

# **SYLACAUGA CITY SCHOOLS**

## **STUDENT CODE OF CONDUCT**

***2013-2014***

The mission of Sylacauga City Schools, a system instilled with a strong educational ethic and community support, is to produce graduates of superior academic and social development which enables them to achieve to the fullest extent of their potential in all of their endeavors.

605 West Fourth Street  
Sylacauga, AL 35150  
(256) 245-5256

M. Todd Freeman, Ed.D.  
Superintendent

[www.sylacauga.k12.al.us](http://www.sylacauga.k12.al.us)

## MEMBERS, SYLACAUGA BOARD OF EDUCATION

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618 Old Rockford Road  
Sylacauga, AL 35150

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Sylacauga, AL 35150

Mrs. Melissa Garris  
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Sylacauga, AL 35150

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Sylacauga, AL 35150

Mr. Scott Stewart  
19 Bonnie Blue Circle  
Sylacauga, AL 35150

The information in this book has been approved by the Sylacauga City Board of Education.

### CENTRAL OFFICE CONTACTS

Superintendent	
<i>Dr. Todd Freeman</i>	249-7004
Administrative Assistant	
<i>Mrs. Terri Bentley</i>	249-7004
Payroll Clerk	
<i>Mrs. Dana Culberson</i>	249-7010
Chief Financial Officer	
<i>Mrs. Lisa A. Dickerson</i>	249-7007
Building and Grounds Supervisor	
<i>Mr. Johnny Gray</i>	249-7014
Student Services Coordinator	
<i>Mr. Bobby Hall</i>	249-7029
Network Systems Administrator	
<i>Mrs. Patricia Hall-Kelley</i>	249-7027
District Bookkeeper	
<i>Mrs. Louise Johnson</i>	249-7002
Technology Coordinator	
<i>Mr. Mike Robinson</i>	249-7006
Special Education Coordinator	
<i>Mrs. Jennifer Rosato</i>	249-7012
Transportation Supervisor	
<i>Mr. Nathaniel Seals</i>	249-7015
Child Nutrition Program Supervisor	
<i>Mrs. Kelley Wassermann</i>	249-7025

\*\*\*\*\* PLEASE REMEMBER \*\*\*\*\*

**All students and their parents/guardians are required to have received and read the Student Code of Conduct at the beginning of each school year. Please sign Notice of Receipt on the last page and return to your child's school.**

It is the intent of the Sylacauga City Board of Education that the schools remain safe and drug free for all students and school employees. The Board, therefore, has established policies and practices consistent with laws that promote a safe school environment – free of illegal drugs, alcohol, or weapons on a school bus or campus.

All policies of the Sylacauga City Board of Education are provided on the System Web Site @ [www.sylacauga.k12.al.us](http://www.sylacauga.k12.al.us).

## IMPORTANT PHONE NUMBERS

### CENTRAL OFFICE

605 West Fourth Street, Sylacauga, AL 35150

Office Hours: 7:30 a.m. – 4:30 p.m. ----- 245-5256

### INDIAN VALLEY ELEMENTARY SCHOOL – Mr. Monte Abner, Principal

abnerm@sylacauga.k12.al.us

1099 Oldfield Road, Sylacauga, AL 35150

School Hours: 7:45 a.m. – 2:37 p.m. (Students are considered TARDY at 8:00)

School Office----- 249-0397

### PINECREST ELEMENTARY SCHOOL – Mr. Gary Rivers, Principal

riversg@sylacauga.k12.al.us

615 Coaling Road, Sylacauga, AL 35151

School Hours: 8:15 a.m. – 3:15 p.m. (Students are considered TARDY at 8:15)

School Office----- 245-5700

### NICHOLS-LAWSON MIDDLE SCHOOL – Mrs. Debbie Barnett, Principal

barnettd@sylacauga.k12.al.us

1550 Talladega Highway, Sylacauga AL 35150

School Hours: 7:40 a.m. – 2:45 p.m. (Students are considered TARDY at 7:41)

School Office----- 245-4376

### SYLACAUGA HIGH SCHOOL – Mr. Matt Hubbard, Principal

hubbardm@sylacauga.k12.al.us

701 North Broadway Avenue, Sylacauga, AL 35150

School Hours: Monday: 8:18 a.m. – 3:20 p.m. (Students are considered TARDY at 8:25)

Tuesday-Friday: 7:58 a.m. – 3:20 p.m. (Students are considered TARDY at 8:05)

School Office----- 249-0911

## STATE DEPARTMENT OF EDUCATION 2013-2014 TESTING DATES

NOTE: Local system will select actual testing dates within the time frame given.

### Testing Period

September 16 – 20

October 16 – 23

October 16 – 23

December 2 – 6

December 4-6

March 17 – 21

March 24 – May 2

April 14 – May 2

April 23

May 7

April 28 – May 23

April 28 – May 23

### Test

Alabama High School Graduation Exam

EXPLORE

PLAN

Alabama High School Graduation Exam

NNAT – Gifted education screening

Alabama High School Graduation Exam

ACCESS for ELLs

Alabama Alternate Assessment

ACT

ACT Makeup

ACT Aspire

Alabama Science Assessment

## Grade Reporting Period

2013-2014

Term 1: August 19 – October 17 (41 days)

Progress reports September 18

Term 2: October 18 – December 20 (42 days)

Progress reports – October 17

Progress reports November 14

1<sup>st</sup> Semester Exams: December 18 - 20

Report cards: December 20

Term 3: January 7 – March 14 (46 days)

Progress reports February 6

Term 4: March 17 – May 23 (44 days)

Progress reports – March 14

Progress reports April 17

End of Course Test: May 15 - 22

Report cards: May 22

Graduation: Thursday, May 22, 2014, 7:00 pm

It is the official policy of the Sylacauga Board of Education that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, age, or economic disadvantage be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

It is the policy of the Sylacauga Board of Education not to discriminate on the basis of sex, disability, religion, creed, national origin, race, color or age in its educational programs, activities or employment policies as required by Federal Regulations. Inquiries or complaints regarding compliance with Federal Regulations may be directed to the following persons: Dr. Todd Freeman - Superintendent, Title I, II, and VI Coordinator; Mr. Bobby Hall - Title IV and IX Coordinator and Grievance Officer; or Special Education and Section 504 Coordinator, Mrs. Jennifer Rosato, at 605 West Fourth Street, Sylacauga, AL 35150, telephone number (256) 245-5256.

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## INTRODUCTION

The Sylacauga City Board of Education believes that instruction should occur in an environment conducive to learning because effective quality instruction requires orderly procedures and discipline. The purpose of this handbook, as well as the enforcement of its rules, is to insure the presence of a safe, friendly, and professional atmosphere in which students and school personnel work cooperatively toward mutually accepted goals. Acting in the best interest of all the residents of Sylacauga City, the Sylacauga City Board of Education requires principals, faculties, staffs, students, parents, and guardians to comply with this adopted *Student Code of Conduct* handbook.

As students progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades kindergarten through twelve.

The contents of this handbook:

- Describe roles of the home, student, school, and school personnel.
- Describe student rights and responsibilities.
- Define student discipline in the context of the Board of Education's philosophy.
- Identify formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Conform to the mandates provided in The Education for All Handicapped Children Act; The Rehabilitation Act of 1973; The Alabama Exceptional Child Act; and The No Child Left Behind Act of 2001.

## EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the official policy of the Sylacauga City Board of Education to provide all students, including language minority students, migrant students, and homeless students, with meaningful and appropriate educational programs. No person shall on the grounds of race, color, disability, sex, religion, creed, national origin, age, or economic status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. The Board of Education assures that any barriers to enrollment and education of students will be eliminated.

## DUE PROCESS

The policy of the Sylacauga City Board of Education is to adhere to due process when carrying out the procedures contained in this handbook. Principals are responsible for familiarizing their staffs with due process procedures and providing each staff member with a copy of this handbook. The handbook has been published with the following concepts in mind:

1. School rules must be clearly stated and related to the educational purposes of the school.

2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents, and guardians must be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students must comply with required procedures set forth in the *Student Code of Conduct*.

The consensus of this Board is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety, and welfare of students and insuring the efficient operation of the schools.

## ROLES OF THE PARENTS, STUDENTS, SCHOOL, AND SCHOOL PERSONNEL

In order for effective teaching and learning to take place, there must be a cooperative relationship among students, parents and guardians, and educators. This relationship may be described as:

### Parents and Guardians who:

- Keep in regular communication with the school authorities concerning their child's progress and conduct.
- Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, and clean.
- Bring to the attention of school authorities any problem or condition which affects their child or other children.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers and addresses at the school, including doctor, hospital preferences, and an emergency health care form.
- Provide the school with a list of people who are allowed to check-in/check-out their child.
- Attend scheduled parent-teacher conferences.

### Students who:

- Attend all classes daily and are punctual in attendance.
- Are prepared to come to class with appropriate working materials.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Show a positive, cooperative attitude toward school.
- Abide by the rules and regulations set forth by the school and Board.

### Schools that:

- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians.

- Encourage the school staff, parents and guardians, and students to use the services of community agencies.
- Encourage parents and guardians to keep in regular communication with the school and to seek ways to involve students, parents, and community members in the educational process.

**School Personnel who:**

- Are regular in attendance and punctual.
- Are prepared to perform their duties with appropriate materials and lesson plans.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board.
- Seek changes in an orderly and recognized manner.
- Strive whenever appropriate to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action including:
  - Students' program adjustment.
  - Referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations, and other services deemed appropriate.
  - Conferences and/or contacts between administrators, parents and guardians, teachers, and students.
  - Referral to BBSST, special education or appropriate agencies for special problems.
  - Continuous improvement or professional knowledge and skills.
  - Positive, cooperative attitudes toward parents and guardians, students, co-workers, and the total school program.

**JURISDICTION OF SCHOOL BOARD**

Sylacauga City students are subject to the rules of the Sylacauga City Board of Education during the school day, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdictional control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community.

Administrators and teachers have jurisdiction to implement the disciplinary procedures of the Code of Conduct on any campus in the school system even though the student(s) may not be enrolled at the school in which the violation(s) occurs.

**SPECIAL EDUCATION**

**Philosophical Basis:**

The Sylacauga City School System is responsible for identifying all children and youth with disabilities who need special education or related services, ages birth to 21 years, who live in the school district attendance zone.

Schools will provide appropriate special education services for any eligible student residing within the city unless the student is residing and/or receiving services in a state facility or institution.

Referrals may be made by anyone with knowledge of such children or youth. Referrals may be made to the school counselor or to the special education coordinator.

**SECTION 504 OF THE REHABILITATION ACT**

A student with a disability as defined by the Act shall not be discriminated against in any program, activity, or event connected to the Sylacauga City School System. Students who qualify under the Act may require accommodations. Referrals may be made to the school counselor or to the special education coordinator or 504 services.

**GIFTED**

Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require service not ordinarily provided by regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Anyone with knowledge of a child can make a referral to receive gifted services including the child himself. The following areas are considered when determining eligibility for the program: aptitude, characteristics, and performance indicators. Students in grades k-2 are served primarily through a consultation model; services for grades 3-5 are generally provided in the form of a pullout resource program. Students in grades 7-8 are generally served through advanced core curriculum subjects; and students in grades 9-12 are served through advanced course selections of their own choice. For more information contact the special education coordinator.

**RESPONSE TO INSTRUCTION (RtI)**

Response to Instruction (RtI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems. The ultimate purpose of the RtI process is to enhance the success of students with a variety of academic and/or behavior needs, rather than solely determine whether a student qualifies for special education services. For more information contact the school principal, counselor or student services coordinator.

**SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES**

The following summaries of Alabama laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. Local boards of education are required to provide notice to parents, guardians, and students. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

**Attendance and Conduct (Alabama §16-28-12)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend schools, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on



school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

#### **Child Abuse and Neglect Reporting (Alabama §26-14-1)**

Certain persons and institutions are required by law to report known or suspected child abuse or neglect under a penalty of a misdemeanor, fine or sentence. Those who are required by law to report are: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, or any other person called upon to render aid of medical assistance to a known or suspected victim of child abuse or neglect. Besides those persons who are required by law to report child abuse and neglect, any person may make such report, if such person has reasonable cause to suspect that a child is being abused or neglected.

