriate conduct of a sexual nature is made an explicit or implicit condition of employment, instruction, or participation in other school activities.
- When submission to or rejection of unwelcome sexual advances, performance of sexual favors, or other inappropriate conduct of a sexual nature is used as the basis for making personnel or academic decisions.
- When unwelcome sexual advances, performance of sexual favors, or other inappropriate conduct of a sexual nature unreasonable interferes with an individual’s work and/or academic performance or creates an intimidating, hostile, or offensive work or learning environment.

**NOTATION:** Sexual harassment is determined only by looking at the record as a whole and evaluating each situation on a case-by-case basis.

**F. Pregnancy**

The school system will not discriminate against or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from the termination of pregnancy, unless the student requests voluntarily to participate in a separate program or activity that is offered for students under those circumstances.

The school may require any student who is pregnant or has given birth to a child, or had a false pregnancy, terminated pregnancy or is recovering from terminating a pregnancy to obtain a physician’s certification that she is physically and emotionally able to participate in the normal education program or activity only if the school requires all students returning from other physical or emotional conditions to provide a similar certification.

Any student who is pregnant, has given birth to a child, had a false pregnancy, terminated pregnancy or is recovering from terminating a pregnancy shall be treated in the same manner as any other student who is absent for medical reasons. The parent/guardian and student are responsible for completing the Medical Leave Contract and notifying the school within 48 hours once the student’s absence begins.
G. **Parental/Guardian, Family or Marital Status**

The School System will not treat students differently on the basis of gender, actual or potential parent/guardian, family, or marital status.

H. **Mandatory Immunization Law**

The Alabama Department of Public Health requires the Mobile County Health Department to audits immunization records in all public schools in order to ensure a healthy and safe school environment.

The **Guidelines for Implementation of the Mandatory Immunization Law**, requires that all children receive the following immunizations before attending school:

- **Pre-K – three (3) and four (4) year old children must show proof of at least one (1) Pneumococcal Conjugate Vaccine (PCV).**
- **4 doses of Diphtheria/Tetanus/Pertussis (DTaP):**
  One dose has to be given after the 4th birthday, if not the student must receive a 5th dose of the DTaP. Booster doses of tetanus and diphtheria toxoids vaccine (Td) must be given 5-10 years after the preschool booster. However, effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular Pertussis vaccine (Tdap) must be given at 11 or 12 years of age. This requirement will escalate by one successive grade each year for the following 6 years to include sixth through twelfth grades, beginning fall of 2016.
- **3 doses of either the Oral Polio Vaccine (OPV) or the Inactivated Poliomyelitis Vaccine (IPV):**
  One dose has to be given after the 4th birthday; if not the student must receive a 4th dose of the OPV or IPV.
- **2 doses of Measles/Mumps/Rubella (MMR):**
  Must have 2 doses before entering school, NO booster shot needs to be given for the vaccine.
- **1 dose of Varicella (Chicken Pox):**
  Must have vaccine, a doctor/clinic documentation with date of disease or lab test immunity. It is required for children entering pre-school through 8th grades for the 2009-10 school year.

Parents/guardians must provide the school with the immunization record – a BLUE Form IMM-50 that contains all immunization data and lists exemptions.

**Important Information on Meningococcal Disease and Vaccine**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to: [www.adph.org/immunization](http://www.adph.org/immunization).

I. **Medications at School**

The goal of giving medication during school hours is to assist students in maintaining an optimal state of wellness thus enhancing their educational experience.

- Parent/guardian should treat minor illnesses at home. For example, a student with a cold severe enough to require frequent medication should remain at home.
- Medication prescribed three times a day should be given at home – just before leaving for school, upon returning home in the afternoon, and at bedtime.
The only exception is medication that must be given before or with meals. The following requirements provide parents/guardians, and students with the guidance necessary to provide safe and proper assistance with medication in schools.

