

Piedmont City Schools



Code of Conduct 2017-2018

2017-2018

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I. INTRODUCTION

PHILOSOPHICAL BASIS

The Piedmont City Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions and disturbances, which interfere with the effective functioning of the student, class, and school. It is also the presence of a friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types and/or degrees of disciplinary action; however, the procedures identified shall apply to all students in grades K-12.

To assist parents, administrators, and faculty in maintaining such an environment, this compendium of policy - including the Code of Conduct is designed to accomplish the following:

- Describe the roles of the home, student, and school.
- Detail general board policies and procedures of school administration.
- Identify student responsibilities and rights.
- Define formal disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary action.
- Explain due process procedures.

EQUAL EDUCATION OPPORTUNITY STATEMENT

The Piedmont City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to address inquiries regarding the non-discrimination policies:

Mike Hayes, Title IX Coordinator, 502 Hood Street West, Piedmont, AL 36272, 256-447-8831
Mrs. Debra Ledbetter, 504 Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483
Mrs. Revonda Pruitt, Title II Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in Piedmont City Schools are subject to the policies of the Piedmont City Board of Education and to the rules and regulations of the schools. In addition, the authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law. When students are engaged in school-sponsored activities held off-campus and/or after school hours, the authority of school officials is the same as if such activities took place during school. This authority applies to all school-sponsored activities on school property or at other establishments used by the school or school organization, including but not necessarily limited to the following: transportation on school bus or by private automobile, field trips, athletic functions, club and organization meetings, school-sponsored social events, school groups representing the school system in educational events, and all activities where appropriate school personnel have jurisdiction over students. Similarly, all school regulations and prohibitions shall apply to automobiles driven or parked on school property or at establishments used for school activities. Jurisdictional control over the student shall also be extended to the immediate vicinity of the school when the conduct of the student is detrimental to school property or to the health, safety, and welfare of school personnel and students.

In addition, upon approval by the superintendent, the school may exercise jurisdiction to discipline students for off-campus conduct unrelated to school activities under appropriate circumstances. Disciplinary actions, up to and including suspension, alternative placement, or expulsion may be imposed for serious misconduct away from campus, whether or not school is in session when such conduct occurs, if after investigation by school officials such off-campus activities may be reasonably interpreted to directly threaten the ability of the district to maintain a safe, orderly, and disciplined educational environment. This policy is not limited to school-related events.

ROLE OF THE HOME, STUDENT, SCHOOL, AND SCHOOL PERSONNEL

In order for effective instruction to occur, there must be a cooperative relationship or compact between student, parent/guardian, and educator. This compact will serve as an agreement of shared responsibilities, and may be described as follows:

Parents or Guardians should:

- maintain regular communications with the school authorities concerning their child's progress and conduct,
- ensure that their child is in daily attendance and promptly report and explain any absences and/or tardies in writing,
- provide their child with the resources needed to complete class work,
- assist their child in being healthy, neat, clean, and appropriately dressed,
- bring to the attention of school authorities any problem or condition which affects their child or other children of the school,
- discuss report cards and work assignments with their child,
- discuss penalties and consequences of violation of school rules with their child,
- maintain up-to-date home, work, and emergency telephone numbers at the school.

Students should:

- attend all classes daily and be punctual in attendance,
- be prepared to come to class with appropriate working materials,
- be respectful to all individuals and property,
- refrain from profane language, making obscene gestures, or inflammatory statements,
- conduct themselves in a safe and responsible manner,
- be healthy, clean, neat, and appropriately dressed,
- abide by the rules and regulations of the school and each classroom teacher,
- seek changes in an acceptable manner,
- be responsible for their work.

Schools should:

- encourage the use of effective guidance procedures,
- maintain an atmosphere conducive to good behavior,
- provide a flexible curriculum to meet the needs of all students,
- maintain effective discipline based upon fair and impartial treatment of all students,
- encourage the school staff, parents or guardians, and students to use the services of community agencies,
- promote regular parental communication with the school,
- encourage parent participation in affairs of the school,
- involve students and parents in the development of rules and regulations,
- endeavor to involve the entire community in the improvement of the quality of life.

School Personnel should:

- be in regular attendance and on time,
- perform their duties efficiently and effectively,
- respect other individuals and their property,
- refrain from the use of profanity or from making inflammatory statements,
- conduct themselves in a professional and responsible manner,
- be healthy, clean, neat, and appropriately dressed,
- adhere to the policies prescribed by the Board of Education and to the rules and regulations established by the school,
- participate in activities designed to promote professional development,
- utilize a variety of disciplinary and guidance methods which may include the following:
 - conferences and/or contacts between administrator(s), parent(s), and student(s),
 - referral to appropriate personnel for counseling,
 - adjustments in student's program,
 - referral of specific problems to appropriate community agencies.

II. STUDENT RESPONSIBILITIES AND RIGHTS

Individual student rights involve responsibilities, which must be viewed in relation to the health, safety, and welfare of the majority of students within each school. The principal will assume administrative responsibility and provide instructional leadership under the supervision of the superintendent and in accordance with policies of the Board of Education. The faculty and staff will assist in the orderly operation of the school and assure the rights of students. Student rights and responsibilities in various areas related to the school experience are discussed more fully below:

ATTENDANCE

School administrators have an obligation under Alabama State Law to enforce compulsory school attendance laws. According to Piedmont City Board of Education Policy, all students are encouraged to attend school on a regular basis.

Student Responsibilities

To take advantage of their educational opportunity by attending all classes daily and on time
To provide the school with a written explanation and documentation indicating the reason(s) for an absence
To request make-up assignments from teachers within five days upon return to school from an excused absence and to complete this work within a reasonable amount of time as determined by the teacher and/or school administrator

Student Rights

To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.
To receive a verbal explanation concerning the status of an absence
To make up class work in accordance with Board policy when there is an excused absence

GUIDANCE AND COUNSELING

Schools have the responsibility to provide guidance and counseling services and to make relevant information available to students in the areas of personal, social, academic, and career development.

Student Responsibilities

To use counseling for educational and personal improvement
To schedule counseling appointments unless the problem or concern is an emergency

Student Rights

To be informed of the nature of the counseling available
To receive individual and group counseling

CURRICULUM

The degree of student involvement in curriculum planning is a function of age, grade, maturity, and sophistication. Student opinion regarding curriculum offerings is important and therefore deserves careful analysis and consideration.

Student Responsibilities

To request participation in academic programs and extracurricular activities that is commensurate with his/her interests and capabilities
To seek counseling in course selections from informed persons
To contribute to an atmosphere conducive to learning
To exert every effort to achieve mastery of the basic skills in academic and/or extracurricular activities

Student Rights

To have an equal opportunity to participate in academic programs and extracurricular activities
To receive guidance regarding appropriate course selections
To receive instruction under competent instructors in an atmosphere conducive to learning
To participate in the acquisition of the appropriate basic skills

FREE-SPEECH/EXPRESSION

Citizens in our democracy are guaranteed self-expression under the first and fourteenth amendments of the United States Constitution; therefore, in our democratic society, one of the basic purposes of education is to prepare students for responsible self-expression. Student rights in the school setting, however, must be balanced against the school's legitimate interest in maintaining a safe and orderly environment, requiring socially appropriate behavior, and ensuring that all students are protected from threats, harassment, and similar harm.

Student Responsibilities

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

To act in a manner which promotes dignity in the observance of patriotic activities

To respect the religious beliefs of others

To refrain from lewd, vulgar, threatening, harassing, or other inappropriate expression

Student Rights

To express viewpoints through speaking and writing in a manner which does not disrupt the school environment, infringe upon the rights of others, or endanger the health or welfare of others

To have the opportunity to participate in the observance of patriotic activities

To refrain from any activity which violates the precepts of his/her religion

GRADING PROCEDURE

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

Student Responsibilities

To be informed of the grading criteria and the Promotion and Retention Policy

To maintain a level of academic performance commensurate with his/her capability, and to make every effort to improve performance upon notification of unsatisfactory progress

Student Rights

To receive the grading criteria and any necessary explanation about the Promotion and Retention Policy from each teacher at the beginning of the course

To receive notification of failure or potential failure when it is apparent that unsatisfactory work is being performed

PRIVACY AND PROPERTY RIGHTS

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students. **Students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.**

As noted below, the **Protection of Pupil Rights Amendment (PPRA)** also affords certain rights regarding the conduct of surveys, collection and use of information, and certain physical exams.

Student Responsibilities

To refrain from bringing materials or objects prohibited by law or Board of Education policy to school or to school sponsored activities

To respect public and personal property rights

Student Rights

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

To attend schools where public and personal property rights are respected

RIGHTS OF STUDENTS AND PARENTS (PPRA NOTICE)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding surveys, collection and used of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to participate in a survey funded by the U. S. Department of Education, if the survey concerns one or more of the following areas of "protected information":

- Political affiliations or beliefs of student or parent
- Mental or psychological problems of student or parent
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with close family relationships
- Legally recognized “privileged” relationships (lawyer, doctor, minister, etc.)
- Religious practices, affiliations, or beliefs of student or parent
- Income, other than as required by law for program eligibility

Receive notice and opportunity to opt out of:

- Any other protected information survey, regardless of funding
- Any non-emergency invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except hearing, vision, or scoliosis screening or other exam permitted or required by state law)
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect upon request and before administration:

- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purpose
- Instructional material used as part of the educational curriculum

Our district will develop policies regarding these rights and procedures to protect student privacy in the administration of protected surveys and in the collection, disclosure or use of personal information for marketing, sales or other distribution purpose. We will notify parents of these policies at least annually at the start of each school year and after any substantive change. We will also directly notify parents and eligible students at least annually of the specific or approximate dates of the following activities and provide an opportunity to “opt out” of participation, collection, disclosure or use of personal information for marketing, sales, or distribution/administration of any protected information survey not funded by the US Dept. of Ed.