#### **Drop-Out/Driver's License (Alabama §16-25-40)**

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

#### **Drug Dealing (Alabama §6-5-72)**

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

#### **Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Alabama §6-1-24.1)**

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

#### **Pistol Possession/Driver's License (Alabama §16-28-40)**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public

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

#### **Possession and Possession with Intent to Disseminate Obscene Matter Containing Visual Depictions (Alabama §13A-12-192)**

\*Any person who shall knowingly possess or possess with the intent to disseminate any obscene matter containing a visual depiction of a person under the age of 17 years engaged in any type of sexual conduct or nudity may be guilty of a Class B or Class C felony.

#### **Production of Obscene Matter Containing Visual Depictions (Alabama §13A-12-197)**

\*Any person who knowingly films, prints, records, photographs or otherwise produces any obscene matter that contains a visual depiction of a person under the age of 17 years engaged in any type of sexual conduct or nudity shall be guilty of a Class A felony. For any person who violates this section, each depiction constitutes a separate offense.

#### **Dissemination or Public Display of Obscene Matter Containing Visual Depictions (Alabama §13A-12-191)**

\*Any person who shall knowingly disseminate or publicly display any obscene matter containing a visual depiction of a person under the age of 17 years engaged in any type of sexual conduct or nudity may be guilty of a Class B felony.

\*Due to graphic content, the statutes have been edited and summarized for the benefit of students and parents. Please refer to the actual code sections for the specific language.

#### **Sexual Harassment (Alabama §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 the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

#### **Teacher Assault (Alabama §13A-6-21)**

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

#### **Tobacco Possession (Alabama §28-11-13)**

It is unlawful for any minor to purchase, use, possess, or transport tobacco or tobacco products within this state.

#### **Vandalism (Alabama §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 intentional, willful, or malicious act of the minor.

### **Weapons in Schools (Alabama §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. Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, (baton, billy, blackjack, bludgeon) or metal knuckles. Violations of school board policy may also include BB or pellet guns, air guns or any device that expels a projectile with speed and may cause bodily harm.

### **Worthless Checks**

Bad debts are not an allowable expenditure for any state, federal, or public fund. A list of individuals presenting worthless checks to the school system will be maintained on a system-wide basis. Checks will not be accepted from those individuals for the remainder of the school year. The Sylacauga Board of Education will assess a service charge for each check returned by the bank. All worthless checks will be turned over to the Talladega County District Attorney. See board policies DJAB and JHA for more information.

**LOCAL BOARDS OF EDUCATION ARE REQUIRED TO PUBLISH THE FOLLOWING ACT AND SECTION.**

### **Alabama Code §16-28-12.**

“(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

“(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

“(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to

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

## **DEFINITIONS AND RULES RELATING TO FORMAL DISCIPLINARY ACTION**

**All students shall be afforded an opportunity for due process in all matters pertaining to disciplinary matters.**

### **Alternative School Programs**

The alternative school programs are designed for students who are not able to function in the structure of a regular school setting or who are potential dropouts. The board authorizes the Superintendent to establish programs of instruction for students while meeting academic or behavioral needs in a structured educational environment removed from the normal school setting. See program rules and guidelines for more information.

### **Class Pranks or Disruptions**

Class pranks have become a serious problem and will not be tolerated. Such pranks cause disruptions of the educational process and reflect a negative image on the class and that school in general. In addition to appropriate disciplinary action taken, graduating seniors may be denied participation in graduation ceremonies.

### **Corporal Punishment**

Corporal punishment (paddling) may be used as a disciplinary option by an administrator or by a certified staff member in the presence of an administrator. The use of corporal punishment requires prior consent of the parent, guardian, or other parental representative. Guidelines for the use of corporal punishment can be found in Board Policy JDA, available in the Central Office of the Board of Education and the local school office.

### **Detention Hall**

Detention hall is defined as a required period of time that may be used for study, isolation, or work detail before or after school. It is the parent's responsibility to provide transportation.

### **Drug Prevention Policy**

The Sylacauga City School System places highest priority on the elimination of substance abuse in the schools and the community. The use, possession, or transmitting of illicit substances in the

schools will not be tolerated and will be met with firm and consistent disciplinary and legal measures. The school system will provide without penalty available information to any student seeking drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students. However, once it has been determined that a student has used, possessed, distributed, sold, or is under the influence of alcohol or illegal drugs in school buildings, or on school property, or at school sponsored events, disciplinary sanctions, up to and including expulsion and referral for prosecution will be imposed.

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### Early Warning

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The Early Warning Program is a school/community-based program to assist public school personnel, parents, and law enforcement personnel in providing for early intervention for children and youth who are truant, in danger of becoming truant, or exhibit repeated behavior problems.

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### Expulsion

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Expulsion is denial of school attendance by the Board of Education and is for the duration of the regular school year. Expulsion may be recommended when a student's behavior is extremely disruptive. Upon the receipt of the principal's recommendation, the Superintendent shall schedule an administrative hearing. In the event expulsion is recommended, the custodial parent will be notified by registered mail prior to action by the Sylacauga City Board of Education.

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

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Students are expected to treat other students with courtesy, respect, and dignity. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Harassment conduct may take many forms, including (but may not be limited to) verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Any type of harassment is a violation of school board policy.

In addition, acts of retaliation against any student who has reported policy violations or sought relief provided by board policy are prohibited. Retaliation against persons who participate in related proceedings are prohibited.

All reports of harassment should be reported to the building principal or his/her designee. **See page 28 for the Bullying, Harassment or Intimidation Reporting Form.** Some student misconduct that falls under the District's Anti-Harassment policy may also trigger responsibilities under the District's Grievance policy and procedures preventing discrimination against students on the basis of race, color, national origin, sex or disability. Individuals receiving complaints of "discrimination" or "harassment" should consider all sets of District

policies that prohibit both discrimination and harassment based on race, color, national origin, sex or disability. For more information contact the building principal, see the district website and refer to board policies JCE, JM, JN, and JO.

Reported incidents will be investigated and in some cases reported to local law enforcement agencies. All students who violate these policies will be subject to disciplinary sanctions.

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### In-School Detention

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In-school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to in-school detention for a reasonable and specified period of time.

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### Juvenile Court Referral

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Students may be referred to Juvenile Court for attendance or behavior related problems. Once a student is referred, the Court will take such action as it deems appropriate. Student referral will be in the form of a complaint or petition unless the student has reached adult status in the Juvenile Court system.

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### Search and Seizure Policies

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To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. This search may include specially trained dogs and metal detectors.

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

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

#### Personal Searches:

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

If a pat down search of a student's person is conducted, it shall be conducted in private by a school official of the same sex. Another adult witness shall also be present.

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

students will be endangered by the delay which might be caused by following these procedures.

#### **Searches Involving Outside Personnel, Dogs, and/or Detection Devices:**

Searches which involve outside (non-school) personnel, dogs, and/or detection devices are permitted and will be conducted when appropriate.

#### **Seizure of Illegal Materials:**

If a properly conducted search yields illegal, unauthorized, and/or contraband materials, said items may be impounded by school officials. Students shall be given a receipt for any items impounded and parents or guardians shall be notified of all items seized.

#### **Documentation:**

The principal shall fully document every incident where a search is conducted. Such documentation shall include a detailed account of the search, items impounded, the student(s) involved, a list of all witnesses present, and other information regarding the incident.

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#### **Suspension**

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Suspension is defined as the temporary removal of a student from school for a violation of school policies, rules, regulations, or for interfering with the orderly operation of the school. Without an appropriate disciplinary hearing, cumulative suspensions shall not exceed 10 school days per semester for non-special education students and 10 days per year for special education students. In the event a proposed suspension results in cumulative suspensions exceeding ten (10) school days per year for non-special education students or ten (10) full days per year for special education students, an appropriate disciplinary hearing will be held. Only the Superintendent or his/her designee, principal, or assistant administrator shall have the authority to suspend students.

1. Credit for class work is not permitted for students suspended from school. Any previous assignments are immediately due upon Out of School Suspension. Work must be submitted to the office before the student leaves campus on the date of suspension. Nine-weeks tests, midterms, and final exams may not be made up nor will exam credit be given to those students who have been suspended during exam periods.
2. Any single suspension shall not exceed 10 school days without an administrative hearing by the Superintendent or his or her designee.
3. The Superintendent will be notified in writing of all suspensions.
4. A student being suspended will be informed of the reason for suspension, the number of suspension days, and appeal rights. A disciplinary action notice form will be provided to the custodial parent or legal guardian.
5. The custodial parent or guardian will be given the opportunity to confer with the principal before the student is readmitted to school.
6. After an administrative hearing, the Superintendent or his/her designee may suspend the student until action is taken by the Board.
7. Students suspended for any portion of the school day are not allowed to participate in or attend any school related activities until reinstated by the school administrator.

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#### **Suspension/Expulsion of Students with Disabilities**

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Any student who has been identified as ability impaired under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973, may be suspended or expelled when all procedural safeguards set forth in the above mentioned applicable laws are followed. Concerns and questions relating to Section 504 should be referred to the special education coordinator.

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

It is fundamental that an orderly school has clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Code of Student Conduct. 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.

### **CLASSIFICATIONS OF VIOLATIONS**

Proper behavior is that which enhances the learning environment. Classroom teachers are responsible for maintaining classroom discipline and will deal with general classroom disruption. **Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe should the student be referred to the principal or his/her designee.** Parents or guardians of students who consistently disrupt class and/or exhibit poor work habits should be notified by the teacher or other school official and/or referred to a guidance counselor.

When a student is brought to the office of the supervising employee, the principal/designee shall hear the student's explanation and consult further with other school personnel, if necessary, before determining the classification of violation or disciplinary measure.

The Student Code of Conduct Violations are grouped into three classes: Class I - Minor Violations, Class II - Intermediate Violations, and Class III - Major Violations. Each classification is followed by a list of offenses and appropriate disciplinary sanctions which are to be implemented by principals and designees.

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#### **CLASS I VIOLATIONS**

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|------|--|
| 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 for part of a day          |
| 1.10 | Refusal to complete class assignments                                |
| 1.11 | Failure to follow appropriate directives from a local Board employee |

- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Cheating or dishonesty in school work
- 1.15 Any other violation which the principal and/or designees may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

**Class I: Disciplinary Sanctions**

- 1. Conference with the student
- 2. Verbal reprimand
- 3. Withdrawal of privilege(s)
- 4. Parent conference(s)
- 5. Demerit(s)
- 6. Temporary removal from class
- 7. Detention
- 8. In-school suspension
- 9. Other sanction(s) as approved by the Board

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**CLASS II VIOLATIONS**

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- 2.01 Defiance, insubordination or refusal to follow appropriate directive from a school system employee
- 2.02 Vandalism/property damage
- 2.03 Theft of property – valued under \$250.00
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05)
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Anti-authority or gang related behavior
- 2.11 Unauthorized absence from school for a day or more
- 2.12 Written or verbal proposition to engage in sexual acts
- 2.13 Inappropriate touching of another person
- 2.14 Possession of and/or use of matches or lighters
- 2.15 Unauthorized possession and/or use of cell phones, camera, electronic pager or any other electronic communication device
- 2.16 Dishonesty and cheating
- 2.17 Providing false information to a school system employee
- 2.18 Providing written or verbal false information about a school system employee
- 2.19 Possession, sale and/or use of a tobacco product
- 2.20 Harassment
- 2.21 Bullying
- 2.22 Cyberbullying
- 2.23 Violation of Technology Acceptable Use Policy
- 2.24 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

**Class II: Disciplinary Sanctions**

- 1. Temporary removal from class
- 2. Detention
- 3. In-school suspension

- 4. Alternative education program
- 5. Out-of-school suspension
- 6. Referral to outside agency
- 7. Expulsion
- 8. Any sanction(s) included in Class I and other sanction(s) as approved by the Board

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**CLASS III VIOLATIONS**

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- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property – valued at \$250.00 or more
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense
- 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, possessing and/or igniting explosive device
- 3.14 Unlawful use, sale, purchase, furnishing or giving, or possession of illegal drug, drug paraphernalia or alcoholic beverage, or being under the influence of illegal drug or alcoholic beverage
- 3.15 Accessing or changing information in school computers to benefit one's self, or to endanger or cause harm to another individual
- 3.16 Any other offense which the principal and/or designee may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.17 Crimes as defined under the laws of the city, state of Alabama or United States

**Class III: Disciplinary Sanctions**

- 1. Out-of-school suspension
- 2. Alternative education program
- 3. Referral to outside agency, including the criminal justice system
- 4. Expulsion
- 5. Restitution of property and damages where appropriate
- 6. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the Board

The Sylacauga City Board of Education finds that there is a compelling public interest in insuring that all schools are safe and drug free. The Sylacauga City Board of Education, consistent with Ala. Code §16-1-24.1, adopted disciplinary actions which **will** be enacted in addition to any other disciplinary action outlined in the Code of Conduct.