The parent/guardian and physician must sign the Alabama State Department of Education’s School medication Prescriber/Parent Authorization Form granting permission for a child to receive prescription medication at school.

The parent/guardian must provide the school with medication in a correctly labeled prescription bottle (which includes student’s name, prescriber’s name, name of medication, strength, dosage, time interval, route, and date of drug’s discontinuation when applicable).

The parent/guardian must provide the school with a new signed School Medication Prescriber/Parent Authorization Form at the beginning of each school year and/or before any prescription medication can be given at the school. This consent form authorizes school personnel to assist students with medication. If the medication order is changed during the school year (e.g., change of dosage), an additional prescriber authorization/order is necessary.

The parent/guardian or the parent-designated responsible adult must deliver all medication to the school nurse or other school personnel designated by the nurse.

The parent/guardian must give the student the first dose of a new medication or a change in dosage (increase or decrease) of a current medication at home, with the exception of emergency medications (e.g., EpiPen injection).

The parent/guardian will pick up the student’s unused medication (when the medicine is completed, out-of-date, or at the end of the school year). The school nurse or designated school personnel will destroy medications not picked up by the parent/guardian.

Non-prescription medications (over-the-counter medications) will be given at school only when the student has a chronic condition. The parent/guardian and physician must sign the School Medication Prescriber/Parent Authorization Form for all non-prescription medication.

J. Medical Leave
Students who will be absent, due to planned or emergency medical leave (i.e., surgery, pregnancy, accident) are required to complete a Medical Leave Contract. The parent/guardian and student are responsible for completing the Medical Leave Contract and notifying the school within 48 hours once the student’s absence begins. The parent/guardian and student should make arrangements with the school’s administrator and teachers regarding make-up work. It is the responsibility of the parent/guardian and student to pick up and return work to and from the school.
CONTRACT FOR STUDENT WITH A PLANNED MEDICAL LEAVE EVENT

I, _____________________________ (name of student) agree to meet with my teachers and administrators at least two weeks prior to my planned medical leave from school in order to plan for the assignments that will need to be completed in order to receive credit for my classes. I understand that I have forty-eight (48) hours after my leave begins to contact my teachers and/or administrators to give them an opportunity to gather my assignments. Furthermore, I agree to pick up and deliver my assignments (or have a parent/guardian do so) to my teachers and administrators on a bi-weekly basis. I understand that no additional assignments will be given to me until the initial assignments have been returned to my school teachers and/or administrators.

I authorize my school administrators and/or teachers to contact me and/or my parent/guardian during my planned medical leave if questions arise about my school assignments.

Student’s Signature ___________________________ Date: __________________

Parent/Guardian’s Signature(s) ___________________________ Date: __________________

Parent/Guardian’s Signature(s) ___________________________ Date: __________________

Administrator’s Signature ___________________________ Date: __________________

Teacher’s Signature ___________________________ Date: __________________

Teacher’s Signature ___________________________ Date: __________________

Teacher’s Signature ___________________________ Date: __________________
SECTION VI
STUDENT ENROLLMENT

“The district requests birth certificates to verify that students fall within a minimum and maximum age requirement. However, the school district will not bar students from enrolling because they have a foreign birth certificate or present no birth certificate at all. In those instances the school district will allow for the presentation of alternative documentation to prove age.”

“The district requests Social Security Numbers, however, disclosure of Social Security Numbers (SSN) is voluntary only. SSN’s are used by the district for the limited purpose of properly identifying students for record-keeping and transcripts, and are kept confidential. The lack of or refusal to provide a SSN will have no impact on the district’s enrollment decision. Students who enroll without a Social Security Number will be assigned an alternate identification number.”

In the event that a student has two parents and one parent has custody, the noncustodial parent has the right to receive copies of their child/children’s educational records including, but not limited to, a copy of report cards, unless such rights have been denied by a court order or other legally binding documents. The noncustodial parent will be allowed to conference with administrators and teachers at the child/children’s school. The primary role of our schools is to provide a safe learning environment for all students and the schools will not become the environment for parental custodial disputes. These types of issues must be dealt with away from the school campus.