SPECIAL EDUCATION

It is the responsibility of the Board of Education to provide appropriate educational services to all students.

Student Responsibilities

To participate in special educational programs designed to meet identified needs

Student Rights

To be informed of his/her rights related to special educational services

To receive free, appropriate education and special educational services based on identified needs

STUDENT RECORDS

A cumulative record file for each student contains relevant and accurate information needed for making appropriate educational decisions. These records shall be treated confidentially and professionally.

Responsibilities of Students and Parents

To provide the school with data that may be useful in making appropriate educational decisions.

To authorize release of pertinent information to individuals or agencies working for the benefit of the student, as needed

PARENTS’ RIGHT TO KNOW (ESSA)

This notice is provided pursuant to the Every Student Succeeds Act (ESSA), which requires schools to inform parents of their right to request information relating to the professional qualifications of their child’s teachers and/or paraprofessionals. Information that parents are entitled to request includes the following:

- whether teacher has met state credential or license criteria for grade level and subject matter
- whether teacher is teaching under emergency or provisional status
- the baccalaureate degree major and any other graduate degree or certification held
- whether child is provided services by a paraprofessional and, if so, their qualifications

If you want more information, please contact your local school.

RIGHTS OF STUDENTS AND PARENTS (FERPA NOTICE)

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

The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit a written request that identifies records they wish to inspect. The parent or eligible student will then be notified of the time and place where records may be inspected.

The right to request amendment of education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The parent or eligible student should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the school district decides not to amend the record, the parent or eligible student will be notified and advised of the right to a hearing and the procedures for such hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials within the school district with legitimate educational interests. A "school official" is a person employed by the Board as an administrator, supervisor, teacher, or support staff member (including health staff and security / law enforcement personnel); a member of the School Board; a person or company with whom the school board has contracted to perform a special task (such as an attorney, auditor, therapist, or medical consultant); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or otherwise assisting in the performance of official school tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record to fulfill his or her professional responsibility. Further, the school district discloses educational records upon request to officials of other school district(s) or institution(s) in which the student seeks or intends to enroll.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. (Family Policy Compliance Office; U.S. Dept. of Education; 400 Maryland Avenue, SW; Washington, DC 20202-4605)

DRUG EDUCATION

Elementary and secondary students shall participate in a drug education program that teaches the adverse and dangerous effects of drugs on the human mind and body and that the use of certain drugs is illegal. Special funds are made available for this program annually through the Federal Government's Drug-Free Schools and Communities Act of 1986.

Student Responsibilities

- To take full advantage of this educational program
- To comply with all laws and Board policies related to drugs and medication

Student Rights

- To participate in a program designed to provide responsible and accurate information about legal and illegal drug use
- To be informed of all Board policies and prohibitions related to drugs and medication

III. GENERAL BOARD POLICIES AND PROCEDURES

SCHOOL ADMISSION REQUIREMENTS

The Piedmont City Board of Education shall admit a student to the Piedmont City School system based upon an application submitted by the parent/custodian to the attendance supervisor under such rules and regulations as the Board may prescribe.

Entrance Age:

Children entering Kindergarten must be five years old on or before *September 1st. Children entering first grade must be six years old on or before *September 1st. Daily attendance expectations for kindergarten students are the same as with other students enrolled in the system. No child shall be admitted to the Piedmont City School system until his/her parent/custodian of record meets the following requirements:

- 1 Present proof to school officials verifying that their residence is located within the school system
- 2 Present to school officials a Certified Birth Certificate or a Health Department Verification Form, provided the Health Department Verification Form is the only document presented to verify the child's birthday, the child's parents/custodian must secure a Certified Birth Certificate and present it to school officials to accurately verify their child's date of birth. In such cases, the parents/custodian must present evidence (money order receipt or canceled check) that they have applied for a Certified Birth Certificate
- 3 Present proof to school officials that the child has received immunizations for all communicable diseases as required by law
- 4 Present a valid social security number and card.

* An opinion of the attorney general states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary.

Homeless, Migrant, Non-English Speaking, Disabled

Children who are zoned to attend the Piedmont City Schools who are homeless, migrant, non-English speaking, immigrant, or disabled will have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

1. Residency requirements
2. Lack of social security card
3. Lack of birth certificate
4. Lack of immunizations
5. Legal custody requirements
6. Transportation
7. Language barriers
8. Disabilities

Should students enter without the required documents; administrators with the assistance of the district's representative will take necessary steps to secure the required documents.

ATTENDANCE POLICY

Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7. Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. The parent, legal custodian, or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age.

Students who miss more than 50% of the school day are counted as absent for the day. If attendance is

kept on a class basis, the student must be present more than 50% of the period to be counted as present. Students must bring to the office an excuse from a parent, guardian, doctor, or court official when they return to school after an absence. The principal or designee will determine if the excuse presented is excused or unexcused using the following criteria:

Excused absences that are recognized by the State of Alabama include:

- a. Illness
- b. Death in the immediate family
- c. Inclement weather, which would be dangerous to the life and health of the child, as determined by the principal
- d. Legal quarantine
- e. Emergency conditions as determined by the principal
- f. Prior permission of the principal upon request of the parent or legal guardian
- g. Court appearance

Students who do not present a written excuse by the third day after returning to school will be counted as unexcused. ***Students will not be allowed to make up work for unexcused absences.***

TRUANCY

In an effort to comply with state law, the following steps will be taken:

First Truancy (first unexcused absence)

- a. The school attendance clerk shall notify the parent/guardian that the student was truant, and the date of the truancy.
- b. Parent/guardian also shall be provided a copy of Alabama's compulsory school attendance laws and advised to the penalties, which can be applied, and the procedures that shall be followed in the event that other unexcused absences occur.

Fifth Truancy (fifth unexcused absence)

- a. The parent/guardian shall attend a conference with the principal and/or attendance officer to discuss the truancy of their child, and/or ***participate in the early warning program*** provided by the juvenile court. Attendance at this conference shall be mandatory except where prior arrangements have been made, or an emergency exists
- b. Failure to attend the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition **against the parent under Code of Alabama (1975), 16-28-12© (failure to cooperate), or truancy against the child, whichever is appropriate.**

Seventh Truancy (seventh unexcused absence) COURT

- a. No earlier than the seventh unexcused absence, but within ten (10) school days a complaint/petition will be filed against the child and/or parent/guardian, **if appropriate.**

Child Under Probation

The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama (1975), 12-15-100 and 105.*

When a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

PARENT AND DOCTOR EXCUSES

The school will accept only three parent excuses per semester (five for grades K-3). If the child is out three or more consecutive days, it may be counted as one occurrence; however, he/she must have a doctor's excuse. The principal may make exceptions to this rule for special circumstances.

Any student visiting a health care practitioner during normal school hours will be required to bring an excuse from the practitioner. The excuse will state the date and time (as deemed possible by the practitioner) that the student is physically able to return to school.

PERFECT ATTENDANCE

A student will not be counted perfect in attendance if he/she is tardy to or absent from any class, or checks out of school at any time before the end of the school day, unless leaving class or campus on school-related business.

NON-CREDIT FOR ATTENDANCE

For each semester, students in grades 9-12 with 6 or more unexcused absences may be denied credit in that class. A student in grades K – 8 with 12 or more unexcused absences may be retained at his/her present grade level.

WITHDRAWAL AND LOSS OF DRIVER'S PERMIT

Alabama law states that students 17 or over, who accumulate more than 10 consecutive or 15 cumulative unexcused absences during a semester, may be withdrawn. The Department of Public Safety (DPS) will be notified for the purpose of denying this person a driver's license or learner's permit if under 20 years of age. Also see Drop-out/Driver's License (Act 94-820) Ala. Code 16-28-40, page xxvii.

TARDIES

At the elementary level, a student is tardy anytime after the 7:50 A.M. bell rings until one hour after school starts. At the middle and high school levels, a student will be counted tardy if he/she is not in the classroom by the tardy bell. A tardy is anytime before the end of first period. A written excuse must accompany all tardies. A student with an unexcused tardy will not receive credit for the work that has been missed. If tardy, no student is to be admitted to class without a tardy slip from the office or counselor's office. Students must report to school and classes on time.

CHECK-OUT POLICY

A parent must fill out a registration card in the principal's office each year. This card includes an emergency number and persons designated to check the student out of school. No other persons will be allowed to check out the student unless the parent has contacted the principal. If a parent or guardian has sole custody, a statement from the court to this effect must be on file. If a child's situation changes, it is the responsibility of the parent to come to the principal's office to change the registration card. All students must have an active emergency phone number. No information about a student will be given out over the phone. No school records will be given to anyone other than a parent or guardian without a court request. Information between schools will be considered an exception. Parents may not go to the classroom to pick up students. The parent will be called upon discovery of a student having an above-normal temperature. When a student is checked out of school by a parent, or parent-approved individual, he/she must come to the office and sign the student out. When a student checks out of school for a doctor's appointment, he/she must bring an excuse from the doctor upon his/her return to school. If students check out of school for any reason before dismissal time, they will not be counted as having perfect attendance. Only the person designated on the computer list may check out a student. A school official must speak with a parent/guardian before a student is allowed to check out of school. Piedmont High School students may be required to have a parent, relative, or guardian come to the school office to check out the student after the first two check outs. If the student comes back to school on that same day, he/she must sign in at the office. After having arrived on campus, no student may leave without permission even if he/she arrives on the campus before school begins.