When a student violates any Sylacauga City Board of Education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the principal **shall** notify appropriate law enforcement officials. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. The local schools **shall** immediately

suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five (5) calendar days.

If the student is found to have violated any Sylacauga City Board of Education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student **shall not** be readmitted to a Sylacauga City school other than the Alternative School, until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and (2) the student has satisfied all other requirements imposed for readmission. Readmission of any student determined to be guilty of an offense involving drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, may be conditional upon the student meeting certain conditions mandated by the Board of Education, the Superintendent and/or his/her designee.

## ATTENDANCE CODE FOR SYLACAUGA CITY SCHOOLS

Daily attendance is very important. Students learn and increase their knowledge by being in class each day. Students deserve every opportunity for academic success. Students, parents, teachers, administrators, and courts are partners in developing good attendance. Students are required to attend school on "Early Release" days or they will be counted absent. Perfect attendance is defined as being in school all day every day of the school year.

### Responsibilities of the Student:

1. Arriving at school prior to the opening time.
2. Being seated and ready for instruction in each class before the tardy bell rings.
3. Bringing to each class those books and materials necessary to make attendance meaningful.
4. Remaining in class for the entire class period.

### Responsibilities of the Parents:

1. Encouraging their child to be present daily and on time.
2. Discouraging their child from absences related to family trips, family illnesses, appointments, etc.
3. Calling school (if possible) when child is absent.
4. Submitting a written excuse to school officials when child is absent within 3 days of the child's initial return to school.
5. Refraining from asking the school to violate the checkout procedure approved by the Sylacauga City Board of Education.
6. Scheduling necessary appointments for their child outside the school day when possible.
7. Cooperating with the school in providing valid excuses for their child's absence.
8. Attending conferences arranged by the principal.

### Responsibilities of the Teacher:

1. Developing class incentives related to improved attendance.
2. Establishing contact with parents concerning their child's attendance patterns.
3. Working with the guidance counselor in scheduling students in programs that meet their individual needs.
4. Recognizing the importance of each class period and scheduling parent/teacher/student meetings accordingly.

5. Demonstrating to the student that planned learning experiences will take place each day.

### Responsibilities of the Administration:

1. Designing local school plans for improving attendance.
2. Enforcing a checkout system consistent with administrative policy.
3. Considering many alternatives in an effort to reduce the number of suspensions and, thereby, absent days.
4. Attempting to keep parents aware of each absence daily.

### Responsibilities of the Courts:

1. Communicating with parents concerning attendance problems.
2. Scheduling informal conferences with parents and/or students concerning attendance violations.
3. Accepting complaints and/or petitions for program violators.
4. Exerting every effort to protect the juvenile by supporting the Attendance Program.

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## State Laws Governing School Attendance and Conduct

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Listed below are excerpts of pertinent statutes relating both directly and individually to school attendance:

**Effective August 1, 2009, §16-28-3 of the *Code of Alabama, 1975*, requires that every child between the ages of 7 and 17 years shall be required to attend school.**

\*Effective July 1, 2000, §16-28-16 of the *Code of Alabama, 1975*, is amended to read as follows:

"(b) Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions of this article except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feels that it is the best interest of that child shall have the right to withdraw the child at anytime prior to the current compulsory attendance age."

The law also gives the responsibility for attendance and control of the child to the parent. (§16-28-12, *Code of Alabama, 1975*)

If the child is truant, there are several actions that can be filed against the parent and/or the child.

1. A criminal action can be brought against any "parent, guardian, or other person having control or charge of any child...who fails to have such child enrolled in school or who fails to compel such child to properly conduct himself as a pupil" and they "shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may also be sentenced to hard labor for the country for not more than 90 days..." (§16-28-12 *Code of Alabama, 1975*)
2. "It shall be unlawful for any parent, guardian, or other person to willfully aid, encourage, or cause any child to become delinquent, dependent, or in need of supervision or by words, acts, threats, commands, or persuasions, or induce or endeavor to induce, aid, or encourage a child to do or perform any act or to follow any course of conduct which would cause or manifestly

tend to cause such child to become or remain delinquent, dependent, or in need of supervision or by the neglect of any lawful duty or in other manner contribute to the delinquency, dependency, or need of a child. Failure on the part of any parent, guardian, or other person having custody of the child to cause such child to attend school as required by the compulsory attendance law shall be held to be encouraging, causing and contributing to the delinquency, dependency, or need of supervision of such child". (§12-15-13(a), *Code of Alabama*, 1975)

"Whoever violates this section shall be guilty of a misdemeanor and, upon conviction shall be fined not more than \$500 or sentenced to hard labor for the country for a period not to exceed 12 months or both." (§12-15-13(a), *Code of Alabama*, 1975)

3. Educational neglect: "Dependent child: A child whose parent(s), guardian, or custodian fails, refuses, or neglects to send such child to school in accordance with the terms of the compulsory school attendance laws of this state..." (§12-15-1(10) (h), *Code of Alabama*, 1975)

#### Action against the Alleged Truant Child:

"In case any child becomes a habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school...and the parent...files a written statement in court...the attendance officer must file a complaint before the judge of the juvenile court...whereupon such child must be proceeded against...for the purpose of ascertaining whether such a child is a dependent, neglected, or delinquent child." (§16-28-14, *Code of Alabama*, 1975)

#### Notice:

"In all cases investigated where no valid reason for non-enrollment or non-attendance is found, the **Attendance Officer** shall give written notice to the parent ...and **shall be required** to bring criminal prosecution against the parent ..." (§16-28-16, *Code of Alabama*, 1975)

Literal, not substantial, compliance is required of the notice provisions of this section. See, *Ex parte Hill*, 381 So.2d 94 (Ala. 1980) (Attached).

#### Custody:

When a child is found away from home and not in the custody of the person having charge or control, "it shall be the duty of the attendance officer, probation officer, or other officer authorized to execute writs of arrest to take into custody **without warrant** any child required to attend school..." (§16-28-17, *Code of Alabama*, 1975)

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### Regulations Governing Attendance

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#### Enrollment and Attendance

Compulsory enrollment and attendance is mandated by Alabama Law for any child between the ages of 7 and 17 years. Compulsory enrollment and attendance are required each year for these ages unless the pupil is legally excused from enrollment by the Superintendent, Board of Education, or the courts. Only these officials have authority to excuse a child from enrollment and attendance.

All school personnel shall report known cases of non- enrollment and irregular attendance to the principal. The principal shall report cases of non-enrollment or irregular attendance to the System's attendance officer.

#### Class Attendance, Tardies, and Absences

School attendance is required of all children. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences and tardies are either excused or unexcused.

#### Absenteeism

Parents or guardians shall contact school officials to report student's absence. Parents or guardians shall send a note of explanation, i.e., court notes, doctor's notes, or parent excuses to the school the day the child returns to school. Failure of the parent or guardian to send a note within three school days of the child's initial return to school will ordinarily result in the absence being marked unexcused. Check-outs and check-ins shall be considered as an absence for the classes missed. Notes of explanation for the absence will be required as noted above.

Only an excused absence permits work to be made up. It is the responsibility of the student to contact the teacher within three school days of returning to arrange for make-up work.

School sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required.

Students will not be allowed to participate or attend a school function if they are not in school for at least one half of the instructional day of the event, except for emergency situations approved by the principal.

Students with excessive excused absences that turn into unexcused absences due to lack of appropriate documentation (i.e. medical or legal written excuse) will be referred to the Early Warning Program.

Students transferring from other school systems will be held accountable for absences accumulated during the current school year. If the transferring student has already been denied credit due to excessive absences by the previous system, he/she will also be denied credit or non-promotion by the Sylacauga City Board of Education.

Credit for class work, tests, exams or projects is not permitted for students suspended out of school. Any previous assignments are immediately due upon the suspension. Work must be submitted to the office before the student leaves campus on the date of suspension.

#### Excessive Absences/Loss of Credit for Excessive Absences

The Sylacauga City Board of Education recommends a minimum attendance standard for the elementary, middle and high schools. Therefore, a student who accumulates excessive absences during a school year is subject to loss of credit and/or retention.

A kindergarten student who accumulates more than ten (10) unexcused absences during the school year may be prohibited from attending for the remainder of the school year.

Any student enrolled in grades K-8, who accumulates more than 10 unexcused absences during the year, may be subject to being retained in the same grade the succeeding year. The principal shall evaluate the attendance record and may recommend retention. It is the parent/guardian's responsibility to ensure that a written note is delivered to the appropriate school personnel. Absences beyond 10 must be documented with a medical excuse signed by the attending physician or court or legal excuse or permission of the principal to be considered excused.

Any student enrolled in grades 9-12 who accumulates more than 5 (five) unexcused absences during the semester may be denied course credit. The principal shall evaluate the attendance record and may recommend retention or loss of course credit. If a student accumulates more than five (5) excused absences per high school semester, any additional absences will be coded unexcused unless the student produces a written legal or medical statement explaining the reasons for the student's absence.

#### Due Process Procedures

- a. The parent, guardian, or student may make a written request for a hearing with the principal within five school days from the date of the notification of the loss of credit or retention.
- b. The failure of the parent, guardian, or student to request a hearing shall be sufficient evidence to sustain the loss of credit or retention.
- c. The decision of the principal at the local school to deny credit or to retain a student may be appealed to the Superintendent in writing within five school days after the hearing at the local school has taken place.

#### Excused Absences/Tardies

"Excused Absences and Tardies" are defined as the following:

1. Student illness – Students who are sick and whose illness would endanger their health and the health of others. A doctor's excuse may be required.
2. Serious Family Illness – Students in whose immediate family there is a serious illness that would reasonably necessitate the absence of a student.
3. Death in the Immediate Family – Students in whose immediate family there has occurred a recent death may be temporarily excused from school for a reasonable length of time.
4. Professional Appointments – Will be excused with note from the doctor.
5. School Sponsored Activities – Students shall be marked present when participating in a school sponsored activity away from the school building. However, any work missed must be made up.
6. Family Emergency/Crisis – Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.

7. School Closing – Weather or emergency.
8. Legal – Will be excused with documents from court officials.
9. Permission from the principal (educational, religious, etc.)

#### Unexcused Absences/Tardies

"Unexcused Absences and tardies" are defined as the following:

An absence or tardy for a reason not covered in the provision described under "Excused Absences and Tardies" will be unexcused (example: Overslept, traffic, missed bus, etc.) It is the parents' responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written note on file within 3 days upon a student's initial return to school. Each note must contain the following:

Child's full name  
Date to be excused  
Reason for absence  
Phone number to contact parent/guardian  
Signature of parent or doctor

All notes will be kept on file for the remainder of that current school year. When school officials do not know the reason for an absence, they must assume that it is unexcused.

Students must attend 51% of the day to be counted present for the day. Parents or their designee must present a written explanation and sign their children in or out of school at the office when checking in or out.