Legal Guardianship and Custody

OPTION 1: LEGAL GUARDIANSHIP:

Once the guardian has met with an attorney, the process includes a hearing before the judge who must approve the request. Once the judge issues the Legal Guardianship, the judge is the only person who can change the order. Note: Legal guardianship requires a judge’s signature; any other delegation of parental rights is not legal guardianship. The cost varies; however, the guardian may request legal assistance through the Volunteer Lawyers Program 438-1102 and the Alabama Bar Referral 1-800-392-5660.

OPTION 2: ORDER OF CUSTODY THROUGH JUVENILE COURT

An Order of Custody gives authority to the guardian for the dependent child. The order is issued if a parent is unable to care for the child personally or if there are other issues; the guardian is then responsible for the child’s total care.

The guardian should call the Juvenile Court office at Strickland Youth Center (574-1450) for information or the guardian may contact an attorney directly. This process includes a hearing before the judge who must approve the request. Once the judge issues the Order of Legal Custody, the judge is the only person who can change the order. The cost varies for this option.

Permission for Emergency Enrollment

On a limited basis, permission to enroll a student in school will be given to an adult who does not have legal custody of the student if one or more of the following conditions/circumstances are present:
1. Removal of a student from his/her home, by the Department of Human Resources, with placement in a relative’s home or in a shelter/assessment setting. (official documentation from DHR is required)
2. Incarceration of parent/guardian (official proof must be provided to The Division of Student Support Services’ staff to verify the situation).
3. Death of parent/guardian (copy of obituary, funeral program and/or death certificate required).
4. Military service that requires out-of-town/out-of-country placement (documentation from military or). A copy of the deployment order/out-of-town placement is required.

5. Long-term hospitalization of parent/guardian (official doctor’s statement required).

Permission for Emergency Enrollment is only valid for the current school year. Applications must be completed in the Division of Student Support Services. Applicants must bring current photo identification, the child’s birth certificate and appropriate documentation as listed above in order to complete the application.

**Non-Resident Students**

Students who reside out-of-county or out-of-state may apply for enrollment, tuition free provided space is available. Out of county student are not eligible for magnet schools.

**Advanced Enrollment**

If a family plans to move into a particular attendance zone within three months, advanced enrollment may be requested through the Division of Student Support Services. Prior to approval, documentation of the planned move must be provided (lease agreement, purchase agreement, etc).

**Parent/Custody Issues**

Due to the overwhelming number of custody issues involving students, all Mobile County Public School System employees will follow the same procedure as outlined below relating to noncustodial parent access to student records and visitation. School system employees should not be placed in position of reading and attempting to interpret divorce decrees and/or other legal documents to resolve custody issues.

The Student Enrollment Information Card, as completed, by the enrolling parent, will govern issues relating to pick up, visitation, withdrawal from school, etc, of students at school. The custodial parent, who completes the Student Enrollment Information Card at the time of enrollment, may complete the Parent/Legal Guardian #2 section of the enrollment card for noncustodial parent. Visitation of children at school, by the noncustodial parent, is not allowed unless written permission is given by the custodial parent or the noncustodial parent’s name is on the enrollment card in section labeled Guardian #2. This includes lunch, field trips, class parties, etc. All other contacts should be placed in the Emergency Contact section of the enrollment card.
SECTION VII

DRESS AND PERSONAL GROOMING

All students are expected to observe the basic standards of cleanliness, modesty, pride, good judgment in their clothing, and good grooming. Final determination about whether a student is complying with this policy is left to the discretion of the principal.

Statement of Policy
All elementary, middle, and high schools in the Mobile County Public School System, with the exception of the magnet schools, shall implement the mandatory uniform policy beginning with the 1997-98 school year. This policy shall not apply to the magnet schools as they already have uniform dress provisions.
The term “school” as used throughout this policy shall mean all elementary, middle, high schools, and other district offices of the Mobile County Public School System.

