

Last years cover page with 2017-2018 at top and approved date at bottom

**Barbour County Schools
P. O. Box 429
Clayton, Alabama 36016
(334) 775-3453**

Board of Education

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Tara Johnson - Director of Exceptional Student Services
Clarence Magee Jr. – Director of Support Services
Scott Bush - Technology Services Coordinator

District Website: www.barbourschools.org

Schools

Barbour County Primary, PreK-2 (www.bcps.barbourschools.org) 266-5643
Patrick Fenderson - Principal
Barbour County Intermediate, 3-6 (www.bcis.barbourschools.org) 266-6151
Kelvin James - Principal
Barbour County High, 7-12(www.bchs.barbourschools.org) 775-3545
Undrea Johnson - Principal

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Barbour County School System Vision

The primary function of the public schools is to provide educational experiences and opportunities for each student. Education usually takes place in an atmosphere of good order and discipline. The responsibility for good order and discipline belongs to the entire community, meaning students, teachers, parents, school administrators, the school board, and the general public.

Barbour County School System Mission

To develop the potential of all students by enabling them to become productive members of society by providing quality, student-centered instruction delivered by dedicated, qualified staff in safe, inclusive learning environments that reflect various educational experiences, use available resources and involve parents and community stakeholders.

Jurisdiction of the Board of Education

Students enrolled in the Barbour County Schools are subject to all the policies of the Barbour County Board of Education and to the rules and regulations of the individual schools. This authority applies on all school campuses and to all school-sponsored activities, including, but not limited to the following:

- Athletic functions
- Club or organization meetings
- Commencement exercises
- Field trips
- School groups representing the school system in educational events
- School-sponsored social events
- Transportation on school buses
- Other school campuses requiring Barbour County Schools student participation

Nondiscriminatory Policy

The Barbour County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**Director of Exceptional Student Services - Ms. Tara Johnson
Barbour County Schools
P. O. Box 429
Clayton, AL 36016
Telephone: (334) 775-3453 ext. 1011**

School Procedures and General Information

A. Entrance Age

It is the policy of the Barbour County Board of Education, in accordance with Alabama statutes, that a child must, on or before September 1, be 5 (five years) of age for kindergarten or on or before December 31, be 6 (six) years of age for grade one, to be admitted to school for that year. A state birth certificate or verification is required for proof of age.

If a child has attended a qualified state kindergarten during the past year and is not 6 (six) years of age by September 2, that child can attend grade one in Barbour County schools. Appropriate documentation must be shown.

A child who started grade one in another state, according to that state's entrance code, and is not 6 (six) years old by December 31, is considered a transfer and will be admitted to Barbour County schools to continue in grade one.

B. Residence Requirements

All Barbour County school students must live within the limits of Barbour County's attendance zone and reside with parent(s), legal custodian(s), or legal guardian(s). Guardianship or custodianship papers must be executed and copies delivered to the school principal before the first day of attendance, unless the superintendent recognizes extenuating circumstances and permits an extension of time. A student must be at least 19 (nineteen) years old to establish a residence without a parent or guardian. The attendance supervisor will make a home visit if the school principal receives one of the following complaints:

1. Student does not reside every day with a parent or guardian.
2. Guardianship papers have not been properly filed.
3. Parent or guardian does not live within Barbour County's attendance zone.

If the attendance supervisor cannot confirm residency and/or guardianship, the principal will notify the guardian that the student will be immediately suspended from school. The guardian may appeal this decision by notifying, in writing, the superintendent. A hearing panel will be convened and shall consist of the superintendent (or designee), attendance supervisor, and principal. If the panel upholds the student's suspension, the guardian will be informed. If the guardian fails to cooperate with the attendance supervisor, the school principal will be informed that confirmation was not possible, and a suspension from school will be required.

Guardianship papers must be renewed annually through the Barbour County Probate Judge's office. A copy must be presented to the school principal.

Procedures for Migrant, Neglected and Delinquent, Homeless, or EL Students

1. Students can be admitted to Barbour County Schools regardless of gender, race, religious belief, national origin, ethnic group, disability or other protected status.
2. All migrant and EL students may register regardless of whether they have a social security number or immunization card. The attendance office will assign the student a social security number until one is received.
3. Migrant and EL students will be admitted without immunization records, but will be directed to the County Health Department to receive a certificate.
4. Homeless will be admitted regardless of residential status.