**Three (3) excused check-ins and/or checkouts (this includes tardies to school) will be counted as one (1) of the student's ten (10) absences excused with a parent note. Three unexcused check-ins or check-outs will be considered one (1) day of unexcused absence counted toward the truancy program.** Students with fifteen unexcused tardies or any combination of unexcused tardies/unexcused absences that accumulate will be referred as appropriate to the Truancy Program.

#### Make-up Work

Excused Absences Only – If a student is absent for any excused reason as defined above, the student shall be allowed to make up assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. The student and parent or guardian shall be responsible for arranging necessary make-up work.

Time limit: Written excuses for absences must be turned in within three (3) school days of the student's initial return to school from an absence. Arrangements for make-up work must be made within three (3) school days after returning to school from an excused absence.



### Tardies/Check-In/Check-Out Procedure

Students must have parent permission to check-in or out of school. Tardies to school may be considered truancy. Students with 15 or more unexcused tardies per school year may be referred to the appropriate authorities. See local school handbook for check-in/check-out procedures.

### Notification of Parent or Guardian

Attendance letters will be mailed to parents after excessive absences that are not documented by court, doctor, parent note, or principal's permission during the school year.

Tardies and checkouts will be closely monitored. Student and/or parents of students with excessive tardies and/or checkouts may be referred to the Early Warning Program or other appropriate authorities.

In keeping with the procedures of the Early Warning Program, the principals and teachers are allowed maximum flexibility to determine if absences are truancy cases before mailing the first notification to parent or guardian. All excuses must be documented in writing by the parent or guardian, by an attending physician, or by court authorities as applicable. The attendance officer or principal reserves the right, despite submission of such written excuse, to evaluate each case in its individual merits to determine if referral to the Early Warning Program is appropriate.

### Truancy/Early Warning Program

**Purpose:** The Truancy/Early Warning Program is a school/community-based program to assist public school personnel, parent, and law enforcement personnel in providing for early intervention for children and youth who are truant or in danger of becoming truant. A child is truant if no valid explanation is provided for absences or the child is absent for reasons other than those recognized as excusable.

**Description:** The Early Warning Program is a cooperative effort involving the Sylacauga City Board of Education; the Circuit Court Clerk of Talladega County; District Court Judge of Talladega County; The District Attorney for Talladega County; Juvenile Court Services; and the Department of Human Resources.

**Procedure:** Parents will be notified when truanancies have occurred. Should further truanancies occur, parents and child may be summoned to a juvenile court session. Further truanancies could result in the filing of a petition and/or other legal action.

The Sylacauga City Schools system, in accordance with the Alabama State Department of Education and in cooperation with Talladega County Juvenile Court officials, is committed to the Truancy/Early Warning Program, and has established the following timeline for reporting truancy:

Parents will be notified of unexcused absences by letter, per the following:

1. **First unexcused absence** – a letter will be sent to the student's home. Letter will be sent to the address on record at school. If a student's address changes during the

school year, parents must inform school officials immediately.

2. **Third unexcused absence** – a letter will be sent to the student's home requesting a parent conference to clarify any unexcused absences and inform parents of consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.
3. **Fifth unexcused absence** – School officials will file a truancy complaint with juvenile court officials. Juvenile court officials will send a letter to the student's home informing them that a truancy complaint has been filed in juvenile court. Court officials will notify parents of the date and time of the School/Court Early Warning Meeting.
4. **Seventh unexcused absence** – School officials will sign a warrant on parents of students in elementary school through grade 6. School officials will file a petition in juvenile court on students in grades 7-12.
5. **Ten or more unexcused absences** will result in contributing to the delinquency charge being filed against the parent(s) or guardian(s) of all students.

**Note:** It is the parent's responsibility to provide school and court officials the correct mailing address and telephone number. Any changes made during the school year need to be sent in writing to school and juvenile court officials.

**Important:** School officials will follow procedures for School/Court Early Warning meeting before filing a complaint or a warrant. Students and parents will have the opportunity to attend the School/Court Early Warning Meeting only one time during the student's school career. For example, if a student and parent attended the School/Court Early Warning Meeting when the student was in the seventh grade, and then the student has accumulated five unexcused absences in the ninth grade, the student and parent will not attend the School/Court Early Warning Meeting at that time. However, if that student reaches seven unexcused absences during that same school year, a petition will be filed on the student and/or a warrant will be signed on the parent/guardian.

### Withdrawal from School

Effective August 1, 2009, §16-28-3.1 of the Code of Alabama requires that a child over the age of 17 may withdraw from public school prior to graduation only if the following conditions have been met:

- (1) The student and the student's parent or legal guardian have completed an exit interview with school officials
- (2) The parent or legal guardian has provided written consent for withdrawal.

Whenever a student 17 years of age or older withdraws from school, the attendance officer shall notify the Department of Public Safety. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester. In addition, any students with said absences will be referred to the Department of Public Safety.

## ADDITIONAL POLICIES

### Curriculum

#### Philosophical Basis:

Student opinion regarding curriculum offerings is extremely important and, therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level, and maturity. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

#### Student Responsibilities are:

- To request participation in academic programs and extra-curricular activities that are compatible with ability.
- To seek assistance in course selection from informed professionals in the school.
- To contribute to an atmosphere free from bias and prejudice.
- To cooperate fully and exert every effort to achieve mastery of the basic skills.

#### Student Rights are:

- To have equal access to educational opportunities offered by their home school.
- To receive curriculum information that will facilitate informed choices.
- To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice.
- To participate in appropriate instructional programs in elementary, middle, and high schools.

### Cyberbullying

Cyberbullying is when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, interactive and digital technologies or mobile phones.

Students participating in cyberbullying on school campus will face disciplinary action. In addition, students participating in cyberbullying off school campus that disrupts or negatively affects the school environment may also face disciplinary action. Law enforcement officials may be contacted if deemed necessary by school officials.

### Disability Harassment

The school district has established these policies and procedures to ensure that the requirements of state and federal law are met with respect to preventing and responding to harassment and other forms of discrimination on the basis of disability. The school district will not tolerate hostile or abusive treatment, derogatory remarks or acts of violence because of disability against students, staff or volunteers with disabilities. The district considers this behavior to constitute discrimination on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Complaints of harassment on the basis of disability will be addressed and resolved in a fair and expeditious manner with the following procedures. In accordance with district disciplinary procedures, appropriate disciplinary action shall be taken against students who are found to have engaged in disability harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law. Disability harassment complaints should be reported to the campus principal or their designee.

#### Complaint Procedures:

1. **Written Statement** – The student or staff member complaining of harassment on the basis of disability shall complete a complaint form briefly describing the harassing behavior and the alleged harasser. If a student making a complaint requires assistance in providing a written statement, such assistance will be provided by a staff member (e.g., students with learning disabilities in reading or writing may choose to dictate their complaint statement). District staff may ask additional questions regarding the alleged harassment and document relevant responses, but no student making a disability harassment complaint shall be subjected to unduly burdensome questioning regarding the harassing behavior.
2. **Investigation** – The campus principal or their designee shall take reasonable steps to investigate the complaint and gather appropriate evidence and documentation, taking into consideration the nature and seriousness of the complaint, to promptly address and resolve the complaint. Designees may interview the complainant, gather statements from students and staff, gather other relevant evidence or take appropriate action upon observing acts of disability-related harassment. Allegations of disability harassment involving the campus principal or their designee shall be referred directly to the district Section 504 coordinator.
3. **Initial Meeting** – No later than 10 working days after the date of each complaint, the campus principal or designee shall schedule a meeting with the complainant to discuss the complaint, the results of the school's investigation, and the campus principal or designee's recommended action. The campus principal or designee shall inform the complainant of the right to appeal to the Section 504 coordinator and where to contact the Section 504 coordinator for that purpose.
4. **Appeal to the Section 504 Coordinator** – If a student or staff person is dissatisfied with the action recommended by the campus principal or designee, they may appeal the decision to the Section 504 coordinator by requesting a review in writing. If a student or staff person with a disability making a complaint requires assistance in providing a written statement requesting an appeal, such assistance will be provided by a staff person. The Section 504 coordinator may apply regular Section 504 complaint or grievance procedures to these appeals and address and respond to the appeal under the Section 504 grievance timelines. The timeline for the Section 504 coordinator to make a determination on the appeal, however, shall in no event exceed 10 working days from the date of the Section 504 coordinator's receipt of the written appeal. The Section 504 coordinator shall

inform the complainant of the right to appeal to the superintendent or designee and where to contact the superintendent or designee for that purpose.

5. Mediation/Conflict Resolution Option – Either the campus principal, their designee or the Section 504 coordinator may choose to address and respond to the complaint by offering to conduct a Mediation/Conflict Resolution session between the complainant and the alleged harasser in an attempt to reach a mutually agreeable resolution to the complaint.
6. Final Local Appeal – A student or staff person dissatisfied with the action or decision or the Section 504 coordinator may appeal the decision to the superintendent or their designee for these purposes. Such appeal shall be requested in writing. If a student or staff person with a disability making a complaint requires assistance in providing a written statement requesting an appeal, such assistance will be provided by a staff member. The Superintendent or designee shall reach a determination and take appropriate action within 10 working days after the receipt of a written appeal from the Section 504 coordinator's decision.
7. IEP Team or Section 504 Committee Meeting – If a campus principal, their designee, Section 504 coordinator, or superintendent's designee believes that incidents or a pattern of disability harassment may be affecting a disabled student's receipt of a free appropriate public education under either Section 504 of the Rehabilitation Act, ADA, or the Individuals with Disabilities Education Act, such staff person may initiate a request for an IEP team or Section 504 Committee meeting, as appropriate. At that meeting, the IEP team or Section 504 committee shall review disabled students' IEPs or Section 504 Plans, as appropriate, to determine if any change should be made to these plans in response to the effects of the harassment, if any, on the student's receipt of a FAPE.
8. Compliance with Procedures – Failure on the part of a student or staff member making a complaint to take the action required in these procedures may result in the closing of a complaint, although campus principals and designees may take appropriate action of their own accord, as necessary to ensure compliance with law and this policy. Failure on the part of a campus principal, designee, or Section 504 coordinator to take action within required timelines shall move the complaint to the next appeal level automatically.
9. Confidentiality – In investigating and responding to disability harassment complaints, school staff members must comply with the requirements of the Educational Rights & Privacy Act, its implementing regulations, and applicable local confidentiality policies. Students, their parents/guardians, or staff members making a disability harassment complaint shall be provided access to records related to the complaint, including statements of students or staff, in accordance with FERPA, unless such access is prohibited by FERPA or local policy.
10. Due Process Hearings and Court Actions – These procedures acknowledge that students who are subjected to disability-related harassment may request due process hearings under either Section 504 or IDEA if they believe that disability harassment has

resulted in a denial of FAPE. In addition, such students and staff may have additional rights to initiate a civil action under Section 504 of the Rehabilitation Act or IDEA in the appropriate court, although exhaustion of administrative remedies may be required prior to initiating a court action.

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### Dress Code

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Students are required to be neat, clean, and fully clothed at all school and school sponsored activities. At no time should the student's appearance create a distraction or disruption in school. **Teachers and administrators will refer students to parents when clothing, jewelry, or grooming is questionable or inappropriate. Students who have questionable or inappropriate dress will not be allowed to attend class.**

**Please refer to the local school handbook for dress code guidelines.** Any school modifying the Sylacauga City Board of Education Dress Code must obtain Superintendent approval. All modifications must be presented in writing to students prior to enforcement.

Principals shall have the discretion to determine the appropriate dress for special occasions. Parents, teachers, and principal will strictly enforce the dress code. A student may be sent home to make any necessary alterations. Since this normally works a greater hardship on the parents and guardians than the students, parents are urged to supervise their child's dress on a daily basis.