CHECK-OUT DURING INCLEMENT WEATHER WARNINGS

Should a parent decide to check out his/her student during an inclement weather warning, the parent will be asked to sign a disclaimer form in the school office, which contains the following information: Tornado warnings are a very serious consideration for both the parent and the student. Although the school system considers remaining in the school, under our Inclement Weather Plan, as the safest option for the well-being of your child; we understand the rights of a parent/guardian to properly check out a student.

MAKE-UP WORK

It is the teacher's responsibility to work with the student who has an excused absence to make up work, tests, and activities that the student has missed within five days after returning to school. If absent the day before a regularly scheduled test, or the day of the test, the student is to take the test when he/she returns to school. If absent two or more consecutive days, the pupil has five days to make up the missed work or assignments. If a student is totally disabled, the work will be sent home. Missed tests should be made up before or after school.

TELEPHONE USE

Students must have permission from their teacher to make phone calls. Students will not be called to the telephone except in the case of an emergency. In the event that a student becomes ill during the school day, the parents will be notified and expected to respond accordingly.

ELECTRONIC DEVICES

1. Students shall not record, photograph or video other students or school employees on school property, on a school bus or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena (e.g. sporting events, public meetings, academic competitions or public performances). School social events, activities sponsored by student clubs, team building retreats, and activities that take place during the school day are not considered to be in the public arena.
2. Students shall not e-mail, text post to the Internet or social media, or otherwise electronically transmit images of other individuals taken at school without their expressed consent.
3. Recording, photographing, or making video of others is strictly prohibited in locker rooms, dressing rooms, health offices and restrooms, where individuals have every expectation of privacy.

VISITORS TO THE SCHOOL (File: KM-R BOARD POLICY MANUAL)

1. Parents and others with business with school officials or personnel are encouraged to visit the school. However, the protection of the students and the need to avoid disruption of the proper atmosphere for teaching/learning activities necessitates regulations concerning such visits.
2. No person shall trespass or loiter in any school building or on any school grounds under the jurisdiction of the Piedmont City Board of Education.
3. All persons shall, upon entering a school building of the Piedmont City School District, report immediately to the office of the principal and request a visitor's pass.
4. Any person who fails to comply with the provisions of the visitors' policy shall be in violation of the rules regulations of the Piedmont City Board of Education and the law of the State of Alabama and shall be punished as provided by Public School Laws for the State of Alabama.

EXTRACURRICULAR ACTIVITY PARTICIPATION—ACADEMICS FIRST

In accordance with regulations prescribed by the Alabama State Department of Education, the Piedmont City Board of Education prescribes the following rules for eligibility of students in this school system to participate in extracurricular activities:

- A. Definitions
 1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by the public school, which are not related to a student's academic requirements or success in a course.
 2. Regular curricular activities are defined as those that are required for satisfactory course completion.
- B. Eligibility Requirements
 1. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of seventy (70).
Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 10-12.

Students promoted to the seventh grade for the first time are eligible.

2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year.
5. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in B.1.above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.
6. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
7. Each eligible student must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork repeated in computing the 70 averages.
8. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
9. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.
10. Students, who participate in extracurricular tryouts, summer instructional camps, and similar activities prior to eligibility determination, do so at their own risk. For example, a student who has been selected during cheerleader tryouts in the spring and has participated in summer camp shall still be deemed ineligible on the first day of school if all academic requirements have not been met. Students who expend money on uniforms, summer camps, and the like, but are subsequently deemed academically ineligible, are not entitled to a refund or reimbursement.

C. Participation Requirements

1. School sponsors are required to submit a request for each extracurricular activity that occurs outside the regular school day and/or school to the principal for approval. Each extracurricular activity shall be scheduled with a priority on Academics First. Careful consideration must be taken during times of student assessment.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal and the superintendent approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding, anything to the contrary in this policy, such as student participation in extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular. Students academically ineligible under this policy shall not be allowed to participate.
4. Decisions on a student's participation in extracurricular activities shall be developed and reached consistent with the requirements of the IDEA and its implementing regulations, as well as Section 504 of the Rehabilitation Act of 1973, if the student is identified as eligible under these statutes, rules, and regulation, and such participation is determined to be appropriate.
5. Students who are out of school, more than half a day, without an administrator-approved excuse will not be eligible for participation in extracurricular activities.

FUNDRAISING

All fundraising activities in the local school are under the direction and control of the principal. It is his/her responsibility to ensure there are no scheduling conflicts, excessive number of total fundraisers (per semester/organization), and/or duplication of such activities. He/she will also ensure a minimal amount of student instructional and personal time is utilized in fundraising activities. Fundraising activities will only be allowed before school, after school, during homeroom, break, or lunch. Food fundraisers may not compete with the planned Child Nutrition Program meals. Roadblocks by students are prohibited.

SPECIAL EDUCATION CHILD FIND

The Piedmont City School system attempts to ensure that all children residing within the jurisdiction of the Piedmont City School system, birth to twenty-one, regardless of the severity of their disability and who need special education and related services, are identified, located and evaluated. Child Find applies to children who attend private schools, including religious schools within the Piedmont City School system jurisdiction, highly mobile children with disabilities (i.e., migrant and homeless children), and children who are suspected of having a disability and are in need of special education even though they are advancing grade to grade. Child Find also includes a practical method of determining that eligible children with disabilities are receiving needed special education and related services. Child Find activities will be conducted on a continuous basis. Anyone who wishes to inquire about the availability of services, or wishes to make an official referral, may do so by contacting:

Mrs. Revonda Pruitt – (256) 447- 8831
502 Hood Street, West
Piedmont, AL 36272

GIFTED EDUCATION

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the counselor at your child's school.

EMERGENCY DRILLS

Emergency drills will be conducted throughout the school year. The signal for a fire drill will be the intentional sounding of the fire alarm system or the sounding of a continuous bell. The signal for a severe weather drill will be announced through the public address system of the school or sounded by a sequence of short bells. In the event of a power failure, the principal, or his designee will give directives via a bullhorn.

MEDICATION POLICY

NOTE: Student self-administration of asthma medication will be permitted in accordance with Act 2003-271 as enacted by the State Legislature.

Administration of Prescribed Medication:

A. Supervised or assisted administration. Except in those circumstances where self-administration of medication by the student is indicated and authorized under the self-administration policy stated at part B

below, administration of medication to students should be supervised or assisted by the school administrator or the administrator's designee(s) in accordance with the following requirements:

1. The school must be provided with a signed statement from the prescribing physician that includes the student's name; the name of the medication; the reason for the medication; the appropriate dosage and method of administration; the time of administration; the duration or discontinuation date, if applicable; and any known drug allergies or reactions. (Physician's statement forms will be available in the school office.)
2. The medication must be delivered to the administrator or designee in a pharmacy-labeled container, which includes the student's name, prescriber's name, date, name of medication, dosage and instructions for administering, and date of discontinuation (where appropriate). Two containers may be requested from the pharmacy, with one labeled for school use.

Where deemed appropriate by the parent/guardian (as with small children), any prescribed medication may be delivered to appropriate school personnel directly by the parent/ guardian. **NOTE: THE PARENT/GUARDIAN OR PARENT-DESIGNATED RESPONSIBLE ADULT MUST DELIVER ALL MEDICATIONS DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN) TO THE SCHOOL ADMINISTRATOR OR DESIGNEE. ALL SHARP ITEMS SUCH AS SYRINGES AND LANCETS MUST BE TREATED AS CONTROLLED SUBSTANCES FOR PURPOSES OF THIS PROVISION. STUDENTS MUST NOT DELIVER CONTROLLED SUBSTANCES, INCLUDING SHARP ITEMS, TO THE SCHOOL.** Whether a prescribed medication is a controlled substance should be indicated by the physician in the appropriate location on the physician's statement form.

3. The school must be provided with information concerning potential side effects of the medication. The side effects sheet provided by the pharmacist may be attached to the physician's statement form.
4. The parent or guardian must sign a consent form (available in the school office) at the beginning of the school year and/or before any medication is given at school authorizing the school administrator or designee to administer or assist in the administration of the medication.

B. Self-administration of medication. Self-administration by the student of prescription medication is permitted only under the following conditions:

1. Written parent/guardian and physician authorization for self-administration must be provided to the school on the appropriate forms available in the school office, and self-administration must be approved in writing by the school nurse upon consideration of all relevant circumstances. The school nurse is authorized to develop and implement criteria for determining whether and under what conditions self-administration of a particular medication by a particular student is permissible, including but not limited to any necessary assessment of the student's health status, the student's understanding and ability to self-medicate, and other relevant safety considerations.
2. The school health nurse is further authorized to develop and implement a plan for monitoring the self-administration of prescription medication by the student, to evaluate the effectiveness of the plan, and to modify as needed. The school health nurse will inform appropriate teachers and administrators that the student is self-administering medication and will collaborate with appropriate school personnel, the student, and/or parent/guardian to determine a safe place for storage while providing for student accessibility.
3. Self-administered medications must be stored in the original or pharmacy-labeled container in a secured area under the supervision of appropriate school personnel, **unless the physician/prescriber and parent(s) authorize a different arrangement for specific students, and the school nurse approves such arrangement.**
4. **AS A GENERAL RULE, STUDENTS WILL NOT BE PERMITTED TO SELF-ADMINISTER MEDICATIONS DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN).** Any exception must be with the express approval of the school nurse; based upon a determination that such exception is essential to the physical well being of the child.
5. **ANY STUDENT WHO ABUSES THE PRIVILEGE OF SELF-MEDICATION IN A MANNER THAT VIOLATES THE CODE OF STUDENT CONDUCT WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY MEASURES.**

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

Non-prescription medication, including “Tylenol”, “Advil”, aspirin, etc. may be administered on a limited basis provided the parent/guardian has completed a consent form authorizing the school administrator or designee to administer or supervise the administration of the medication. The medication must be in the original container with the manufacturer’s label and contain an additional label stating the child’s name, dosage, and time for administration.