C. Attendance

All children starting at age 6 (unless the parental opt-out option is exercised) must attend a state-approved school until they are 17 (seventeen) years old. Students reporting after the tardy bell will be considered tardy and must report to the office before going to class. The principal or his/her designee shall contact parents of a student who has been absent for more than 3 (three) consecutive days.

Absences shall be excused for the following reasons:

1. Personal illness of the student
2. Death or serious illness in the immediate family of the student
3. The student is given special permission to represent the school at school-approved activities or meetings
4. A student may be excused for other reasons if the student or parent requests that the principal judge the merit of the absence.
5. Under extreme conditions, a student may be excused because of the weather.
6. Out of school suspensions

Students who miss school for the above reasons (with the exception of suspension) must present a written excuse, signed by a parent or a guardian, within three (3) days of the absence in order to make up work missed. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. Only the reasons listed above may be considered excused. All make-up work shall be completed within three (3) days unless extenuating circumstances exist such as an extended illness in which several days of school were missed. In the case of out of school suspensions, all make-up work will be completed under the guidance of a teacher as the principal or his designee approves arrangements.

The school will accept no more than five (5) written excuses signed by a parent or guardian for absences due to personal illness of the student per semester. A health care provider such as a medical doctor or an official of the health department must sign additional excuses. In lieu of a health care provider, the school nurse may excuse the

absences in addition to the principal or guidance counselor if he or she has first-hand knowledge of the child's condition. All further absences for any reasons other than those previously listed will be considered unexcused, and the student will not be allowed to make up work missed.

If a high school student exceeds five (5) unexcused absences in a course or courses in a semester, he or she may not receive credit for that semester of work. If a student in grades 1-8 exceeds ten (10) unexcused absences in a school year, he or she may not be promoted to the next grade level. The promotion-retention committee and the principal for grades 1-8 will consider exceptions.

Students cannot represent the school in **any** activity on any school day unless they are in attendance on the day of such participation. This rule applies not only to home school events but also to events out of town within a distance that would normally permit a student to attend at least a part of a day. In the latter event, all participating students will report to school as usual and will be dismissed at a time designated and prearranged by proper school authorities.

Students who are on homebound status are not permitted to attend any extra-curricula activities while on homebound status unless they have the approval of the principal or assistant principal.

D. Early Warning Truancy Prevention Program

According to the Alabama State Department of Education, **seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.** The Barbour County Schools Early Warning Truancy Prevention Program procedures are identified as follows:

1. Second Unexcused Absence (Warning)

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

2. Third Unexcused Absence (Conference)

- a. The parent, guardian, or person having control of the child will attend a conference with the Barbour County Schools attendance officer and principal or his/her designee. This conference will be conducted at the school on regularly scheduled dates and times.

- b. **Attendance at this conference shall be mandatory** except where prior arrangements have been made or an emergency exists.
 - c. **Failure to appear at the school conference shall result in student referral to the Barbour County Schools Early Warning Truancy Prevention Program (Court).**
- 3. **Fifth Unexcused Absence (Early Warning Truancy Prevention Program-Court)**
 - a. The parent, guardian, or person having control of the child and the child will attend the Early Warning Truancy Prevention Program (Court). This program is conducted by the Court and meets monthly.
 - b. **Attendance at this program shall be mandatory** except where prior arrangements have been made or an emergency exists.
Failure to appear at the Early Warning Truancy Prevention Program shall result in the filing of a complaint/petition against the parent under *Code of Alabama (1975)*, §16-28-12c (failure to cooperate), or truancy against the child, whichever is appropriate.
- 4. **Failure to cooperate or accumulation of the Seventh Unexcused Absence (Court)**
 - a. Attendance officer will file complaint/petition against the child and/or parent/guardian.
 - b. When a child under probation is truant, the school attendance officer will immediately notify the juvenile probation officer.

E. Release of Students During School Hours

No Barbour County School System student shall be permitted to leave the school grounds during the school day for school business/activities without the principal's prior approval or consent from the student's parent(s)/legal guardian provided an acceptable reason is established.

The principal or the teacher shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or teacher concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

Parents are asked not to check students out between 2:45- 3:05 p.m. due to added confusion during dismissal of students and loading of buses.