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### Electronic Communication Devices

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Unauthorized possession or use of communication devices during school hours and on school buses is prohibited. Certain electronic communication devices may be allowed on school campuses when used in accordance with local school official directives. In addition, any student in use of communication devices on or off campus that disrupts or negatively affects the school environment may face disciplinary action. Possession, production, dissemination and/or public display of obscene acts (including but not limited to sexual activity or nudity) shall be prohibited. Any such action(s) which may be in violation of the Code of Alabama, Section 13A-12-191, Section 13A-12-192 and Section 13A-12-197 will be reported to law enforcement officials.

### Use of Digital Device During the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Although administrators will make a reasonable effort to investigate reports of lost or stolen electronic communication devices, the school is not responsible for the return to owner. **See local school handbooks for guidelines and restrictions.**

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## Eligibility for Athletic and Extracurricular Activities

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### Requirements

1. Students entering the 10th, 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
  - a. Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses.)
  - b. Any student who accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
2. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
3. Students entering the 7th grade for the first time are eligible.

Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

### Guidelines

1. Eligibility will be determined before the start of each new school year. A student who is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
5. An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
6. For eligibility purposes, no special recitation, extra work, make-up work, tests, review, etc., may be given for the purpose of making a student eligible.
7. To be eligible, all students (including course repeaters and students who have been retained) must be enrolled in a specified number of new units at the school they represent.
  - a. Nine, 10th and the 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
  - b. Seniors who are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).

- c. Seventh and 8th graders must be carrying at least five new subjects.
8. The eligibility of a student who has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

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## Enrollment of New Students and Transfer Students

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Students who apply for enrollment in a Sylacauga City School must attend school in the attendance zone where they reside with a parent or legal guardian as granted by the Talladega County District Court or other appropriate court. It is the parent's/guardian's responsibility to provide school officials with verifiable student information and to notify the school immediately in writing of any changes of student information. Failure to comply with this requirement will result in an investigation and appropriate action, i.e. withdrawal of student from school, tuition fee, report to court officials and/or the Department of Human Resources, etc.

All transfer students must be in good disciplinary standing from their previous school(s) with no outstanding suspension or expulsion offenses pending. Sylacauga City Board of Education honors suspensions and expulsion from other official Boards of Education. Students transferring from a non-accredited school will be required to secure an application from the school system and take an achievement test at the local school. If a student scores lower than said grade level, the counselor and principal will place the student appropriately. A non-accredited school is one that has no accreditation by a State Department of Education or a regional accrediting institution (i.e. SACS) including private tutors.

The parents/legal guardians of children enrolling in grades K-12 shall provide the following:

Parent/Guardian Picture Identification

Birth Certificate

Copy of Social Security Card

Proof of Custody when warranted

Documented Proof of Immunization as required by state law

Withdrawal form and transcript from previous school

Proof of Residency-

**ALL STUDENTS MUST PROVIDE TWO FORMS OF RESIDENCY**

1. Rental/lease agreement, mortgage document or current real property assessment document in the parent/guardian's name. (Required proof of residency) plus one additional:
2. Utility bill for water, electric, or gas that indicates that the billing is in the parent/guardian's name and is being sent to the house.

If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation:

1. Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
2. Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;

3. Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
4. A copy of the relative/friend's proof of legal residence must be attached to the notarized statement; and
5. Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence.

If none of the above is available, then the school may use other documentation to verify residence. A home visit can be made by school staff should there be questionable documentation.

Transfer students must have withdrawal form and transcript from previous school on file.

All students are subject to home visits by the Student Services Coordinator and/or School Resource Officer.

All migratory, ELL, and homeless children as defined by the Stewart B. McKinney Homeless Act 1987 must have access to the same free appropriate public education, including public preschool education provided to the other children and youth, and will not be denied enrollment regardless of status of legal residence.

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Improving America's Schools Act of 1994, No Child Left Behind Act of 2001, and the Stewart B. McKinney Homeless Assistance Act, all homeless, migratory, and ELL children must have equal access to the same free appropriate public education, including public preschool education provided to the other children and youth. This shall be the policy of the Sylacauga City School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

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

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

#### Disputes

A dispute may arise over the eligibility status and placement decisions of homeless, migratory and ELL students.

1. If a dispute arises regarding the denial of homeless status, the parent/guardian or unaccompanied youth shall be informed of the right to challenge the decision through the following levels:
  - Homeless Education Coordinator
  - Superintendent's Office
  - Sylacauga City Board of Education
  - Alabama State Department of Education

2. If a dispute arises over the school placement of a child or youth who met the definition of homeless under the NCLB McKinney-Vento provisions, parent/guardian or unaccompanied youth have the right to:
  - Challenge the placement decision orally or in writing.
  - Be advised of the dispute resolution procedures.

#### Dispute Resolution Procedures

1. The formal dispute resolution process shall be initiated by the Homeless Education Coordinator following the receipt of a written or verbal notification of a challenge of the district's placement decision by the parent/guardian or unaccompanied youth.
2. The Homeless Education Coordinator shall review the placement decision and provide in writing an explanation of the final placement decision. The communication to the parent/guardian or unaccompanied youth shall be provided within five (5) to ten (10) working days. When necessary, the communication will be presented orally and in the language the parent/guardian or unaccompanied youth can understand.
3. Should no agreement be satisfactorily reached, parent/guardian or unaccompanied youth may further appeal the decision to the Superintendent and the Sylacauga City Board of Education verbally or in writing. The placement decision will be made, presented in writing, and shall include an explanation of the placement decision. The communication to the parent/guardian or unaccompanied youth shall be provided within ten (10) working days to the parent/guardian or unaccompanied youth and the Homeless Education Coordinator.
4. If the dispute has not been satisfactorily resolved at the district level, parent/guardian or unaccompanied youth should be informed of their right to appeal the decision to the Homeless Education Coordinator at the Alabama State Department of Education.
5. Enrollment disputes between school districts should be resolved at the Alabama State Department of Education.

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#### Field Trips

Students making a trip under the sponsorship of the school are required to have a form signed by their parents/guardians giving them permission to take the trip and releasing the school from any liability for any accident or injury.

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#### Free Speech/Expression

##### **Philosophical Basis:**

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

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**Student Responsibilities are:**

- To respect the rights of others and 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 preserves the dignity of all persons.
- To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

**Student Rights are:**

- To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, libelous, or disruptive to the educational process.
- To affirm identity with the American ideals as are exemplified in the Constitution of the United States.
- To refrain from any activities which violate the precepts of their own religion.

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**Gang/Secret Society Affiliation**

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A "gang" is a group of three or more individuals with a common interest, bond or activity. The board of education believes that anti-authority gang related dress and behavior have the potential of endangering the safety and welfare of students and school personnel and of disrupting the educational process. Membership in a gang often is marked by certain colors or distinctive symbols and the use of certain signals and gestures. Students who engage in behavior or adopt dress style or personal appearance suggestive of gang membership not only may endanger the welfare and safety of other students or school personnel and disrupt the educational process, but themselves may become victims of delinquent, criminal or antisocial conduct. The board has no tolerance for gangs and declares that policies, including, but not limited to the code of conduct shall be used and enforced in a manner to prevent the initiation and continuation of gangs in the school system.

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**Grades**

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**Philosophical Basis:**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades will not be used as a means of maintaining order in a classroom.

**Student Responsibilities are:**

- To become informed of the method of grade determination in each class.
- To maintain standards of academic performance equal to ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

**Student Rights are:**

- To be knowledgeable of a teacher's method of grade determination in each class at the beginning of each year or semester course.
- To receive periodic progress reports.

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**Grievance Procedures**

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The primary purpose of this procedure is to provide for the prompt and equitable resolution of student complaints, grievances, and appeals for long-term suspension or expulsions.

A grievance shall mean a complaint by a student or group of students that there has been a violation, a misinterpretation, or inequitable application of any policy or practice of the school or school system.

Attendance hearings, disciplinary hearings, or other matters not specifically mentioned herein, that may be appealed under provisions provided in the Student Code of Conduct or other authorized and prescribed procedures are not subject to the provisions of this policy.

The grievance may be initiated orally or in writing at Level One and must be filed within 20 school days following the act or condition which is the basis for the complaint. Beyond the initial step, the grievance shall be in writing.

**PROCEDURE**

Each level of the procedure shall be observed and used with normal order of proper channels. If the time limits specified in each level of the procedure are not met, the grievance shall be considered waived.

**LEVEL ONE (Informal Procedures)**

The aggrieved student must first discuss his/her grievance with the principal with the objective of resolving the matter informally. The aggrieved student and principal shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. At the conference, the aggrieved student may appear alone or be accompanied by his/her parent/guardian or a mutually acceptable person, with principals being accorded the same privilege; however, neither party may be accompanied by legal counsel at this level.

**LEVEL TWO (Formal Procedures)**Step 1

If as a result of the discussion between the aggrieved student and principal, the matter is not resolved to the satisfaction of the student, then within five (5) school days he/she shall set forth his/her grievance in writing to the principal specifying:

1. the nature of the grievance,
2. the nature or extent of the injury, loss or inconvenience,
3. the remedy expected, the results of previous discussions, and,
4. dissatisfaction with decisions previously rendered.

The principal shall communicate his/her decision to the aggrieved student in writing within five (5) school days of receipt of the written grievance. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the aggrieved.

Step 2

If the aggrieved student is not satisfied with the disposition of his/her grievance at Level Two, Step 1, he/she may within five (5) school days of receipt of the written notification from the principal present

his/her grievance in writing to the Superintendent and Title IX Coordinator or 504 Coordinator, as appropriate.

The written grievance should specify the following:

1. the nature of the grievance,
2. the nature or extent of the injury, loss or inconvenience,
3. the remedy expected, the results of previous discussions, and,
4. dissatisfaction with decisions previously rendered.

The Superintendent and the Title IX Coordinator or 504 Coordinator, as appropriate, will review the written record, counsel with the aggrieved student, hear witnesses if needed, and render a decision in writing within ten (10) school days after the completion of the hearing by the Superintendent and Title IX Coordinator or 504 Coordinator, as appropriate. If a general hearing/review is held, the aggrieved student may appear alone or be accompanied by his/her parent/guardian or a mutually acceptable person, with Superintendent and Title IX Coordinator or 504 Coordinator being accorded the same privilege; however, neither party may be accompanied by legal counsel at this level.

### **LEVEL THREE (Formal Procedures)**

#### Step 1

In the event the aggrieved student is not satisfied with the disposition of his/her grievance at Level Two, Step 2, he/she may file the grievance in writing with the Board. This must be done within five (5) school days after the decision from Level Two, Step 2.

He/she may request a hearing before the Board and request the Superintendent to submit to the Board a resume of previous discussions and decisions. At this level, the aggrieved student may appear alone or be accompanied by his/her parent/guardian, a mutually acceptable person, or legal counsel, with Superintendent and Title IX Coordinator or 504 Coordinator being accorded the same privilege. The aggrieved student shall be given a written decision by the Board within 31 calendar days.

#### Step 2

In the event the aggrieved student is not satisfied with the disposition of the grievance by the Board, he/she may appeal such a decision to the appropriate authorities as provided by law or seek recourse through a state or federal court system.

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### **Guidance Services**

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#### **Philosophical Basis:**

Personal concerns of students can seriously limit or enhance educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that it will enhance educational development.

#### **Student Responsibilities are:**

- To use guidance services for their own educational and personal improvement.
- To schedule appointments with guidance personnel in advance unless the problem or concern is an emergency.
- To work cooperatively with guidance personnel.

#### **Student Rights are:**

- To be informed as to the nature of the guidance services available in school.
- To have access to individual and group guidance.

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### **Immunization Requirements**

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According to Alabama law (§16-30-4, *Code of Alabama*) Boards of Education shall require each pupil who is otherwise entitled to admittance to present an Alabama Certificate of Immunization. Therefore, no student will be admitted to Sylacauga City Schools without this certificate of immunization. These certificates may be obtained from the Health Department or your local physician.

Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). Please consult your physician or local health department for more information.