STORAGE OF MEDICATION

All medication will be stored in the original or pharmacy-labeled container in a centrally located, secured area under the supervision of the school administrator or the administrator’s designee, unless **the physician/prescriber authorizes a different arrangement for specific students.**

RECORDS

A medication administration file containing the appropriate authorization and consent forms and other health related information will be maintained for each student to whom medication is administered during school. As part of the file, a complete record of medication administration will be developed and maintained by appropriate school personnel (except for certain students who self-administer medication as authorized by the school nurse). Forms for recording the date and time of administration, the date of discontinuation, and other appropriate comments will be developed and provided by the school nurse.

HEALTH INSURANCE

ALL KIDS is health insurance for children whose parents do not qualify for Medicaid but cannot obtain private insurance. ALL KIDS uses Blue Cross-Blue Shield of Alabama and covers the following: well child visits, sick child visits, dental and vision care, prescriptions, hospitalization, etc. Most families who apply and are eligible for ALL KIDS qualify for free coverage. If you would like to know more about ALL KIDS, applications are provided at the beginning of the school year and are available in the school’s office; or call the ALL KIDS toll-free number 1-888-373-5437.

HEALTH RULES AND STATE REQUIREMENTS

Each student must have a health form showing the required immunizations.

Each student will be screened for scoliosis.

The school requests a letter from the parent/guardian explaining any unusual medical problem.

HEAD LICE POLICY

The Piedmont City Board of Education follows the Alabama Department of Public Health Recommended Guidelines for Control of Head Lice in Schools. This is a "no-nit" policy, which may result in the removal from school of students found to be infested with nits or live bugs. After removal and recommended treatment, affected students must be re-examined prior to returning to their classrooms. A parent/guardian will be required to accompany the student to school for re-examination following recommended treatment.

SEARCH AND SEIZURE POLICY

School Property

The Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, lockers, and related property are and remain the property of the Board of Education.

The Board of Education is charged with the maintenance of such property items and thus, authorizes inspection for any maintenance-related reasons and other reasons related to the routine operations of the school and classroom. With respect to opening said student lockers or desks for other reasons, the following shall be considered applicable throughout the School District.

Desks, lockers and other equipment at any school belong to the School Board, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself, the student body as a whole, significantly disruptive of, or dangerous to the overall discipline of the school. School officials may impound any items, which are specifically prohibited by law, by Board of Education policy, or by fair and reasonable local school regulation. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but shall not be limited to the following: (1) weapons, (2) drugs of any sort, (3) alcoholic beverages, (4) pornographic or otherwise obscene materials, (5) tobacco products, (6) any other object, controlled substance, or materials which would be a violation or evidence of a violation of federal or state law, of Board Policy, or of the local school's fair and reasonable regulation.

Police Interrogations of Students

A student enrolled in the school district shall not be interrogated by any law enforcement authority on school property during regular school hours without the knowledge of the school's principal or his designee. All interrogations and interviews shall be conducted in a private setting, and an official school representative shall normally be present. In appropriate situations, school officials may permit private interviews with students by police officers. Reasonable effort shall be made to contact a parent or guardian and/or to have a parent or guardian present. In those instances when a parent/guardian cannot be contacted or is not present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. If the student is to be removed from the school by police officers, a reasonable effort shall be made to contact the parent/guardian. **Questioning or interviewing of students conducted by school officials DOES NOT require parental contact or consent, even if such questioning occurs in the presence or vicinity of law enforcement officials or the information obtained by school officials is later shared with law enforcement.**

Search of a Student's Person / Personal Effects

The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student(s) is/are in possession of weapons, illegal drugs, or other items harmful to the student(s), or to the welfare of the student body to search the person or personal effects and property (i.e., book bags, purses, outer clothing, vehicles, etc.) of said student(s) under the following conditions:

- Any such action shall not be undertaken by school personnel unless there is a reasonable belief, which can be substantiated if necessary, that there is a violation of law or policy and that the student(s) are in possession of items harmful to the student(s) or to the welfare of the student body.
- Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).
- Any such action shall be with the knowledge and under the supervision of the school principal or assistant principal (or designated assistant).

Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. Unless extenuating circumstances prevent, at least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search.

A written record of the search shall be maintained in the office of the school principal. Student(s) shall be given a receipt for all impounded/confiscated items.

Reasonable belief of the violation may be based upon information from such sources as faculty members, other school personnel, reliable students, law enforcement officers, visual evidence or other reasonable source.

VEHICLES ON SCHOOL CAMPUS

Students in the Piedmont City School System may be permitted to drive private vehicles to school under the following conditions:

- Driving privileges on school campuses are restricted to those students who have a valid driver's license and a current vehicle license, have been authorized by the principal, and have purchased a decal, which is properly displayed.
- Students are expected to park their vehicles in designated areas and to leave the vehicles immediately. Sitting in vehicles parked on school campus at any time is strictly prohibited.
- Students are required to carry liability insurance on vehicles driven to school, in accordance with state law. Proof of liability insurance is required.
- An order to operate a vehicle on school campus, the student must sign an agreement/acknowledgement regarding the student's full understanding of the rules and willingness to abide by it. The student must agree as follows:

The student driver agrees to abide by all Alabama traffic laws, safety regulations, and school system rules regarding vehicles. The student driver understands that the local school administration retains the right to revoke driving or parking privileges if it is deemed that the student is operating a vehicle in an unsafe manner, or that the continued operation of the vehicle would be a safety hazard to others, or for any other violation of this policy. The student driver will operate his/her vehicle in accordance with state and local laws and will obey all common rules of safety, courtesy, and consideration of others. The student also understands and agrees that the vehicle is subject to inspection and search

by school officials in accordance with law and the Search and Seizure policy of the Board of Education.

Neither Piedmont High School nor the Board of Education assumes any liability for any vehicle on its property. The owner/operator parking the vehicle does so at his/her own risk.

BICYCLES AND MOTORCYCLES

All bicycles or motorcycles are to be parked immediately upon arriving at school in places designated by the principal. The school does not assume responsibility for these vehicles while on campus. Helmets are required to be worn for all motorcycle/bicycle riders. Riding skateboards or skating on roller blades is prohibited on campus.

ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES

Purpose

The purpose of this policy is to provide guidance on the acceptable use of computers, networks, the Internet, electronic mail, and related telecommunications equipment in the Piedmont City School system.

The Piedmont City School (hereafter referred to as "PCS") system has purchased technology resources to serve many *Users* of the community. The term *User* refers to person (i.e., student, teacher, employee, parent, etc.) who uses the technology resources of the PCS.

PCS has provided technology resources (i.e., computers, networks, the Internet electronic mail, software, etc) for the following purposes:

- To provide our students and faculty the resources to achieve program related goals/objectives
- To provide a communication link between PCS and the community
- To perform functions related to conducting business by PCS

General

Technology resources are an important part of our school system, and may enhance the educational experience for our students and assist employees in performance of the day-to-day operations of the school system. Employees and students of PCS may be allowed to use the school system's electronic mail system. The use of computers, networks, the Internet and electronic mail is a privilege that is granted to users. Violation of this policy may result in a *User* losing access to PCS technology.

Student Access

It is the policy of PCS that students will be allowed to access the Internet or use electronic mail (if requested by a teacher) only after receiving the written approval of their parent or legal guardian. The Internet is a very powerful information tool that provides tremendous educational opportunities; however, it also can provide information that is considered inappropriate for a K-12 educational environment. While PCS requires students to adhere to the standards contained in this policy, parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, including the Internet. PCS supports and respects each family's right to decide whether or not to allow their child access to the Internet and electronic mail. Students and parents must agree to abide by this acceptable use policy before they will be allowed to access PCS technology resources. Failure to use PCS technology resources in an appropriate manner will subject the student to appropriate disciplinary action as prescribed by the Student Code of Conduct. In addition to established punishment under the Student Code of Conduct, a student may also have computer, network, Internet, and electronic mail privileges suspended or revoked.

User Access

PCS employees may also be allowed access to technology resources in conjunction with their job duties and responsibilities. PCS employees may also be asked to supervise students using technology resources. Each employee shall maintain responsibility for the technology resources under his or her supervision and control. Each *User*, including each employee, must agree to abide by this acceptable use policy before accessing any technology resources of PCS. Failure to use PCS technology resources in an appropriate manner as prescribed by Board policy, federal, state, and local law, will subject the *User* to appropriate disciplinary action up to and including termination. In addition, PCS may suspend or terminate access to PCS technology resources at its sole discretion.

School Board Limitation of Liability

PCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the school system will be error-free or without defect. The school system will not be responsible for any damage *Users* may suffer, including but not limited to loss of data or interruption of service. The school system is not responsible for the accuracy or quality of information obtained through or stored on the equipment. All communications and information stored on computers owned by the school system shall be considered the property of the school system and may be retrieved, monitored, deleted, destroyed, modified, or used by PCS for any purpose at its sole discretion. PCS will not be responsible for financial obligations or any other damages incurred through the use of its technology resources.