F. Electronic Devices

Mp3 players, ipods, radios, boom boxes, CD players, video games, record players, tape players, remote controls, or any other selected electronic devices are not allowed on campus. The use of electronic communication devices is not permissible by students during the hours of school operation.

G. Visitors

All visitors to the school are to be cleared through the school office and receive a visitor's pass before making visits on campus. Students are not allowed visitors, unless there is sufficient need to warrant the visit. In such cases, the principal will determine the need.

H. Student Insurance

Students are provided information regarding low-cost accident insurance. An outside carrier provides this insurance. The school does not profit in any way from the plan. When a student insured under this plan is injured, he/she will be given a claim form to present to the doctor or hospital. The school assumes no liability for the plan. The insurance does not cover 100 percent of expenses. **All** students participating in athletics and cheerleading **must be covered by accident insurance**. It is recommended that students taking technical education and/or physical education participate in the insurance program.

I. School Food Service

All Barbour County Schools serve breakfast and lunch every school day. Barbour County Schools will continue as Community Eligibility Provision schools for school year 2017-2018. Community Eligibility Provision allows each student to receive one breakfast and one lunch each school day at no charge. We strongly encourage that all students eat both breakfast and lunch every day.

It is Barbour County Board of Education policy that "Offer Versus Serve" shall be implemented in all Barbour County School lunchrooms grades 3 -12 for the school lunch program and grades PK – 12 for the school breakfast program. New federal guidelines for lunch require schools to offer five food components – 1 serving of each – **milk, fruits, vegetables, grains, meat/meat alternate**. Students may decline 2 of the 5 food components, but must select at least ½ cup of fruits or vegetables.

All students will be assigned an identification number to be used in the cafeteria. Students need to learn this number as soon as possible. Students must go by the computer operator (cashier) with their meal, tell the cashier their meal number and then be seated. Students should not go back to the serving line after giving the cashier their

number unless the cashier sends the student. Some schools may use a finger scan to identify students receiving meals.

Meal prices for school year 2017-2018 will be as follows:

	<u>Lunch</u>	<u>Breakfast</u>
Full Price Student	no charge	no charge
Reduced Price Student	no charge	no charge
Employees	3.50	2.00
Visitors (Dine-In)	4.00	2.00
Visitors (Carry Out)	5.00	3.00

Meals are for consumption during the regular school day. Except for meals provided for officially approved field trips, all food should be consumed in the cafeteria.

Barbour County Schools may make substitutions for individual children who are unable to consume a food item because of medical or other special dietary need. Substitutions will be made on a case-by-case basis and will be supported by a statement signed by a recognized medical authority. The school will provide a form upon request to the parent/guardian for the medical authority to complete. The completed diet prescription form must be returned to the school.

Meals will not be withheld or taken away from a student as a means of discipline.

WELLNESS POLICY

The Board of Education wellness policy has been developed to promote lifelong wellness practices. Part of this policy restricts foods and beverages of minimum nutritional value from being available on campus during the school day. This policy includes foods served at school parties. Parents should contact the school prior to sending any foods to be served to the class. This policy does not restrict what parents may provide for their own child.

J. Automobiles on Campus

Automobiles displaying obscene signs and/or stickers will not be allowed on any campus of Barbour County Schools. Students who drive cars to school must possess a valid driver's license and have proof of liability insurance. Students must exit the vehicles upon arrival on campus and enter the school building. A student will be allowed to return to a vehicle during the school day only with permission from the principal. Students will adhere to campus speed limits. Students must be enrolled in high school in order to exercise driving privileges during the school day. Also any automobile driven and parked on high school campus during the school day by a student must have school parking decal.

K. School Trips

Students are required to have permission slips signed by a parent or guardian in order to participate in school-sponsored field trips.

L. Textbooks

All textbooks are furnished free of charge to students at the beginning of the school year and shall remain the property of the Barbour County Board of Education. Each student, upon issuance of any textbooks by school officials, shall sign a receipt. The parent or guardian of the student to whom the textbooks are issued shall be held liable for any loss, abuse, or damage to Board-owned textbooks. Should a textbook be lost or damaged, the book must be paid for before the student can receive another book. The school system will charge the parent/guardian according to the following schedule:

First year.....Original cost
Second year.....75% of original cost
Third year.....50% of original cost
Fourth year.....25% of original cost
Fifth year.....20% of original cost
Provisions are available to refund collected monies upon location of lost books.