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### **Meal Charge**

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Uncollected charged meals constitute a bad debt and are unallowable in accordance with federal and state regulations. If a student does not have sufficient funds in his/her account to cover the cost of a meal and does not have enough money to pay at the time of purchase, then an alternate meal may be substituted for the regular lunch. This alternate meal shall consist of a sandwich, fruit, and milk to provide sufficient nutrition for the child. No ala carte items may be charged and adults will not be permitted to charge meals.

The Child Nutrition Program should give notices to children before their account reaches \$2 in order to have continuous meal service.

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### **Medication**

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There are several requirements that parents need to meet in the event that a child needs to take medication during the school day. Any use of required medications must be accompanied by written documentation from the parent/guardian and kept in accordance with the local school's medication plan. The parents/guardian or the emergency contact designee must bring the child's medication to school along with a Permission to Administer Medication form completed by the parent/guardian. This includes over-the-counter medications as well as prescription medications. If the medication is a prescription medication, it must be accompanied by a physician's signature.

Medications must be registered with the school nurse. Medications should be in the original container and be properly labeled with student's name, date of prescription, name of medication, dosage strength, time interval, method of administration and date of drug expiration, when appropriate.

Self administration of medication may be permitted when it is necessary for the health and well-being of the student. Only asthma medication and epi-pens (for acute allergic reactions) are allowed for self-administration. A parent/guardian and physician authorization

for self administration, including the physician's instructions for self-administration, must be provided to the school. See local handbook for administration procedures for all types of medication. **Policy and procedure violations will be considered a Class II or Class III offense.** Any medication that is not picked up at the end of the school year will be destroyed by the school nurse.

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### Non-Resident Student Tuition

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Students who do not reside within the boundaries of the Sylacauga City Schools may attend the district upon payment of a non-resident tuition fee as established by the Board of Education except those students who are resident in districts under Federal Court supervision shall not be considered for tuition enrollment. Acceptance and placement of non-resident students will be at the discretion of the board of education. The school board will re-evaluate tuition status on an annual basis. The board will consider the following factors in determining tuition status: availability of space at the grade level; attendance history; previous and current academic performance and educational programs; and discipline records. See Board policy JBCBA for additional information.

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### Parent's Right to Know Notice

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In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, parents through the Right-to-Know provision, may request information regarding the professional qualifications of their child's classroom teacher(s) or the qualifications of instructional assistants providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments. This Right-to-Know applies to any and all schools receiving Title I funds. For that information, send your written requests to the school principal or to the school district Title I coordinator.

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### Privacy and Property Rights

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#### Philosophical Basis:

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.

#### Student Responsibilities are:

- To attend school-related activities without bringing materials or objects prohibited by law or Board policy or which detract from the educational process.
- To respect the property rights of their fellow students, as well as those of others, on school grounds or at school activities, and to refrain from destruction of, or damage to, such property.

#### Student Rights are:

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or Board policy.
- To attend school in an educational environment in which personal property is respected.

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### Public Complaints

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The proper channeling of complaints involving individual students or a local school matter is as follows: 1) the teacher; 2) the principal; 3) the Superintendent of Schools; 4) the Board of Education.

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### School Visitors

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#### General

In order to maintain a safe and organized environment within the schools of the School District, all visitors, including but not limited to parents, guardians and vendors are required to report immediately to the school office upon arrival at a school campus. No person shall disrupt the peaceful and orderly conduct of classes, enter the school premise without authorization, or refuse to comply with any reasonable order of school district officials. Persons wanting to schedule a conference or meeting should refer to the local school handbook for procedures. See local school handbook for sign-in procedures.

#### Penalties for Failure to Follow Policy

Refusal to register through the principal's office or to identify one's self to school authorities may constitute trespassing and constitute grounds for prosecution.

#### Student Visitors

Students enrolled in the schools of the School District are not permitted to bring visitors to school during regular school hours without prior approval by the principal.

#### Students Being Checked Out of School

All parents or guardians or other authorized persons coming to school to check a student out of school must do so through the principal's office via the school's approved check-out plan. Such persons are not to go directly to classrooms for this purpose. Visitors to the school must report to the principal's office for permission to visit. Authorized visitors will be issued a visitor's badge to wear prior to visiting in the school. Persons without badges will be considered trespassers.

#### School Volunteers

The school board recognizes that volunteers can make valuable contributions to the schools and can be effective learning resources. The school's principal and teacher(s) or supervisor(s) must approve school volunteers prior to said volunteers assuming any duties at a school. Refer to the local school handbook for guidelines and procedures.

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### Social Security Numbers

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Each child enrolled in an Alabama public school grades kindergarten through 12 shall have a Social Security Number and a valid Social Security Card.

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### Student Arrival at School

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Students not transported by bus should not arrive at school prior to twenty minutes before the time set for opening classes since



supervision is not available. See local school handbook for arrival times.

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### Student Pregnancy

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Pregnant students may attend school and participate in regular school programs. The principal/guidance counselor should be contacted for the purpose of a possible limitation of normal activities.

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### Student Publications

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#### Philosophical Basis:

Education is the process of inquiring and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects.

#### Student Responsibilities are:

- To refrain from publishing libelous, obscene, or materials deemed disruptive to the educational process.
- To seek full information on the topic about which they write.
- To observe the accepted rules for responsible journalism under the guidance of the faculty advisor and/or principal.

#### Student Rights are:

- To participate, as part of the educational process, in the development and distribution of publications.

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### Student Records

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#### Philosophical Basis:

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy. These safeguards may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use. The Superintendent of schools will institute specific procedures for the implementation of this policy as dictated by the Right to Privacy Act.

#### Student and Parent/Guardian Responsibilities are:

- To inform the school of any information that may be useful in making appropriate educational decisions.

#### Student and Parent/Guardian Rights are:

- To inspect, review, and challenge the information contained in records directly relating to the student.
- To be protected by legal provisions that prohibit the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardian, or eligible student.

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### Transportation

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Parents and students should be aware that the sole purpose of a school bus is to transport students safely to and from school. Since the school bus driver carries this heavy burden of responsibility, the school bus is considered an extension of the classroom and all Sylacauga City Board of Education rules apply. The following

guidelines are to be followed when riding the bus. Any student not abiding by these guidelines may be subject to discipline as outlined in the DEFINITIONS AND RULES RELATING TO FORMAL DISCIPLINARY ACTION in this publication:

The following regulations shall apply to all students riding School District-owned or leased buses:

#### Part I: Rules for Conduct

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent(s) or guardian(s) for such trips.
4. Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.
5. Students shall be at the place designated both morning and evening ready to board the bus at time shown on schedule. Driver is responsible for maintenance of this schedule and cannot wait for tardy pupils.

#### Part II: Personal Safety

1. Students should walk on the left facing traffic to the bus stop and stay off roadway at all times while waiting for the bus;
2. Students should wait until the bus has come to a stop before attempting to get on or off;
3. Students should enter or leave bus only at front door after bus has come to a complete stop, except in the case of an emergency;
4. Students should cross highway, if necessary, after leaving bus in following manner:
  - a. Make certain that the bus is stationary;
  - b. Upon leaving the bus, stand at the side of the road and wait for proper signals from the driver to cross the road;
  - c. Upon signal from driver, look both right and left and proceed across the road 10 feet in front of the bus

#### Part III: Guidelines for Video Monitoring Systems

School systems should communicate and enforce policies and procedures to the following when using on-board video monitoring systems. The video camera on a school bus should be used only as an aid to monitor student and driver behavior. It should not replace the discipline policy, the authority of the driver or the responsibility of the school officials. The basic safe riding rules must prevail and the consequences of misconduct must be carried out.

This shall serve as notification to parents that students and drivers are subject to be videotaped on the school bus at all times. Student conduct prohibited by state and school district student disciplinary code will result in appropriate consequences as defined in policy. The actual taping shall be audio and video.

Video cameras may be used for monitoring drivers. Drivers will be notified as to the extent of their use and for what purpose they will be used.

#### Part IV: Consequences for Violating School Bus Rules

##### DISOBEDIENCE/DEFIANCE OF AUTHORITY

Safety Issues, Vandalism, and Cursing-Rudeness all fall under the category of Disobedience/Defiance of Authority

##### Safety Issues

Standing up, hanging out windows, throwing objects, loud talking or yelling, unsafe boarding procedures

##### Vandalism

Any student who vandalizes the bus will be required to pay for the damage or fix the damaged area. Examples would be cleaning graffiti, purchasing a new seat cover, replacing a window, etc.

##### Cursing-Rudeness

No student shall curse, talk back or intentionally argue in a demanding or disruptive manner with other students or with the bus driver. No student shall show disrespect to a fellow student or the bus driver.

	<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Grades 6-12</u>
1 <sup>ST</sup> OFFENSE	1 day	3 days	5 days
2 <sup>ND</sup> OFFENSE	3 days	5 days	10 days
3 <sup>RD</sup> OFFENSE	5 days	10 days	Off the bus
4 <sup>TH</sup> OFFENSE	Off the bus	Off the bus	

##### FIGHTING

	<u>Grades K-5</u>	<u>Grades 6-12</u>
1 <sup>ST</sup> OFFENSE	5 days	Off the bus
2 <sup>ND</sup> OFFENSE	10 days	Processed under the
3 <sup>RD</sup> OFFENSE	Off the bus	district's no fight policy

**The days students are absent from school do not apply toward days suspended off the school bus.**

##### POSSESSION OF DRUGS OR WEAPONS

Possession of drugs or weapons on the bus will be handled in accordance with Board policy with removal from school pending a due process hearing within ten days. Consequences may include out of school suspension, alternative school and/or expulsion.

**Any Class III Violation committed on the bus will result in disciplinary action outlined under Class III Violations on page seven. (Grades 6-12)**

*Riding the bus is a privilege not a right. Misconduct on the bus can result in the student losing that privilege.*

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##### Unsafe School Choice Policy

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A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school," "TOS" or "TOS school" shall mean a persistently dangerous school as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, § 9532 (a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including

rape) as these offenses are defined in the Criminal Code of Alabama (see § 13-A-6-1, et. Seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

##### **NOTIFICATION OF RIGHTS UNDER PUBLIC LAW 93-380**

Parents or guardians have the right to inspect and review all official records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age.

A request to review such records must be made in writing to the school principal. Upon review of such records, the parent, guardian, or eligible-age student may request in writing a hearing to challenge the content of such records if desired.

No personally identifiable information of students will be released without the written consent of parent, guardian, or eligible-age student **expect to:**

1. School personnel involved in the educational process
2. Officials of other schools in which the student enrolls or intends to enroll
3. Authorized representative of
  - a. Comptroller General of the United States
  - b. The Secretary of the Office of Education
  - c. An Administrative Head of an Education Agency
  - d. Any State Education Agency

Transcripts of permanent records will be sent to other school in which a student enrolls, or intends to enroll when requested in writing by school officials or when requested in writing by the parent, guardian, or eligible-age student.

##### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION FOR THE USE OF TECHNOLOGY**

*The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Sylacauga City Board of Education (SCBOE), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the SCBOE may disclose appropriately designated "Directory Information" without written consent, unless you have advised the District in writing that you do not want your child's information disclosed. The primary purpose of directory information is to allow the SCBOE to include this type of information from your child's education records in certain school publications.*

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written

consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA in writing that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want the SCBOE to disclose directory information from your child’s education records without your prior written consent, you must notify the School principal in writing within fifteen school days of the student’s first day of attendance. The SCBOE may disclose the following examples as directory information:

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

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS FOR THE USE OF TECHNOLOGY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records.

These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible student should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School principal decides not to amend the record as requested by the parent or eligible student, the School principal will notify in writing the parent or eligible student of

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

the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to a consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records **without consent** to officials of another school or school district in which a 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. The name and address of the Office that administers FERPA are:

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

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

- *Consent* before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. 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 for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. 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 administrations or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

The Sylacauga City Board of Education (SCBOE) will develop these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student's privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The SCBOE will notify parents and eligible students of these policies annually through the publication of the system Student Code of Conduct and upon enrollment of students thereafter.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

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

## RESTRAINT AND SECLUSION

The Sylacauga City Board of Education requires that all schools and programs within the school district comply with the State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of "seclusion" or "restraint," as those terms are defined within the rule.