Copyright and Plagiarism

1. Existing copyright law will be followed in using materials accessed through the Internet. Teachers will instruct students to respect copyright and to request permission to use materials when appropriate.
2. Plagiarism is not acceptable. Teachers will instruct students in appropriate research and citation practices.

Acceptable and Unacceptable Use(s)

The following uses of the PCS are considered acceptable:

1. Employees will use the technology resources only for purposes directly related to that person's job duties. Students may only use technology resources for purposes directly related to the student's educational program.
2. *Users* utilizing electronic mail through PCS will check their electronic mail frequently and delete unwanted messages promptly.
3. Employees will only be allowed to subscribe to discussion groups, chat rooms, and/or mail lists that are relevant to their job duties and responsibilities. Students may be allowed to subscribe to discussion groups, chat rooms or mail lists relevant to the student's educational program. Any student asking for subscription to one of these services must submit a written request to the *User's* teacher and receive the school principal's approval.

The following uses of the PCS technology resources are considered unacceptable:

1. Personal Safety
 - a. Student *Users* who have electronic mail established with an organization other than PCS will not access that mail from within PCS.
 - b. Student *Users* will not be allowed to use any external Instant Messaging service (e.g.-AOL)
 - c. Users will not post personal contact information about themselves or others anywhere on the Internet except for educational purposes. Personal contact information includes home address, home telephone, school address or telephone number, work address or telephone numbers, e-mail addresses, etc.
 - d. Student *Users* will not agree to meet with someone they have met online without their parent's approval and participation
 - e. Students *Users* will immediately notify teachers, parents, or other school employees if they receive unsolicited e-mail, or e-mail from anyone that threatens, harasses, or makes the *Users* feel uncomfortable in any way.
2. Illegal Activities
 - a. *Users* may not use technology resources for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Purchases made for official purposes must be accomplished through the purchasing methods established by school board policy.
 - b. *Users* will not attempt to gain unauthorized access, (i.e., "hacking") to PCS computers or networks or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal even if for browsing. *Users* may not utilize PCS technology resources to attempt to gain unauthorized access to a computer or network owned by other persons or entities.
 - c. *Users* will not attempt to disrupt computer system performance or destroy data by intentionally spreading computer viruses or by any other means. *Users* will not access any system or configuration file without specific permission from the superintendent or his designee.
 - d. *Users* will not use PCS's computer system to engage in or arrange to engage in illegal acts that could violate federal, state or local law or Board of Education policies and procedures, (i.e., arranging for the purchase of alcohol, drugs, engaging in gang activity, or threatening or

harassing another person). Additionally, any action that is associated with a violation of the Student Code of Conduct is considered inappropriate use of the school computer system.

3. Inappropriate Internet Sites
 - a. In general, purposely visiting an inappropriate Internet site is the equivalent to bring the same inappropriate material to school in the form of a book, magazine, videotape, audiotape, or other media, and is subject to the same disciplinary actions as listed in the Student Code of Conduct. Any employee or other *User* Who accesses or visits inappropriate sites will be subject to appropriate disciplinary action up to and including termination.
 - b. Inappropriate Internet sites are sites that a reasonable person would conclude are inappropriate for a school environment. Specific examples include:
 - 1) Sites that advocate or give instruction on how to break the law.
 - 2) Sites that provide information or picture(s) that are lewd, obscene, vulgar, rude, inflammatory, threatening, or use profane or disrespectful language.
 - 3) Sites that advocate, in any manner, harm to the student, the school system or other individuals.
4. Inappropriate Language
 - a. Restrictions against inappropriate language apply to public messages, private messages, material posted in Web pages, and any media accessed, viewed, created or stored on PCS technology resources.
 - b. *Users* will not use obscene, profane, lewd, vulgar, threatening, or disrespectful language.
 - c. *Users* will not post information that, if acted upon, could cause damage or a danger of disruption.
 - d. *Users* will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. *Users* will not harass another person. Harassment is defined as persistently acting in a manner that distress or annoys another person. If a *User* tells another person to stop sending messages to them, he or she must stop.
 - f. *Users* will not post false or defamatory information about a person or organization.

Privacy

1. All technology resources of PCS are to be used for educational and job related purposes. Communications and activities conducted by using PCS technology resources are not private, and *Users* do not have any right to privacy when using these resources. School administrators may, and will, at their sole discretion, review communications; activities and date created on, contained on, or accessed through PCS technology resources.
2. *Users* are hereby notified that monitoring software will be used that records what sites have been visited and from which computer the sites were accessed or viewed. PCS will utilize said software to monitor its technology resources to ensure compliance with federal, state and local law, PCS policy, and PCS's educational objectives.
3. *Users* are hereby notified that filtering software will be utilized to prevent access to inappropriate matter on the Internet and World Wide Web.
4. *Users* are hereby notified that all electronic mail will be subject to PCS monitoring and that all messages may be reviewed by appropriate system employees at their discretion for compliance with system policy, federal, state, or local law or PCS educational objectives.
5. *Users* will not post private information about another person.

ALABAMA ASBESTOS MANAGEMENT PROGRAM NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies to identify asbestos containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers into the environment. In order to comply with this law, all of our schools have been inspected and management plans have been developed by an accredited engineering firm. The management plan is a routine document required by law, which describes in detail the inspection findings and various approved methods of dealing with ACM.

The management plan and the result of each inspection are on file at the Central Office and at each principal's office. You may review these reports during office hours. If you have questions concerning our management plan, you may contact the system maintenance coordinator at 447 - 8831, ext. 105.

NUT FREE POLICY

Piedmont City Schools recognizes that some students have allergies that can cause severe and possibly life-threatening reactions. Because of this situation, the administration and a committee made up of parents, school officials, and the school nurse developed a procedure that will address the situation concerning nut allergies. Students are asked not to bring nuts or nut products to school to ensure the safest possible environment for students with allergies. However, if students bring nuts or nut products to school for lunch or snack, we ask that the following steps be taken:

1. The student bringing the nuts/nut products will inform the teacher if they have the nuts/nut product for snack or lunch.
2. If a student brings nuts or nut products to school, a safe distance will separate those students from the others in the classroom or in the cafeteria.

LUNCH AND BREAKFAST PROGRAM

A nutritious breakfast and lunch are provided for students each day. No student is permitted to go home for lunch. Lunch or breakfast from commercial vendors or fast food establishments are not allowed. No bottled or canned drinks are allowed in the lunchroom (no carbonated beverages). Lunch and breakfast will be available for all students. Parents wishing to eat lunch with their child should notify the school. The Child Nutrition Program operated by Piedmont City Schools shall follow all applicable state and federal guidelines. Pursuant to such guidelines, payments for meals must be made when service is rendered. Program regulations do not allow for meal charges of any type, therefore, it is the responsibility of the parent or guardian to pay for meals a child purchases. Students in grades K-8 who experience emergencies or special situations may be allowed to charge meals for a one-day period. Students in grade K-5 will not be denied a meal due to lack of funds.

IV. CODE OF STUDENT CONDUCT

DISCIPLINARY METHODS AND PROCEDURES

The following disciplinary methods and procedures shall be implemented in accordance with Board policy and an applicable degree of due process shall be followed in each instance. This listing of disciplinary methods is not all-inclusive, and is not meant to suggest that other reasonable disciplinary actions are disapproved by the Board.

DISCIPLINARY PROBATION

Disciplinary probation is a period of time specified by the superintendent, principal, or his/her designee, during which a student must correct his/her behavior while abiding by all other school regulations. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

DISCIPLINARY WORK ASSIGNMENT

The principal, or his/her designee, has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time. Work assignments shall not interfere with any student's regular class schedule. A parent or guardian will be notified prior to the student's placement in a work assignment and will be responsible for transportation.

IN-SCHOOL SUSPENSION

In-school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but not dismissed from the school setting. The principal, or his/her designee, has the authority to assign students to the in-school detention program for a reasonable and specified period of time consistent with Board policy. Students assigned to the in-school detention program will be counted present to school and will be allowed to continue or make up their academic work in accordance with Board policy. Students assigned to ISS may be required to perform written work assignments as directed by the ISS supervisor. Students may participate in extracurricular activities.

SCHOOL-BUS SUSPENSION

Bus students must comply with county bus rules. Rule violations may lead to suspension from the bus. No student will be allowed to ride the bus unless his/her residence is on that bus route. The principal, or his/her designee, has the authority to deny a student the privilege of riding a bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. A parent or guardian will be notified prior to suspension from the bus and will be responsible for providing transportation in such cases.

PHYSICAL RESTRAINT

Any employee of the Board of Education (including bus drivers) has the authority to use reasonable physical force to restrain a student from injuring, abusing, or attempting to injure/abuse himself, other students, teachers, administrators, staff members or other persons. Such action may be taken as necessary to maintain discipline and order or to enforce school rules, and shall be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist with such action.

CORPORAL PUNISHMENT

In accordance with Alabama law, the Board of Education permits the use of corporal punishment. Should corporal punishment be needed, it must be administered in accordance with the following: Corporal punishment is issued only when other methods are not effective and must be administered by a certified school employee in an area outside the vision of other children and with a professional employee witness in attendance. Documentation must be kept on file. Due process for all students will be followed. A parent who does not want his/her child paddled must notify the principal in writing and schedule a meeting with the principal to discuss alternative forms of discipline.