M. Student Fees

Students enrolled in non-required courses may be charged a minimal fee.

N. Health Information/Medication Policy

A State of Alabama Department of Education Health Assessment Record must be completed **annually** for each child in Barbour County Schools. The purpose of this form is to provide the school nurse with information regarding your child's health needs. The school nurse may contact you for further information.

In order for school personnel to assist a student with medication administration, the following requirements must be met:

1. The parent/guardian must deliver to the school the medication and a completed Barbour County Public School Medication Prescriber/Parent Authorization Form.
2. For over-the-counter medications, the parent/guardian should complete only the top and bottom sections of the form. For prescription medications, the parent/guardian will complete the top and bottom sections of the form **and** have the prescribing physician complete and sign the middle section of the form.
3. Prescribed medicine must arrive at school in a correctly labeled pharmacy container that includes student's name, strength of medicine, dosage of medicine,

specific time interval at which medicine is to be taken, route of administration, and drug expiration date if applicable.

4. A new completed form is required annually and for each change in medication orders.

O. Progress Reports

Progress reports will be sent to parents/guardians midway through each grading period. Parents are encouraged and expected to review the report and to contact their child's teacher if the child is not showing progress.

P. Parent-Teacher Conferences

Parent-teacher conferences are encouraged. All conferences shall be scheduled through the school secretary or counselor. Parents are encouraged to be aware of their child's academic progress and behavior in school and to remain in close contact with their child's teacher throughout the year.

Q. Dress Code

BARBOUR COUNTY SCHOOLS UNIFORM STANDARDS FOR 2017-2018

The designated uniform for all Barbour County Schools students during the operational hours of a school day including on bus, in school buildings, and on school grounds shall be:

- The shirt must be solid white, blue, or Carolina blue polo or button shirt with collar. The shirt must be uniform style. The shirt must be buttoned with no more than one button at the top being unbuttoned. Only school approved mascot logos can be worn on shirts.
- A solid blue or Carolina (light blue) tie may be worn with button down collared shirts.
- Bottoms must be navy blue or khaki pants, skirts (female only), Capri pants, or "walking" length shorts. (Skirts and shorts are limited to 3" above the knee).
- NO JEANS/DENIM
- Any kind of shoes can be worn except for the following kinds: shoes with open toes (examples: flip flops, athletic sandals, etc.) boots with chains, steel toes, or metal reinforcement or decorations, shoes with wheels or lights, or any other shoes the principal deems unsafe. All shoes worn are expected to be secured to student's feet at all times.

- Belt must be worn at all times.

Prohibited items include:

- All sun glasses inside the building
- Tattoos with suggestive words, statements, or pictures
- Any form-fitting and/or body-hugging apparel (leggings, jeggings, etc.) that is being used as a primary article of clothing.
- Bandanas (handkerchiefs) worn in any fashion
- Picks or other sharp objects in the hair
- Rollers, combs, hair beads, cosmetology clamps, scarves, head rags, doo rags, sweatbands, hats, caps or other head coverings. Hats and caps may be worn correctly outside of the buildings.
- Jewelry or accessories that could be distracting or hazardous to the health and safety of students as determined by the administration
- Oversized clothes (jackets, pants, shorts, etc.)
- Jackets or shirts tied around the waist
- Rolled-up pants (one or both legs)
- Sagging of pants, shorts, or skirts
- Mouthpieces or mouth apparatus unless prescribed by Medical Doctors or Dentist (gold grills or gold caps on teeth)
- Nails longer than 1 inch from tip of finger.

Principals and/or his designees shall be the final authority in the school to determine if an article of dress is inappropriate because of the following reasons:

1. The article of dress is inappropriate because it is a safety hazard to the student wearing it or the safety and well-being of other students.
2. The article of dress is inappropriate because it can conceal weapons or other dangerous objects.
3. The article of dress is inappropriate because it can be disruptive in any way to the learning environment of the school.

R. Disciplinary Action for Violations of Dress Code

A range of disciplinary responses is available to the administration. The specific response to be implemented will be determined by the principal and/or his designee.