### Physical Restraint

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-

escalation techniques. Physical restraint is prohibited as a form of discipline or punishment.

The Sylacauga City Board of Education recognizes that in determining when and how to implement this policy and procedures related to it, educators will be required to exercise their professional judgment and discretion. Therefore, this policy is not intended to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the school district that use physical restraint as defined the State Board of Education rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at minimum, the following:

- A. Positive Behavioral Interventions will be used to de-escalate, if possible, before initiating restraint.
- B. When a pattern of aggressive behavior is established, training in therapeutic restraint will be provided for staff involved with the student.
- C. When possible, a third party will assist by monitoring the safety of the student.
- D. Documentation of the use of physical restraint will be submitted to the building administrator and appropriate central office personnel and upon request, the Alabama Department of Education.
- E. If the behavior of a special education student indicates that mechanical restraint should be used, the IEP team will convene.
- F. The school nurse will see the student as soon as possible after the restraint on the day of the restraint.
- G. Staff will notify the parent on the day of the restraint and within 24 hours send home a written notification of the restraint.
- H. Staff will meet to debrief after the restraint. Debriefing will include assessing steps taken to de-escalate the behavior both before and during the restraint.

### Seclusion

The Board of Education also prohibits the use of seclusion, as that term is defined in State Board of Education Rule 290-3-1-.02(1)(f).

### Alabama Code §290-3-1-.02(1)(f) Seclusion and Restraint for ALL Students

1. Definitions
  - (iii). Physical Restraint – Direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably

needed to prevent imminent destruction to school or another person's property.

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

(v). Seclusion – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (1.) (vi) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is prohibited in Alabama public schools and educational programs.

## 2. Requirements

(i) The use of seclusion is prohibited in Alabama public schools and educational programs.

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

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

## STUDENT TECHNOLOGY USAGE POLICY (TUP)

### POLICY STATEMENT

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Sylacauga City Schools. Use of any and all technology resources is a privilege and not a right.

### TECHNOLOGY USAGE POLICY

The term "technology," as used in this document, is intended to have a broad interpretation. It includes but is not limited to computers, digital devices, digital storage devices, electronic communication devices, network equipment, the Internet, email, software, software

and network accounts, and online venues such as websites, blogs, and online class management systems. This Technology Usage Policy applies to all technology owned, leased, operated, or maintained by the Board, regardless of the physical location of the resource or the user. It also applies to all technology (regardless of ownership) brought onto school property.

This Technology Usage Policy provides examples of unacceptable practices and other conditions and restrictions. These examples, conditions, and restrictions should not be considered complete or comprehensive. Other rules may be added during the school year. If this occurs these rules will be published online and distributed to all employees and students. They will become part of the Student Code of Conduct, regardless of whether or not physical booklets are reprinted during the school year.

In exchange for access to and use of the Sylacauga City Schools' technology resources, I agree to abide by the Sylacauga City Schools' Technology Usage Policy and all of the terms and conditions expressed therein. My signature on the Notice of Receipt page indicates that I have received, understand and agree to all of the following terms, conditions and requirements.

### INTRODUCTION

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

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Purpose Statement and instructional goals of the Sylacauga City Schools. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge.

Thus, it is the intention of the Sylacauga City Schools that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of Sylacauga City Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. The administrators of each school are responsible for establishing specific practices to enforce this policy at individual schools.

Aspects of this policy may specifically address technology equipment personally owned by school system employees and/or students and brought into school facilities or onto school campuses to access school resources and/or personal resources. All personal technologies used on any Sylacauga City Schools' campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. No technologies may be purchased, brought on campus, or used to access school

system resources that interfere with or adversely affect functions or operations of school system technology resources/infrastructure.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Sylacauga City Schools' campus is subject to all school system policies and guidelines, as well as local, state, and federal laws. Students and employees are expected to be aware of and follow the guidelines which are updated annually and posted on the Sylacauga City Schools web site's Technology page and referenced in the Employee Handbook and/or the Student Code of Conduct.

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

## **PARENTAL PERMISSION**

### Internet Access Release

Parents of students under the age of 17 may request that their child not be allowed to independently access the Internet by notifying the school principal in writing within ten (10) school days of the student's first day of attendance each school year. This restriction will apply to the student independently operating any Sylacauga City Schools owned, leased, or controlled technology resource to access the Internet. It does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school. In these cases, school personnel will take appropriate steps to restrict the student from using computers to access the Internet independently. However it is not reasonable that school personnel can directly supervise every student every minute of the day they are on the computer.

### Media Release

From time to time the school and/or school district may wish to publish the image and/or intellectual property of students in order to enhance individual, group, school, or system-wide accomplishments. Intellectual property includes, but is not limited to, photographs, audio/video productions, and other written and graphic works. These reproductions can be used to publicize/promote the child's school or the school district through the commercial print or television media and through its own media productions. This also includes school yearbooks, school newspapers, and programs for school events such as athletics, choral, and band.

Unless parents notify the school in writing that they do not grant the Sylacauga City Schools the right and permission to publish their child's image and/or intellectual property, these images and/or intellectual property may be used for publication, broadcast, or reproduction without limitations, or reservation, or any fee.

Parents of students under the age of 17 who do not grant such permission must write to the school principal within ten (10) school days of the student's first day of attendance each school year. A form to assist in further clarifying the parent's wishes is available on the System's website under Technology. This form provides parents with the option of denying all such publishing or requesting partial restrictions that would prevent public publishing, but allow their

child's image to be included in yearbooks, school newspapers, etc. Once submitted, parents can change or remove these restrictions by submitting such changes in writing to the school's principal. However, the district and/or school cannot retract or change any items that were sent to publishers prior to the parent submitting the change.

### Web Release

From time to time a teacher, the school, and/or the school district may wish to publish the image and/or intellectual property of students to its various websites in order to enhance individual, group, school, or system-wide accomplishments. Intellectual property includes, but is not limited to, photographs, audio/video productions, and other written and graphic works. Parents should know students' identifiable photographs along with their full name may be posted on the Internet to showcase accomplishments.

In addition, many teachers now use blogs as a means of having students submit comments and intellectual property as a modern-day method of engaging students in learning. The work that students submit to these blogs is readable by the general public. Students are instructed never to use their full name in their postings unless using a Sylacauga City Schools' hosted or private site.

Unless parents notify the school in writing that they do not grant the school and/or Sylacauga City Schools the right and permission to publish their child's image, full name with image, and/or intellectual property on its various websites, then these images and/or intellectual property may be used in web publications without limitations, or reservation, or any fee.

Parents of students under the age of 17 who do not grant such permission must write to the school principal within ten (10) school days of the student's first day of attendance each school year. A form to assist in further clarifying the parent's wishes is available on the System's website under Technology. Once submitted, parents can change their restrictions by submitting such changes in writing to the school's principal.

### Children's Online Privacy Protection Act

Parents should be aware that many educationally useful websites must comply with Federal "Children's Online Privacy Protection Act" (COPPA) regulations. From time to time teachers may have their students use online educational sites which require parental permission for students under the age of 13 due to the COPPA. The Technology Coordinator will be notified of all such sites prior to their use by any class by the teacher. The site will be reviewed for approval. Approval will be based on curriculum, content, advertising content, etc. If you do not wish your child to use these 'approved' sites must write to the school principal within ten (10) school days of the student's first day of attendance each school year. This denial will not affect other Internet use by your child.

## **DISCIPLINARY ACTIONS:**

Students and employees are responsible for their behavior as it relates to technology. Therefore, students and employees who are issued individual computer network and/or email accounts shall take responsibility for keeping their login IDs and passwords secure. School and/or district-level administrators will make the determination as to whether specific behavior has violated acceptable practices and policies. Disciplinary actions for violating the Technology Usage

Policy will be commensurate with those outlined in the Sylacauga City Schools' Board Policy and/or Student Code of Conduct. In certain cases financial penalties may apply. Any student identified as a security risk, or as having a history of such, may have their access to technology restricted or denied and may be prohibited from bringing personally-owned technology on campus. Technology networks can provide individuals with access to locations in the United States and around the world. Persons should be aware that they may be liable for hurtful speech, invasion of privacy, copyright, and other violations in all 50 states and worldwide. Sylacauga City Schools will cooperate with any properly executed request from any local, State, or Federal law enforcement agency or civil court.

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### Access

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- A. The use of all Sylacauga City Schools' technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of Sylacauga City Schools' technology must be aware that Sylacauga City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology-related devices without consulting the technology staff. Regardless of purchase date, location or funding source, all personnel should adhere to the Electronics Purchasing and Disposal Guidelines in regard to all purchases and disposals.
- C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.
- D. Individuals identified as a real or suspected security risk will be denied access.
- E. Any use of technology resources, regardless of ownership, that reduces the efficiency of use for others will be considered a violation of this policy.
- F. Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure
- G. Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.
- H. Personal technology-related devices such as, but not limited to laptops, smart-phones, iTouch/iPods/iPads, cameras, eReaders or other eDevices, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration and in conjunction with each classroom teacher. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff. Public Internet access is available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.

- I. The school is not responsible for attempting to recover lost or stolen technology devices when students have not properly secured them in their school locker and/or personal vehicle.
- J. The Technology Coordinator, Network Administrator and/or school system administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts.
- K. School officials may read, examine, or inspect the contents of any personally-owned technology upon reasonable suspicion that the contents or recent utilization of the device or account contains evidence of a violation of Board Policy, the Student Code of Conduct, Technology Usage Policy, or other school or system rules or regulations.
- L. Users shall not install or modify wireless connectivity devices such as wireless access points and routers.
- M. Students shall not connect personal devices to system-owned or maintained equipment, or "tether", in order to use WiFi or cellular services, such as 3G or 4G mobile technology, through which unfiltered Internet access may be gained.

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### Privacy and Data Security

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- A. To maintain network integrity and to ensure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the Technology Coordinator, Network Administrator and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the Sylacauga City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.
- C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. Sylacauga City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
- E. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technology resources.
- F. Students and employees are expected to follow all local, state and federal laws and system policy regarding the protection of student and employee confidential data.
- G. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Sylacauga City Schools. Any such unauthorized usage shall be reported immediately to the local school Technology Coordinator and/or Network Administrator.
- H. All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.
- I. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use

his/her network account and/or password to access the network, email, specific software packages, or the Internet.

- J. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data as hard drives may be wiped clean during repair.
- K. Users must have no expectation of privacy in anything they create, store, send or receive on the Sylacauga City Schools' computer system. Emails can be monitored without prior notification if Sylacauga City Schools' deems this necessary. If there is evidence that users are not adhering to the guidelines set out in this policy, Sylacauga City Schools reserves the right to take disciplinary action, including termination and/or legal action.
- L. Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or employee personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen or if the security of this data is believed to have been breached in any way, the Technology Coordinator should be notified immediately.
- M. Students and employees shall be prohibited from uploading any inappropriate digital pictures, videos or other material taken on school property or at any school sponsored function. Examples of inappropriate material shall include but not be limited to the following: information that is vulgar, violent, profane, illegal, inflammatory, sexual, demeaning, insulting, harassing or embarrassing. Any student or employee that engages in such conduct shall be disciplined in accordance with Sylacauga City Schools' Board Policy and/or Student Code of Conduct.

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### Copyright

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- A. Illegal copies of software/media may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the Technology Coordinator, Network Administrator, or local school Media Specialist.
- C. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. It is the student's or employee's responsibility to secure proper usage permission.
- D. Duplication of any copyrighted software/media is prohibited unless specifically allowed in the license agreement and, then, should occur only with the knowledge of the technology staff.
- E. A backup copy of all purchased software programs may be made and, thus, become the working copy.
- F. Either the Technology Coordinator or Network Administrator is authorized to sign license acknowledgements for a school within the system. Copies of any system-wide license agreements must be signed by the Technology Coordinator and/or

Superintendent and distributed to all schools that will use the software. All binding contracts/agreements must be signed by the Superintendent.