Students shall present themselves in proper uniform attire when addressing a school-related issue before the Board or in hearings with administrative personnel. (Examples: School Board Meetings/ Discipline Appeal Hearings)

Uniform Policy
The uniform policy was approved by the Alabama State Legislature and signed into law by Governor Fob James on May 27, 1997, § 97-581. The uniform policy was adopted by the Board of School Commissioners on August 27, 1997, and implemented on September 15, 1997.

Information Dissemination
A. It is the responsibility of district and school support staffs to adequately communicate to parent/guardian information common to all school sites, including general guidelines for enforcement of the uniform policy.

B. Each school shall communicate to parent/guardian information specific to the individual school sites, by the last day of school for the previous year, including:
1. Types and colors of uniform;
2. Requirements for jackets/outer garments;
3. Optional articles of attire, if any;
4. Compliance measures to be employed;
5. Availability of any financial support for uniforms;
6. Methods to facilitate recycling of uniforms within the school community;
7. Notice of uniform sales and lists of competitive prices from vendors of uniform articles.

C. The school should distribute this information one or more of the following ways:
1. System-wide newsletters;
2. School newsletters;
3. Parent/guardian forums;
4. Telephonic notification or through use of a telephone hotline;
5. PTA meetings and newsletters;
6. Parent/guardian advisory meetings;
7. Television, radio, and/or newspaper announcements;
8. Posters displayed at school and in the community;
9. Registration materials.
Compliance Measures
Students who do not comply with policy will face disciplinary action and will be denied admission into the school until such time as they are in compliance with the policy. Reasonable accommodation should be made for religious beliefs if such accommodation would not unduly interfere with the effective functioning of the classroom. Additional students who wilfully violate the uniform policy may be subject to disciplinary steps listed under Group A and Group B offenses.
SECTION VIII
INTERNET ACCEPTABLE USE AND SAFETY POLICY

The Board recognizes that advances in technology improve access to and communication of information and, may also improve and enrich instruction and student learning. The Board generally supports students accessing rich information resources and developing appropriate analysis and evaluation skills. In a free and democratic society, access to information is a fundamental right of citizenship.

Information technology resources have significantly altered the information landscape for schools. Board Policy 3.50 requires that all school materials be consistent with district-adopted guidelines, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities, and developmental levels of students. In the past, instructional and library media materials could usually be screened prior to use by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Digital resources, which can be accessed through the Internet from any publicly available fileserver in the world, open classrooms to electronic information that may not have been screened by educators for use by students of various ages.

Information literacy skills, in a digital world, are fundamental for digitally literate citizens and 21st century employees. The Board expects that staff will blend thoughtful use of such skills throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of digital tools and resources. Staff will consult the guidelines for instructional materials contained in the system’s guidelines and will honor the goals for selection of instructional materials contained therein.

Network and Internet access is provided as a tool for education. Access will be provided to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on the school computer network and Internet just as they are in a classroom or a school hallway.

As communications on the network and Internet are often public in nature, general school rules for behavior and communications apply (see Student Handbook and Code of Conduct). Independent but supervised student use of digital resources will be permitted upon the submission of the agreement form located in the student enrollment information.

Access to the network and the Internet enables students to explore a seemingly infinite number of resources. The Board believes that the benefits of student access to information resources and opportunities for collaboration exceed the potential disadvantages. Ultimately, however, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using digital resources.

The Mobile County Public School System will not be liable for the actions of any person, student or staff, connected to the Internet through the Mobile County Public School System. All users assume full liability—legal, financial, or otherwise—for their actions.