OUT-OF-SCHOOL SUSPENSION

Suspension is defined as the temporary removal of a student from a school for violation of school rules and regulations. The principal, or his/her designee, has the authority to suspend a student from school. All suspensions will be in accordance with prescribed Board policy. A student recommended for suspension will be made aware of the charges and given an opportunity to respond. Any time an action warrants suspension, a reasonable effort will be made to contact a parent or guardian by telephone and/or by written notice delivered by the student or U.S. mail. The student is responsible for notifying his/her parent/guardian of all written communications from the school. Failure to do so may result in further disciplinary action.

Suspension days constitute unexcused absences.
Further, students may not participate in extracurricular or other school activities while suspended.

ALTERNATIVE SCHOOL

Students may be assigned to the Alternative School by the superintendent or his designee for disciplinary reasons in accordance with Board policy. The school principal has the responsibility to recommend consideration of Alternative School placement to the superintendent. A student may be suspended by the principal in accordance with Board policy pending a hearing before the superintendent or his designee regarding Alternative School placement. If a recommendation for Alternative School placement is made, the principal shall notify, in writing, with a copy to the superintendent, the student and parent or legal guardian of the suspension or other disciplinary action taken, the additional action recommended, and the cause(s) for such action and recommendation. Students are assigned to the Alternative School for a specified length of time, which is subject to increase dependent upon the student's successful compliance with the Alternative School program, including regular attendance and acceptable behavior and work performance. Failure and/or unwillingness to comply with requirements of the Alternative School program may result in a recommendation for expulsion from Piedmont City Schools. If a student withdraws from Piedmont City Schools during a pending Alternative School recommendation or assignment, the pending matter must be addressed and appropriate Alternative School time must be served upon the student's return to the school system. During assignment to Alternative School, students are not permitted to be present on the regular school campus or at school-sponsored activities.

Students assigned to the Alternative School receive counseling which stresses nonviolent conflict resolution, responsibility, problem solving, and other issues which affect the students' ability to function in the regular school environment.

Students with disabilities may be assigned to the Alternative School upon the action and recommendation of the appropriate committee and the Special Education/ Section 504 Coordinator, in accordance with the Procedures for Handling Misbehavior of Students with Disabilities mandated by the Board.

EXPULSION

Expulsion is defined as the removal of a student from school in the Piedmont City School system for violation of school rules or regulations. In the case of offenses warranting such action, the principal has the responsibility to recommend student expulsion to the superintendent in accordance with Board policy. The board is ultimately responsible for determining expulsion, pending due process or expulsion procedures followed by the administrative staff. The hearing relative to expulsion and preliminary steps shall comply with due process. If a student is recommended for expulsion, the local school principal shall notify, in writing, with a copy to the superintendent, the student and parent or legal guardian of the action taken and the additional action recommended and the cause(s) for such action and recommendation. Upon receipt of such recommendation, the superintendent shall promptly notify in writing the student and parent or guardian of the time and place for the hearing and the process to be followed in considering the recommendation for expulsion. The hearing relative to expulsion, as well as all preliminary steps concerning the hearing and recommendation, shall fully comply with applicable due process criteria. The board hereby advises parents/guardians of their responsibility for the conduct of their children based on Legislative Act No 93-672 and Legislative Act 94-782, which amend Section 16-28-12 of the CODE OF ALABAMA. The Act has important implications for parents and students of the school district. Applicable sections of the CODE OF ALABAMA now read as follows:

The Board of Education written policy for standards on school behavior will be distributed to parents, guardians, or other persons having care or control of a child who is enrolled and to students at the commencement of each academic year. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

NOTIFICATION OF LEGAL AUTHORITIES

In situations where notification or involvement of legal authorities is warranted and/or is required by law, school officials are authorized and encouraged to contact law enforcement officials for assistance. Incidents involving violations of Board policy concerning trespassing, drugs, alcohol, firearms and/or other deadly weapons, physical violence, property damage, and the like may require intervention by law enforcement officials, up to and including arrest and/or immediate removal of the student from the school environment.

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

The Piedmont City Board of Education feels that it is fundamental that an orderly school has clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II, and Class III), ranging from least to most severe. Administrators and appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or his/her designee will implement the appropriate sanction. Violations apply to student conduct on a school campus, at school related events or while being transported to or from school or school-related events. Below is a listing of each class of violations sanctions for the Piedmont City School district.

Class I Violations

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school
- 1.10 Refusal to complete class assignments
- 1.11 Unauthorized use of school or personal property
- 1.12 Littering on school property
- 1.13 Any other violation the principal may deem reasonable to fall within this category after investigation

Class I Sanctions

1. Conference with the student
2. Temporary withdrawal of privilege(s)
3. Parent conference(s)
4. Demerit(s)
5. Temporary removal from class
6. In-school suspension
7. Corporal punishment
8. Classroom discipline
9. After-school detention
10. Saturday school
11. Home referral
12. Disciplinary probation
13. Other sanctions as approved by the local board of education

Class II Violations

- 2.01 Refusal to follow appropriate directive from a local board of education employee
- 2.02 Vandalism/property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property
- 2.06 Threats/extortion/bullying
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestations (verbal, written, gesture directed toward another person)
- 2.09 Unauthorized absence from school for a day or more
- 2.10 Written or verbal proposition to engage in sexual acts
- 2.11 Inappropriate or unwelcome touching of another person
- 2.12 Possession of an/or use of matches or lighters
- 2.13 Possession of and/or use of electronic pagers or unauthorized communication device
- 2.14 Dishonesty and cheating
- 2.15 Intentionally providing false information to a local board of education employee
- 2.16 Failure to complete alternative assigned punishment
- 2.17 Internet violations

- 2.18 Scuffling that doesn't rise to the level of a fight
- 2.19 4th Class I violation
- 2.20 Any other violation which the principal may deem reasonable to fall within this category after investigation

Class II Sanctions

1. Alternative education program
2. Out-of-school suspension
3. Referral to outside agency, including the Criminal Justice System
4. Expulsion
5. Restitution of money/damage to property
6. Privileges revoked
7. Extended In-school suspension, not to exceed 20 days
8. Any sanction(s) included in Class I and other sanctions as approved by the local board of education

Class III Violations

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense/harassment
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possession, and/or igniting explosive device
- 3.14 Possession, sale and/or igniting explosive device
- 3.15 Unlawful sale, purchase, providing, or possession of illegal drugs/drug paraphernalia or alcoholic beverage(s)
- 3.16 Accessing or changing information in school computer to endanger or cause harm to another individual
- 3.17 Crimes as defined under the laws of the city, State of Alabama or the United States
- 3.18 Threats toward staff
- 3.19 Profanity/Defiance/Disrespect toward school personnel
- 3.20 Possession of pornographic material
- 3.21 Possession of a firearm
- 3.22 Possession of tobacco products
- 3.23 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class III Sanctions

1. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local board of education

Bullying and Cyber-Bullying

Bullying is defined as a pattern of behavior intended to cause distress in one or more students, including physical or verbal harassment or threatening behavior towards others. Cyber-bullying are these same actions through the use of technology. Such intimidation is not permitted in the Piedmont City School District and may be considered illegal. Students involved in bullying may be suspended, referred to law enforcement and/or be recommended for expulsion.

Any student feeling that they are the victim of bullying or cyber-bullying, or know of someone in the Piedmont City School District, who is a victim, should report such incidents to the counselor and/or administration immediately. Any parent, guardian, or family member of a victim or bystander should also report such incidents to the counselor and/or administration immediately.

Anyone with information regarding bullying and/or cyber-bullying may report incidents anonymously.

NO-FIGHT POLICY

The Piedmont City Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned vehicle will not be tolerated. A fight is defined as "any physical conflict between two or more individuals". A student under attack should detach him/herself from the situation and get an adult to help. This action constitutes "self defense" on the attacked student's part. A fight occurs when the student strikes back and actively engages in the altercation. Disciplinary consequences may be different for an aggressor than for a victim. The principal or his/her designee may impose sanctions according to his/her investigation.

School officials may file a complaint/petition with Calhoun County Juvenile Court against all students involved in repeat incidents of fighting. A witness list should be attached to the complaint/petition. Parents will be required to pick up those students involved in the fighting at the principal's office.

GROOMING AND DRESS CODE

The rights and privileges of individual students in the school system are important; however, the Board equally recognizes that individual rights stop where group rights begin. No student has a right to dress or appear in a manner that's disruptive of the teaching-learning process. Personal appearance or attire that interferes with the instructional program or creates a health hazard is not acceptable. No clothing that is racially or sexually insensitive, or that promotes an illegal substance will be allowed. No clothing that shows a student's midriff is allowed. Shirts must have enough sleeves to cover the shoulder. Shirts should fall below the beltline. Shorts and skirts must be mid thigh in length. Miniskirts, mini-culottes, bike shorts, short-shorts, muscle shirts, tank tops, and spaghetti-strapped blouses are not allowed. Pants that are larger than the regular size of the student (sagging) are not allowed. Hats may not be worn on in the building. Shoes must be worn at all times. Students are not allowed to wear clothing that shows obscene or profane language in written form, in pictures, or caricatures. **In summation, it will be left to the discretion of the administration to determine when clothing or appearance is inappropriate.**

AUTHORITY OF TEACHERS

All students are subject to the authority of all teachers in the classroom, in the halls, and any other place on campus, or while participating in any school function, during, before, and after school. **An assault or a threat directed toward any staff member is grounds for expulsion and legal action.**

PENALTIES FOR CHEATING

A student cheating, by either giving or receiving information, will receive a zero. Incidents of cheating will be reported to the principal.