- G. The district technology staff is responsible for installation of all software in use on the wide area network, local area network and/or individual devices within and purchased by Sylacauga City Schools.

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### Electronic Mail

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- A. Sylacauga City Schools provide access to email accounts for all employees, long-term substitutes, and for Sylacauga High School and Nichols-Lawson Middle School students. Email accounts may be granted for school related organizations or classes with designated employee sponsors.
- B. Sylacauga City Schools makes a reasonable effort to maintain (backup) email for normal business operations. Backups are maintained for a maximum of 2 years.
- C. Personal use of email is permitted for employees as long as it does not violate Sylacauga City Schools' policy and/or adversely affect others or the speed of the network.
- D. Use of Sylacauga City Schools' email accounts for harassing or threatening is strictly prohibited.
- E. Sylacauga City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- F. When employing email, all users are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Users must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.
- G. Sylacauga City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other for educational purposes.
- H. Sylacauga City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- I. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- J. There is a system imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails.
- K. Incoming and outgoing email is filtered by the district for viruses, phishing, and/or malware. However, no filtering system is foolproof, and material deemed inappropriate by individual users or harmful may be transmitted in spite of filtering. Sylacauga City Schools cannot assume any liability for such breaches of the filter.
- L. Email accounts will expire on the last full day of employment.
- M. At the discretion of the Technology Coordinator, email accounts may be locked without notice.
- N. Email accounts are assigned to new employees when their employment is approved by the Board of Education and when the new employee has read and signed acknowledgement and understanding of the Sylacauga City Schools' Technology Usage Policy. All email accounts maintained on the Sylacauga City Schools' email and Internet communication systems are



property of Sylacauga City Schools. Sylacauga City Schools maintains student accounts, employee accounts and employee-sponsored accounts.

- I. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

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### Internet Use

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- A. The intent of the Sylacauga City Schools is to provide access to resources available via the Internet with the understanding that employees and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Teachers should screen all Internet resources before projecting them in the classroom.
- D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and are allowed to conduct independent research on the Internet unless a parent requests that their child not be allowed to independently access the Internet by notifying the school principal in writing.
- E. Internet activity can and will be monitored, along with other aspects of technology usage.
- F. Internet access for all users is filtered through one central point by URL (web address) and by IP address and by keyword(s).
- G. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Technology Coordinator.
- H. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.
- I. Internet use refers to internet access via all Sylacauga City Schools private and public networks regardless of device ownership.

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### Web Publishing

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- A. The Sylacauga City Schools' web site is limited to usage associated with activities of Sylacauga City Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- B. The Technology staff reserves the right to reject all or part of a proposed or posted web page.
- C. An employee's primary web page should be housed on the Sylacauga City Schools' web site.
- E. Links from pages housed on the Sylacauga City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- F. Student posting of personally identifying information of any kind on the Sylacauga City Schools' website or linking to personal information from the Sylacauga City Schools' website is prohibited. Personally identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc.
- G. No written permission is required to list employees and their school contact information (phone extension, email address, etc.)
- H. Permission for publishing employee photographs on the Sylacauga City Schools' website is assumed unless the employee specifies otherwise in writing to his or her direct supervisor.

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### Examples of Inappropriate Use of Resources

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This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" or "verbal form" is also considered inappropriate in electronic form. Information, such as but not limited to STI/iNow data, accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Sylacauga City Schools' network, email system, hardware, software, technology services, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password.
- B. Sharing passwords.
- C. Trespassing in another user's files, folders, home directory, or work.
- D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location.
- E. Downloading, installing, or copying software of any kind onto a computer, laptop, home directory, network drive, or other e-device (except for approved updates or apps).
- F. Harassing, insulting, embarrassing, or attacking others via technology resources.
- G. Damaging/abusing technology resources, including, but not limited to, printers, telephones, computers, computer systems, any e-device, or computer networks.
- H. Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity.
- I. Accessing inappropriate material stored on resources such as, but not limited to, digital cameras, flash drives, iPods, online storage, cell phones, web sites, etc.
- J. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent; illegal; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling sites, etc.)
- K. Sending, displaying, or downloading offensive messages or pictures.
- L. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- M. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate, harassing, and/or embarrassing pictures.
- N. Editing or modifying digital pictures with the intent to embarrass, harass or bully is prohibited
- O. Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member.
- P. Posting any false or damaging information about other people, the school system, or other organizations.
- Q. Posting of any personal information as defined previously in this document.
- R. Broadcasting network messages or participating in sending/perpetuating chain letters.

- S. Violating copyright laws.
- T. Plagiarism of materials.
- U. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- V. Use of any Sylacauga City Schools' technology resource for personal gain, commercial or political purposes.
- W. Accessing any website or other resources by falsifying information.
- X. Downloading games or playing games on-line that are not instructional in nature.
- Y. Streaming video or audio not related to the core business of the School System.

## POSSESSION OF WEAPONS

The board prohibits the bringing or possession of any firearm, destructive device<sup>1</sup>, propellant, weapon<sup>2</sup>, knife<sup>3</sup> or dangerous instrument (or any facsimile, replica, copy or imitation thereof) by any person, including school system personnel, visitors and students, to or in all school system offices, schools and school board-owned buildings and vehicles, on all campuses and premises of the school system, and at all school-sponsored or school-supported activities. Authorized law enforcement personnel are expressly exempted from this prohibition.

Failure on the part of school system employees to comply with this policy may result in discipline, including but not limited to possible verbal or written warning or reprimand, suspension or dismissal from employment.

According to Federal and State Law any student who is determined to have brought to school or have in his/her possession a gun or firearm in a school building, on school grounds, on school buses or at other school sponsored functions is required to be expelled for one calendar year.

Any student who is determined to have brought to school or have in his/her possession a dangerous weapon in a school building, on school grounds, on school buses or at other school sponsored functions may be expelled for up to one calendar year.

### DEFINITIONS

Dangerous Weapons – shall include, but are not limited to, the following: knives, razors or razor blades, box openers, explosive devices including fireworks of any description, any items which may be used as clubs and all sharp or pointed objects designed for use or which may be used as weapons. This includes BB or pellet guns, air guns or any device that expels a projectile with speed.

Weapons Free School Zone – means school property and a vehicle used by a school to transport students to or from school property.

School Property – means a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis. Students who are expelled for violation of this policy shall not be allowed to attend regular school classes in any public school in the state during the expulsion period. Discipline of students with disabilities who violate the weapons possession policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. The student may apply for reinstatement at the end of the expulsion period.

All incidents shall be reported to local law enforcement officials. Incidents will also be reported to the State Department of Education.

SOURCE: Sylacauga City Board of Education, Sylacauga, AL

ADOPTED: August 2, 1979;

AMENDED: June 27, 1995; August 10, 1995; February 23, 1999; September 23, 2003; July 19, 2005; February 27, 2007

LEGAL REF.: Gun-Free School Act of 1994, 20 U.S.C., B3351, 8921; Ala. Code  
16-1-24.1, 16-1-24.3 (1995); Alabama Act 95-756 (Senate Bill 249)

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<sup>1</sup>The terms "firearm" and "destructive device" are as defined in 18 U.S.C. § 921, but, for purposes of this policy, there are no exceptions as are provided in that statute.

<sup>2</sup>The term "weapon" as defined by the Alabama State Department of Education School Incident Report definition.

<sup>3</sup>Tools used by employees for school business are not included in this prohibition; nor student use of tools on school business with the specific permission of and under the supervision of a Board employee.

# SYLACAUGA CITY SCHOOLS

## BULLYING, DISCRIMINATION, HARASSMENT OR INTIMIDATION REPORTING FORM

Bullying, discrimination, harassment, or intimidation are serious acts and will not be tolerated. These acts include but are 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. Such characteristics may include but are not limited to the student's race, sex, religion, national origin, or disability. To constitute harassment, the 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.

For more information, refer to Policy JO.

This is a form to report alleged bullying, discrimination, harassment, or intimidation that occurred on school property; at a school-sponsored activity or an event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you wish to report an incident of alleged bullying, discrimination, harassment, or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

<b>Person Reporting Incident (Please Print)</b>	
Name: _____	
Telephone: _____	Email: _____

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Name(s) of alleged offender(s) (if known): \_\_\_\_\_ School (if known): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Where did the incident occur (choose all that apply)?  
 On school property       At a school sponsored activity or event off school property  
 On a school bus       On the way to/from school       Other

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):
- Any bullying, discrimination, harassment, or intimidation that involves physical aggression
  - Getting another person to hit or harm the student
  - Teasing, name-calling, making critical remarks, or threatening, in person or by other means
  - Demeaning and making the victim of jokes
  - Making rude and/or threatening gestures
  - Excluding or rejecting the student
  - Intimidating (bullying), extorting, or exploiting
  - Spreading harmful rumors or gossip
  - Electronic communication (specify) \_\_\_\_\_
  - Other (specify) \_\_\_\_\_

5. What did the alleged offender(s) say or do? attach additional sheets if necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Do you have any information to share about why the bullying, discrimination, harassment or intimidation occurred? attach additional sheets if necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Is there any additional information you would like to provide (ex. threats of suicide, legal issues, etc.)? attach additional sheets if necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

\*\*\*\*\*

Date Grievance Received: \_\_\_\_\_ Principal: \_\_\_\_\_

Date Reply Delivered: \_\_\_\_\_ Principal: \_\_\_\_\_

Date Appeal of Grievance Received: \_\_\_\_\_ Superintendent or Designee: \_\_\_\_\_

Date Appeal Reply Delivered: \_\_\_\_\_ Superintendent or Designee: \_\_\_\_\_

# NOTICE OF RECEIPT

Please Print

\_\_\_\_\_, a student enrolled in  
(name of student)

\_\_\_\_\_  
(name of school)

and legal custodial parent \_\_\_\_\_  
(name of legal custodial parent)

hereby acknowledge by our signatures that we have received and read, or had read to us, and reviewed together the Sylacauga City Schools' *Student Code of Conduct* including but not limited to:

1. Attendance
2. Harassment
3. Weapons/Drugs
4. Transportation Rules
5. Technology Usage Policy

We understand that these policies apply to all students and parents in the public schools, to school campuses, the immediate vicinity of the school, school buses, or other school-owned/operated vehicles, and school related activities and events.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTES:

The student is to sign the above statement. If the student lives with both legal custodial parents, both are to sign the statement. If the student lives with only one legal custodial parent, only one is to sign.

A separate statement is to be signed for each student in the household.

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

**SYLACAUGA CITY SCHOOLS – 173 STUDENT DAYS**  
**2013-2014 SCHOOL CALENDAR**

August 2013 (10)							September 2013 (20)							October 2013 (21)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2013 (17)							December 2013 (15)							January 2014 (18)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2014 (19)							March 2014 (16)							April 2014 (21)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							1			1	2	3	4	5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2014 (16)							June 2014							July 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Students Return #

Early Dismissal Day @

Staff Development/Workdays/Students Do Not Attend \*

Students Do Not Attend +

- |   |   |  |
|---|---|--|
| August 12 – ½ day Institute/ ½ day Data Mining in School<br>August 13-14 – Teacher Professional Development Day<br>August 15-16 – Teacher Workdays<br>August 19 – First Day for Students<br>September 2 – Labor Day Observed<br>October 11-14 – Fall Intersession<br>November 11 – Veterans Day Observed<br>November 27-29 – Thanksgiving Holidays<br>December 20 – Last Day for Students/Release at 1 PM/Workday<br>December 23 - January 6 – Holiday Intersession | January 6 – Teacher Professional Development Day<br>January 7 – Students Return to School<br>January 20 – King/Lee Holiday<br>February 17 – President’s Day<br>March 24-28 – Spring Intersession<br>April 18 – Holiday<br>May 22 – Last Day for Students/Release at 1 PM<br>May 23 – Teacher Workday<br>May 26 – Memorial Day<br>May 27 – Weather Make-up Day if Needed |  |
|---|---|--|