CORE RULES FOR SAFE AND ACCEPTABLE USE OF THE INTERNET

The use of Internet resources accessed from any computer that is the property of the school system or any computer connected to a local area network within any school system facility is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or punishment for such violations as prescribed in the Student Handbook and Code of Conduct. Mobile County Public School System will utilize filtering software or other technologies to prevent students from accessing materials that are (1) obscene, (2) pornographic, or (3) harmful to minors. Schools will also monitor the online activities of students, through direct observation and/or technological means.
Unacceptable uses of the school network and Internet include the following:

- Using the network to access or send pornography (both written and graphic), inflammatory material, profane or obscene material.
- Using the network to access or send any material not specifically related to the instructional lesson, objective, or assignment.
- Deliberate introduction of malevolent software or programming code, including viruses, worms, Trojan horses, malware, or spyware.
- Activities, including hacking, that interfere with or disrupt network users, services, or equipment.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Cyber-bullying or any harassing behavior which threatens the health and/or welfare of any person and is inappropriate for school, through any digital means.
- Lending passwords to other individuals.
- Altering and forwarding personal communication without the author’s prior consent.
- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Copying and/or distributing commercial software in violation of copyright laws.
- Using copyrighted materials in reports without permission.
- Using the network for sending and receiving a large number of personal messages.
- Any other use that is unacceptable or not in keeping with the mission or goals of the Mobile County Public School System.

All users should be aware that the inappropriate use of Internet resources could be a violation of local, state, and federal laws.

Contract Regarding Safe and Acceptable Use of the Internet

By signing the Parent/Guardian and Student Acknowledgment for the Student Handbook and Code of Conduct, which is found on the student enrollment information, the parent/guardian agrees to the rules and regulations stated in the Internet Acceptable Use and Safety Policy.

The parent/guardian of this student has read the terms and conditions for system Internet access privileges. The parent/guardian understands this access is for educational purposes and that the Mobile County Public School System has taken reasonable precautions in forewarning and educating all interested parties of the controversial material that is accessible through the Internet. The parent/guardian also recognizes that it is impossible for the Mobile County Public School System to restrict access to all controversial materials. The parent/guardian will not hold the Mobile County Public School System or its employees responsible for materials acquired by their child over the school system network. The parent/guardian accepts that inappropriate behavior may lead to penalties, including revoking of Internet access, disciplinary action, and/or legal action. The student agrees to abide by all rules that are listed in the Mobile County Public School System’s Core Rules for Safe and Acceptable Use of the Internet. The student realizes that the primary purpose of the Mobile County Public School System’s Internet connection is educational, and that as such, educational purposes shall take precedence over all others. The student realizes that the use of the Internet is a privilege, not a right.
SECTION IX

STUDENT EDUCATION RECORDS, SURVEY INFORMATION, MILITARY RECRUITERS, AND DIRECTORY INFORMATION

Education Records
The Mobile County Public School System provides for the creation and maintenance of education records necessary for the education of students. Education records are those records, files, documents, and other materials which contain information directly related to a student and as further defined by the Family Educational Rights and Privacy Act (FERPA).

Education records are confidential and access to them is protected by federal law. The following guidelines apply to the release of student education records:

1. Parents or guardians shall be provided on request with a list of the types of records directly related to students which are maintained by the school system.
2. If any material or document in the education record of a student includes information on more than one student, the parents or guardians of one of such students shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

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

These rights are:

1. The right to inspect and review the student's education records (34 CFR § 99.10) within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request a change to the student's education records (34 CFR §§ 99.20, 99.21, and 99.22) that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to agree to disclosure of personally identifiable information contained in the student's education records, except as specified by law (34 CFR §§ 99.30 and 99.31). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll (34 CFR §§ 99.7 and 99.34(a)(ii)).
1. The right to file a complaint with the U.S. Department of Education about allegations that the Board of School Commissioners of Mobile County failed to follow the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5920
(202) 260-3887