SEXUAL HARASSMENT (Alabama Code 26-14-3)

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the matter to a teacher, the school counselor, principal, or superintendent. A student's request to make his or her report to someone of the same sex will be granted.

ANTI-HARASSMENT POLICY

Section 1. Harassment, Violence, and Threats of Violence Prohibited

The Piedmont City School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Harassment, violence, and threats of violence are prohibited and constitute unacceptable behavior that will not be tolerated.

It is hereby the policy of the Piedmont City School System to oppose and prohibit, without qualification, unlawful harassment based on real or perceived race, color, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability.

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

Section 2. Definitions

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

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

The term *violence* as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

c. The term *threat of violence* as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

d. The term *intimidation* as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.

e. The term *hostile environment* as used in this policy means the perception by an affected student or victim that the conduct of another student constitutes a threat of violence or harassment, and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes harassment, threat of assault, or assault.

f. The term *student* as used in this policy means a student who is enrolled in the Piedmont City School System.

Section 3. Description of Behavior Expected of Students

a. Students are expected to treat other students with courtesy, respect, and dignity and to comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race;
- The student's sex;
- The student's religion;
- The student's national origin;
- The student's disability;
- The student's marital status;
- The student's sexual orientation; or
- The student's gender identity.

Section 4. Consequences for Violations

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

Punishment shall conform with applicable federal and state disability, anti-discrimination, and education laws and school discipline policies.

Section 5. Reporting, Investigation, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office and also located on our school system's website. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. (The complaint cannot be written by an education employee on behalf of an affected student or his or her parent or guardian.)

At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of this policy may be presented and resolved informally.

b. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a thorough and complete investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. A student who personally or through his/her parents 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. Referrals can also be made by parents or guardians to law enforcement and other agencies, even if insufficient to warrant a charge.

If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement this policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes.

Following Exhibits:

Exhibit "A" - Harassment Complaint Form

Exhibit "B" – Harassment Witness Statement Form

**Appendix A
Harassment Complaint Form**

This report **MUST** be completed to file a complaint relating to an incident of alleged harassment. *(For the purpose of this form, harassment also includes violence, threats of violence, or intimidation by another student.)* This form should be submitted to the principal or the principal's designee either by mail or personal delivery.

COMPLAINANT'S NAME (Last, First, Middle) **SEX** **GRADE**

VICTIM'S NAME (Last, First, Middle) **SEX** **GRADE**

ACCUSED'S NAME (Last, First, Middle) **SEX** **GRADE**

SITE WHERE INCIDENT OCCURRED
(i.e., locker room, playground, cafeteria, classroom, etc.)

School Name

PRINCIPAL'S NAME

Date of Incident

Describe the incident:

Describe the location where the incident took place:

List all witness names and grades:

Appendix B

This report **MUST** be completed when there is a witness to an incident of alleged harassment. *(For the purpose of this form, harassment also includes violence, threats of violence, or intimidation by another student.)* This form should be submitted to the principal or the principal's designee either by mail or personal delivery.

WITNESS' NAME (Last, First)
(ex: Parent, Student, Teacher)

WITNESS' TITLE

INTERVIEW DATE

VICTIM'S NAME (Last, First)

ACCUSED'D NAME (Last, First)

SCHOOL SITE WHERE INCIDENT OCCURRED
(i.e., locker room, playground, cafeteria, classroom, etc.)

SCHOOL TELEPHONE NUMBER

PRINCIPAL'S NAME

DATE OF INCIDENT

Describe the incident witnessed:

Describe the location where the incident took place:

List any other witness' names and grades:

List evidence of harassment (i.e., letters, pictures, etc.) Attach all listed evidence, if possible:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Witness

Date

Name of Person Receiving Harassment
Complaint Form

Date

DUE PROCESS

All students are entitled to and shall receive due process in all discipline matters. The degree of due process afforded shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed and (2) the severity of the contemplated punishment.

Disciplinary authority must be exercised with fairness. Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

- The student shall be given oral or written notice of the charges against him/her.
- The evidence against the student shall be explained to him/her.
- The student shall be given the opportunity to present his/her own version of the facts concerning the charges.

The local school administration shall ensure that all disciplinary actions are administered in accordance with the minimum due process requirements noted above. The school administration shall maintain a written record of all disciplinary actions and of the procedures followed in determining such action, in accordance with Board policy. A record of all required written notices and disciplinary procedures shall be maintained by the school administration in such form as may be required by the superintendent.

The parent or guardian of a student shall have the right to request review of the disciplinary action by the school principal. In the event the parent or guardian believes the school principal's decision violates Board policy, the parent or guardian may appeal the decision to the superintendent or his designee for a determination of whether the disciplinary action is in accordance with Board policy. All such requests must be in writing, and must be received by the superintendent within three days of the date on which the principal's written decision is received by the parent. The superintendent may make such determination on the basis of the written record, or may conduct interviews of the parties involved or such other investigation, as the superintendent deems appropriate. The superintendent will issue a written decision to the parent/guardian and the school principal within a reasonable time.

In the event a principal recommends long-term suspension (in excess of 10 days), Alternative School assignment or expulsion, the student shall be afforded the following procedural safeguards in addition to those noted above.

The student shall be referred by the school principal to the superintendent for a hearing before the superintendent or his/her designee in accordance with Board policy. If a student is suspended and recommended for Alternative School placement or Expulsion, the principal shall notify, in writing, with a copy to the superintendent, the student and parent or legal guardian of the action taken and the additional disciplinary action recommended and the cause(s) for such action and recommendation. The superintendent will cause a Notice of Charges Against Student to be sent immediately by mail to the student and his parents or guardian. The Notice shall state the charges against the student, including prior acts of misconduct upon which the recommendation may have been based. The Notice shall further state the time, place, and date of the hearing. Except in the case of extenuating circumstances, a hearing shall be held and a decision reached regarding the principal's recommendation within ten (10) days from the date of the disciplinary decision by the principal.

At the hearing, the student shall be afforded the following:

- The right of counsel
- The opportunity to present evidence and witnesses in his/her behalf
- The opportunity to confront/question witnesses for the administration
- A written record of the decision.

Upon conclusion of the hearing and a consideration of the evidence, the superintendent shall notify in writing the student and the parent/guardian of his decision. If the decision of the superintendent is not satisfactory to the student and his/her parent/guardian, an appeal may be taken to the Board of Education by submitting a written notice of appeal to the superintendent within five (5) days of receiving the superintendent's decision. A hearing shall be set before the Board, written notice of the hearing shall be given, and due process requirements shall be observed, consistent with the requirements noted above for disciplinary due process hearings before the superintendent.

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

The Board accepts that discipline is an integral part of the educational process. Based upon this understanding, disabled students will be expected to follow the discipline policy established by the Board of Education as outlined in this publication to the fullest extent appropriate under the law.

Misbehavior by disabled students in the regular classroom will be brought to the attention of the local school 504 contact person or the student's primary special education teacher. Repeated misbehavior or violations of

disciplinary rules should be addressed by the appropriate committee for consideration of an appropriate behavior plan.

Prior to extended suspensions, extended ISS assignments for cumulative violations, expulsions, or extended Alternative School assignments of disabled students for disciplinary violations, a determination must be made by the appropriate committee, including the Special Education or Section 504 Coordinator or his/her designee, regarding whether the misbehavior is a manifestation of the student's disability. Suspensions of five (5) days or more or repeated short suspensions should result in a review of the student's educational plan by the appropriate committee. Suspensions (or other removals from class) of ten (10) days or repeated suspensions having a cumulative total of ten (10) days could result in a "change of placement" and require a review of the student's educational plan within ten (10) business days by the appropriate committee. Alternative School assignments of disabled students may be made **upon the action and recommendation of the appropriate committee and the Special Education / Section 504 Coordinator.**

Immediate suspension or removal from the school environment of a disabled student is justified, however, when the student's presence at school would threaten his/her own safety and well-being or that of others, endanger school property, or seriously disrupt the orderly educational process. Principals are given immediate authority to have law enforcement agencies remove uncooperative students under these criteria and as otherwise required by Board disciplinary policy and state and federal law. If immediate removal is necessary, the parent or guardian and the Special Education or Section 504 Coordinator will be promptly notified and an appropriate meeting conducted to address the student's misbehavior as indicated above.

STUDENT TRANSPORTATION - BUS RULES

Transportation to and from school shall be provided by the Board of Education to eligible students of the school system. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations.

The primary consideration of the transportation program shall be the safety and welfare of students. The Board of Education shall be responsible for the child until he or she is delivered to the home bus stop. If the child requires supervision at home, it shall be the parents' responsibility to ensure that a responsible adult is present. The bus driver or other school official will not be responsible to ensure that an adult is present.

Policies pertaining to student safety and the transportation program are as follows:

Who May Ride the Bus?

Only regularly enrolled students of Piedmont City Schools or other authorized Board of Education employees shall be permitted to ride a bus on a regularly scheduled route. Preschool and post school individuals are prohibited from riding a bus on a regular route or on special trips except as a chaperone.

Loading and Unloading

- Students should be at the designated stop when the bus arrives.
- Students shall only board and unload from the bus at designated stops as determined by the driver and transportation supervisor.
- Students must have a note from home or school office, signed by the principal or designee, to ride any bus other than the assigned bus or to get off at any stop other than the usual stop.
- Students shall not open or unload from the emergency door except in an emergency.
- Unsupervised students may not sit on a bus while the bus is parked at school.