Survey Information
The Protection of Pupil Rights Amendment (PPRA)
Parents and students who are 18 or emancipated minors ("eligible students") have certain rights regarding the School Board’s use of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
   1. Political affiliations or beliefs of the student or student's parent;
   2. Mental or psychological problems of the student or student's family;
   3. Sex behavior or attitudes;
   4. Illegal, anti-social, self-incriminating, or demeaning behavior;
   5. Critical appraisals of other individuals with whom respondents have close family relationships;
   6. Legally recognized private relationships, such as those with lawyers, physicians, and religious leaders;
   7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
   8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

B. Receive notice and an opportunity to opt a student out of:
   1. Activities involving collection, disclosure, or use of personal information;
   2. Any survey containing one or more of the eight protected information areas listed above, regardless of funding;
   3. Any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled at the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law.

C. Inspect, upon request and before administration or use:
   1. Protected information surveys of students;
   2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   3. Instructional material used as part of the educational curriculum.

The Board of School Commissioners of Mobile County will also directly notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:
Military Recruiters
The Board of School Commissioners of Mobile County allows military recruiters the same access to secondary school students as it provides to colleges and universities or to prospective employers. Additionally, the Board of School Commissioners of Mobile County will provide student’s names, addresses and telephone listings, when requested by military recruiters. Parents/guardians have the right to request that this information not be released to military recruiters for their children.

Parents/guardians electing to "opt-out" of the release of information to military recruiters on their children must make that request in writing to the Director of District Technology Support Services, Mobile County Public Schools, Post Office Box 180069, Mobile, Alabama 36618 within thirty days of the beginning of school or within thirty days of the student's admission if the student is admitted after the beginning of the school year.¹

Directory Information
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Board of School Commissioners of Mobile County, with certain exceptions, obtain parent/guardian’s written consent prior to the disclosure of personally identifiable information for your child's education records.

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

The Board of School Commissioners of Mobile County has selected the following information as directory information:
- Student’s name
- Grade level
- Address
- Participation in officially recognized activities and sports
- Telephone listing
- Electronic mail address
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- The most recent education agency or institution
- Major field of study
- Dates of attendance


Hearing Held: May 6, 2003
Adopted: May 27, 2003
Replaces: JO / JO-G / JR
If a parent/guardian does not want the Board of School Commissioners of Mobile County to disclose directory information from the child's education records without prior written consent, the parent/guardian must notify the Board in writing to the Director of District Technology Support Services, Mobile County Public Schools, Post Office Box 180069, Mobile, Alabama 36618, within thirty days of the beginning of school or within thirty days of the student's admission if the student is admitted after the beginning of the school year.

If a parent/guardian does not want the Board of School Commissioners of Mobile County to disclose information from your child's education records to military recruiters without your prior written consent, you must notify the Board in writing to the Director of District Technology Support Services, Mobile County Public Schools, Post Office Box 180069, Mobile, AL 36618, within thirty days of the beginning of school or within thirty days of the student's admission if the student is admitted after the beginning of the school year.

Parents/guardians must indicate on their opt-out submission whether the "opt-out" applies to military recruiters. Otherwise, the Board of School Commissioners of Mobile County will allow military recruiters access to the child's information.

The school system is not required to release student directory information to the public. The decision to authorize release of student directory information shall be discretionary with the Superintendent or his/her representative. If the Superintendent or his or her representative decides to release student directory information, the release will not include any information that parents/guardians have requested that the school not release provided that the request has been made following the procedures outlined here.

All of the rights listed above may be subject to certain restrictions or limitations. Such rights are transferred from parent/guardian to the student once the student has reached the age of eighteen or is attending an institution of postsecondary education.