Seating

- Students should find a seat promptly after boarding the bus. Once seated, they should remain in that seat until the bus comes to a full stop. No moving around will be allowed while the bus is in motion. The driver may assign seats.
- Should it become necessary (due to lack of seating space) for students to stand, the students should stand in the middle section of the bus. For safety reasons, students will not be allowed to stand against the emergency door or around the driver.

Talking

- Unless there is an emergency, students should not attempt to talk to the bus driver while the bus is in motion.
- In conversation with other riders, students should speak in low tones - never shouting or making loud noises that may distract the driver.
- Students shall be silent when the bus approaches a railroad crossing and remain so until the crossing is completed.

Bringing Articles Aboard the Bus

- Students shall not bring any article on the bus that cannot be held in the lap. Large school projects, large band instruments, large amounts of fund raising products should be transported in parent vehicles.
- Students shall not bring any type glass container, live animal, inflated balloon(s), ball(s)/bat(s) on the bus.
- Students shall not bring a radio or tape player on the bus unless given written permission by the school.

Note: the principal must approve any exception to the above rules.

Conduct

- Students are considered "in school" when they board the bus. All written Board of Education Policy contained in the Code of Student Conduct Handbook applies while on the bus.
- The driver has been safety-trained and is in charge. The bus driver will report misbehavior of a continuing or serious nature to the principal.
- The principal of the school being served by a bus has the authority to withhold bus service from a student for poor conduct on the bus.
- The following are common violations of bus behavior which are strictly prohibited:
 - Putting any part of the body out of the window
 - Playing (rough-housing), scuffling, or fighting
 - Eating or drinking while being transported
 - Throwing articles of any kind out of windows
 - Shooting rubber bands on the bus
 - Any other activity which driver determines is an obstacle to the safe transportation of students

IT'S THE LAW--Student and Parental Notification of Civil Liabilities and Criminal Penalties

The following laws and administrative procedures have been approved by the Legislature of the State of Alabama and/or the Alabama State Board of Education. In cases where laws and administrative procedures have been revised or new laws/procedures have been approved, the Piedmont City Board of Education will follow the most current laws and procedures.

Parental Responsibility for Child's Attendance and Conduct (Act 94-782), Ala. Code 16-28-12

Each parent/guardian or other person having control or custody of a child required to attend school who fails require the child to enroll and regularly attend school or fails to compel the child to properly conduct himself/herself in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor.

Causing Delinquency of a Child (Act 75-1205) Ala. Code 12-15-13

Anyone who contributes to the delinquency of a child under this provision shall be guilty of a misdemeanor.

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

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

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

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784), Ala. Code 16-1-24.1 (see also 16-1-24)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, and physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other

requirements imposed by the local board of education as a condition for readmission.

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

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony.

Firearms in School (Act 95-756), Ala. Code 16-1-24.3

All local boards of education must implement a policy requiring expulsion for a period of one year of all students determined to have brought or have in their possession a firearm in a school building, on school grounds, on school buses, or at school-sponsored functions. Notwithstanding, the foregoing, city and county boards of education and the local superintendent of education of each board may modify the expulsion requirement on a case-by-case basis. In case of a violation, the principal shall notify law enforcement officials and the parents of the student.

Vandalism (Act 94-817), Ala. Code 6-5-380

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

Pistol/ Loss of Driver's License (Act 94-820) Ala. Code 16-28-40

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

Drop-Out/Driver's License (Act 94-820) Ala. Code 16-28-40

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

Hazing Prohibited (Act 81-824) Ala. Code 16-1-23

Any person, who commits the offense of hazing in connection with initiation or affiliation with an organization, to include any person who encourages, aids or assists, shall be guilty of a misdemeanor.

ADMINISTRATIVE CODE REGULATIONS (Alabama State Board of Education)

Drug inspections -- Students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.

Tobacco prohibited -- Use of tobacco products on school property is prohibited. This mandate is inclusive of students, school personnel, parents, and visitors. School property is inclusive of athletic fields and facilities. Non-compliance with this policy could result in the loss of federal funding.

False Alarms -- False setting or misuse of the fire alarm or fire alarm system and/or false reporting of the threat of incendiary or explosive devices may be considered grounds for expulsion from school. The school may file a complaint in adult court or a petition in Juvenile Court in accordance with fire marshal regulations or city or state laws. False setting of a fire alarm and bomb threats are now considered felonies in the State of Alabama. Setting a fire or bringing an explosive device into the building or on the school grounds is also grounds for expulsion from school.

Private Instruction

No student shall receive private instruction during the regular school day. Private instruction is defined as any instruction, tutoring, or coaching that is not part of the regular program of study and activities of the school. Furthermore, this applies to any type of service provided by individuals who are not members of the professional staff of this school system. Any exception(s) must be made by the superintendent.

Dropout Prevention Act 2009-564

In an attempt to decrease the number of students who drop out of school and to increase the age of students required to attend public school, the State Legislature passed and Governor Bob Riley signed Act 2009-564. This law amends several sections of the *Code of Alabama, 1975*, regarding mandatory school attendance and also adds Section 16-28-3.1.

Section 16-28-3 was amended to require every child between the ages of **6 and 17** years to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year. The exception for church school students remains the same and should be addressed at the district and/or the school level per *Code of Alabama, 1975*, Section 16-28-1.

Section 16-28-3.1 references the withdrawal from public school prior to graduation of a student if both of the following circumstances exist:

1. Written consent is granted by the child’s parent or legal guardian.
2. An exit interview is conducted with the student and the student’s parent or legal guardian.

The student who withdraws from school prior to receiving a diploma shall be provided information regarding the detrimental impacts and negative effects of early withdrawal from school. Additionally, information including available training, enrollment in a Postsecondary Adult Basic Educational Program, and employment programs shall be provided where available. Other possible options and available community resources or programs should also be provided.

An Exit Interview form will be used in the event a student officially withdraws from public school prior to graduation. Should a student fail to return to school without completing the official withdrawal process, attempts to contact the student and his/her parent or guardian should be documented on the Student Exit Interview form.

GRADING

GRADING SCALE

The following academic grading scale shall apply for all students in grades K through 12:

- A----- 90-100
- B----- 80-89
- C----- 70-79
- D----- 60-69
- F ----- Below 60 (not passing)

A grade scale based upon 100% will be used in determining student grades in the Piedmont City School system. Weekly evaluations should be made. At Piedmont Elementary School, some grades will grade using letter grades as follows: S-Satisfactory, N-Needs Improvement, U-Unsatisfactory. At Piedmont High School, the total grade for the term will be calculated as follows: 40% - 1st 9 weeks; 40% - 2nd 9 weeks; 20% - semester exam. The passing numerical score for all subjects is 60%. Students will earn ½ credits per semester for classes that are passed.

CONDUCT GRADES

Piedmont City Schools Board of Education Policy: Conduct grades shall be mandatory in grade levels K-5 and shall be included on the report cards for all grading periods.

Conduct will be graded using number based letter grades following the academic grading plan.

REPORT CARDS

Report cards are issued four times a year. If a report card is lost, the parent must send a note verifying that the card is lost.

Warnings of impending failure are issued to students who are in jeopardy.

PARENT-TEACHER CONFERENCES

Parent/teacher conferences are a vital part of a child’s education. Teachers are required to contact each parent/guardian to schedule at least one conference. No conference is to take place during a teacher’s instructional time. All parents are urged to attend and may request other conferences. Appointments may be made through the office.

PROMOTION AND RETENTION

Grades K-5

If a student is working below grade level, it may be necessary to repeat that grade. Students in grades one and two will be retained if they fail one subject. Students in the third, fourth, fifth grades will be retained if they fail two or more subjects.

Grades 6-8

Students in grades sixth, seventh, and eighth must master all standards and earn a yearly passing average in all core courses:

English, mathematics, reading (literature), science, and social studies. Students failing core courses must attend summer school immediately following summer school, and receive passing grades in order to be promoted.

Grades 9-12

When a student in grades nine through twelve fails to achieve a final semester passing grade average for a full Carnegie Unit course or half Carnegie Unit course, the course work must be retaken.

HONOR ROLL

Scholastic Achievement Award - all grades on the report card are to be considered in listing students on the Honor Roll. To be placed on the "A" Honor Roll, a student must receive all A's. For the "A – B" Honor Roll, a student must receive no grade lower than a "B."

REQUIRED/ELECTIVE COURSE DROP

A student who registers for a course taught the entire term is encouraged to remain in that course. If it is necessary to drop a required or elective course, a conference will be held with the principal, counselor, teacher, student, and parents. Together, a decision will be made to determine the appropriate course of action necessary to best meet the need of the student.

TEXTBOOKS

The State of Alabama and Piedmont City Schools furnish textbooks. Students must pay for any lost, abused, or damaged book(s). If a book is lost, damaged, or abused a parent must send a signed note stating he/she is aware of the status/condition of the book(s); and the student will pay for the book. The note must be stamped by the principal, and attached to the charge-out sheet for payment before a second book will be issued.

HIV POLICY

Piedmont City Schools shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the public. Staff members shall cooperate with public health authorities to promote these goals. A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. FILE:JGCA

GRIEVANCE PROCEDURE

Although no member of the community shall be denied the right to petition the Board of Education for redress of grievance, the complaints will be referred through the proper administrative channels for solutions before investigation or action by the Board of Education. Exceptions are complaints that concern Board of Education actions or Board of Education operation only.

The Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, personnel, or learning material is as follows:

1. Teacher
2. Principal
3. Superintendent of Schools
4. Board of Education

Any complaints will be investigated by the administration before consideration or action by the Board of Education.