For more information regarding the above, contact the Division of Student Services, Supervisor of Attendance Services.
SECTION X

GRIEVANCE PROCEDURE FOR TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Notification of Title IX Grievance Procedure
It is the policy of the Mobile County Public Schools not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. Students are protected from sex discrimination in the following areas:

Students may not be discriminated against on the basis of sex in:
- Admission to most schools
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests, and practices
- Vocational education
- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations, and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Health services
- School-sponsored extracurricular activities
- Most other aid, benefits, or services

If you believe that you have been discriminated against on the basis of sex, you make a claim that your rights have been denied. This claim or grievance may be filed with the Title IX Coordinator, Bryan Hack, 1 Magnum Pass, P.O. Box 180069, Mobile, AL 36618 – (251) 221-4543.
SECTION XI
BOARD OF SCHOOL COMMISSIONERS’ LEGAL RESPONSIBILITY

A. Should a principal or other authorized officer or employee of the Board of School Commissioners swear out a warrant against some person for conduct thought to justify such action and thereafter a lawsuit should be brought against the individual swearing out the warrant for false arrest or for malicious prosecution or should an action be brought against one administering discipline to a student pursuant to the provisions of policies dealing with discipline or any other charges filed against an employee acting within the provisions of this policy, the Board of School Commissioners of Mobile County shall pay the legal expenses (including Court costs and attorney fees) incurred by the defendant in either of the type proceedings mentioned above, except as prohibited by other policies.

B. The Board of School Commissioners shall assume responsibility for legal expenses specified in policy statement number one above, when in its judgment the action taken by the defendant which forms the basis for the lawsuit against him was clearly within the purview of the Board of School Commissioner’s policies on discipline and when disciplinary action was not motivated by personal anger or ill will.

C. The Board of School Commissioners, under the provisions of present statutes, shall not accept the responsibility of paying judgments rendered by Court which require that the defendant pay damages to the claimant. The only recourse for the plaintiff to collect damages awarded by the Court shall be from the defendant or from the State Board of Adjustment.
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<thead>
<tr>
<th>TERMS</th>
<th>PAGE(S)</th>
<th>Definitions</th>
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<td>Acts of Physical Aggression</td>
<td>11</td>
<td>Students hitting, kicking, pushing, and/or punching each other with no visible bodily injury.</td>
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<tr>
<td>Acts of Willful Disobedience</td>
<td>11</td>
<td>Deliberate actions and/or behavior that are in direct contrast to instructions/directives given by teachers and administrators.</td>
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<td>Administrative Intervention</td>
<td>10, 11</td>
<td>Actions taken by school staff to correct student behavior prior to delivering discipline consequences.</td>
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<td>Alternative Placement</td>
<td>12, 14, 16</td>
<td>The removal of students from the regular day school program.</td>
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<td>Assignment of Work Projects</td>
<td>8, 10</td>
<td>Students completing duties (picking up paper, sweeping, mopping, etc.) on the campus in lieu of suspension.</td>
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<tr>
<td>Behavior Intervention Plan</td>
<td>8, 12, 14, 16</td>
<td>Written strategies developed for students who show inappropriate behavior after it is determined that the behavior is not a result of a disability.</td>
</tr>
<tr>
<td>Bullying</td>
<td>11</td>
<td>Use of force, threat, or coercion to abuse, intimidate, or aggressively to impose domination over others.</td>
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<tr>
<td>Cheating or Copying</td>
<td>9, 11</td>
<td>Students providing, receiving, or reviewing answers to quizzes, tests, or independent assignments; the use of notes or notebooks during a test without permission from a staff member.</td>
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<td>Class Cutting, Skipping</td>
<td>11</td>
<td>Failure to appear in or attend a scheduled class.</td>
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<td>Classroom Interventions</td>
<td>10, 11</td>
<td>Actions taken by school staff to correct student's behavior prior to delivering discipline consequences.</td>
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<td>Conference</td>
<td>8</td>
<td>Meeting held with school officials regarding students.</td>
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<td>Credit Recovery</td>
<td>10, 14</td>
<td>Methods where by students can make up work missed or previously failed without repeating the entire course for a final grade.</td>
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<tr>
<td>Criminal Mischief</td>
<td>13</td>
<td>With intent to damage property, one causes damage to property.</td>
</tr>
<tr>
<td>Detention</td>
<td>10</td>
<td>Process of holding students during a time outside normal school hours for disciplinary purposes.</td>
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<tr>
<td>Disciplinary Action</td>
<td>10</td>
<td>Delivery of sanctions upon student(s) due to inappropriate behavior.</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>13</td>
<td>With intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof; one engages in fighting or violent tumultuous or threatening behavior; makes unreasonable noise; or uses abusive or obscene language or obscene gestures.</td>
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<tr>
<td>Term</td>
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<tr>
<td>Expulsion</td>
<td>12, 14, 16</td>
<td>Student prohibited from attending school due to severe discipline issues for a period of an entire calendar year at minimum.</td>
</tr>
<tr>
<td>504 Plan</td>
<td>8</td>
<td>Specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary, or postsecondary schooling.</td>
</tr>
<tr>
<td>First Degree Assault</td>
<td>13</td>
<td>With intent to cause serious physical injury; one causes serious physical injury to any person by means of a deadly weapon or a dangerous instrument.</td>
</tr>
<tr>
<td>Harassment</td>
<td>13</td>
<td>With intent to harass, annoy, or alarm another person; one strikes, shoves, kicks, or otherwise touches another person or subjects another person to physical contact; directs abusive or obscene language or obscene gestures to another person; communicates with another person anonymously or otherwise, by telephone, any forms of written or electronic communication in a manner likely to harass or cause alarm.</td>
</tr>
<tr>
<td>IEP Team</td>
<td>10</td>
<td>Group made of school officials, parent, and student to determine the best scenario for academic progress in the least restrictive environment for special needs students.</td>
</tr>
<tr>
<td>Improperly Dressed</td>
<td>9</td>
<td>Students at school not wearing the school uniform. Including improper garments and not wearing the uniform itself properly.</td>
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<tr>
<td>Indecent Exposure</td>
<td>13</td>
<td>With intent to arouse or gratify sexual desire of themselves or of another person; one exposes their genitals under circumstances in which one knows their conduct is likely to cause affront or alarm in any public place.</td>
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<tr>
<td>Infractions</td>
<td>9</td>
<td>Improper discipline acts committed by students.</td>
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<td>In-School Suspension</td>
<td>8, 10</td>
<td>Holding students in a separate area during school hours away from the regular population.</td>
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<td>Internet Use</td>
<td>11</td>
<td>SEE ACCEPTABLE USE POLICY</td>
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<td>Offense</td>
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<td>Description</td>
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<td>----------------------------------------</td>
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</tr>
<tr>
<td>Menacing</td>
<td>13</td>
<td>By physical action one intentionally places or attempts to place another person in fear of imminent serious physical injury.</td>
</tr>
<tr>
<td>Misuse of Lunch card/Identification Number</td>
<td>9</td>
<td>Sharing or stealing numerical codes used in the Child Nutrition Program.</td>
</tr>
<tr>
<td>Public Lewdness</td>
<td>13</td>
<td>One exposes their genitals or anus in a public place and is reckless about whether another person may be present who will be offended or alarmed by the act; commits a lewd act in a public place which one knows is likely to be observed by others who would be affronted or alarmed.</td>
</tr>
<tr>
<td>Reckless Endangerment</td>
<td>13</td>
<td>Recklessly engaging in conduct which creates a substantial risk of serious physical injury to another person.</td>
</tr>
<tr>
<td>Second Degree Assault</td>
<td>13</td>
<td>With intent to cause serious physical injury; one causes serious physical injury to any person.</td>
</tr>
<tr>
<td>Suspension</td>
<td>10, 14</td>
<td>Not allowing students who have committed sever disciplinary actions to attend school for a period of time less than one calendar year.</td>
</tr>
<tr>
<td>Third Degree Assault</td>
<td>13</td>
<td>With intent to cause physical injury; one causes physical injury to any person.</td>
</tr>
</tbody>
</table>