S. Statement of Responsibilities for School Personnel, Parents, and Students

To assist school personnel, parents, and students in maintaining an environment conducive to learning, the **Statement of Responsibilities for School Personnel, Parents, and Students** is designed to accomplish the following:

1. Describe the responsibilities of school personnel, parents/guardians, and students
2. Standardize procedures for administering formal disciplinary actions
3. Identify types of violations and describe administrative responses used for disciplinary action by the principal or the student resource teacher
4. Explain due process procedure relative to disciplinary action

Responsibilities of School Administrators and/or Teachers

In order for quality instruction to take place, orderly procedure and discipline must be provided. We, therefore, recognize that the school administrators and/or teachers are responsible for the following:

1. Obtaining a negative TB test or doctor clearance before beginning employment
2. Understanding and following the School Procedures beginning on page 5 of this handbook
3. Planning, preparing, and presenting lessons appropriate to the achievement levels of students and the subject matter area being taught
4. Following the Alabama State Courses of Study in planning and implementing lessons
5. Providing an environment within the school which is conducive to learning
6. Encouraging good citizenship
7. Being consistent in following and enforcing school rules
8. Being on time for classes and other school-related activities for which they have responsibility
9. Providing appropriate supervision for students
10. Disciplining students in accordance with established guidelines and Board Policy
11. Informing parents and students that good behavior is important and will be enforced through the **Statement of Responsibilities for School Personnel, Parents, and Students**
12. Notifying parents if their child's behavior is unsatisfactory and warrants a suspension
13. Informing parents of educational programs, events, and activities which complement the instructional program
14. Notifying parents during each grading period of their child's progress in any class or course assignment
15. Scheduling parents/guardians for parent conferences
16. Notifying parents if their child's attendance is unsatisfactory and referring chronic violations to the Juvenile Authorities

Responsibilities of Parents/Guardians

Studies have clearly shown a correlation between student success in school and parents' involvement in the learning process. The cooperation and participation of parents are vital to the education of children; therefore, the Barbour County School System asks that parents and guardians be responsible for the following:

1. Reading, understanding, and signing the **Barbour County Schools Parent/Student Handbook** and accepting responsibility for their child's actions (**Sign and return the forms at the end of the Handbook**)
2. Discussing the **Handbook** with their child in a manner that encourages the child to abide by its rules and procedures.
3. Understanding and following the School Procedures beginning on page 4
4. Ensuring that their child arrives on time for the beginning of the school day and leaves the campus immediately upon dismissal for the day and/or from school-related activities. (**Note: Thirty minutes before or after school should be the maximum.**)
5. Ensuring that their child's attendance is regular and scheduling family events so that they do not interfere with class time
6. Being aware that their child cannot make up class work missed due to unexcused absences
7. Ensuring that their child is free from communicable diseases and that their child is not contagious before returning to school following an illness (a child should be without fever for 24 hours)
8. Providing their child with a balanced diet and adequate rest
9. Ensuring that their child is clean, well-groomed, and appropriately dressed
10. Providing adequate supervision, time, supplies, and room to allow students to complete class work and homework
11. Discussing class work, homework assignments, tests, and progress reports with their child
12. Attending parent-teacher conferences
13. Maintaining regular communication with teachers and administrators through scheduled conferences and/or written messages relative to their child's progress and/or conduct (If it becomes impossible to keep an appointment, please notify school officials.)
14. Obtaining a visitor's pass from the office upon entering the building during the school day (Persons not obtaining a visitor's pass from the office will be considered to be trespassing and subject to legal action.)
15. Signing and returning school forms on time
16. Providing their child's school with correct information at registration in the Barbour County Schools
17. Maintaining up-to-date mailing address, home, work, and local emergency telephone numbers at the school, including doctor and emergency contact (Immediate notification is required when emergency telephone number(s) change.)
18. Providing transportation for their child in the event of suspension from riding the bus, in the event of school detention, in the event of in-school suspension, or in the event of missing the bus
19. Reimbursing the school for damages for lost books, library fines, worthless checks, and other school-related charges
20. Reimbursing the school for damages caused by the purposeful behavior of their child

21. Following withdrawal procedures when their child is leaving the school system

Responsibilities of Students

In order for effective teaching and learning to take place, there must be a cooperative relationship between students and school personnel. The Barbour County School System, therefore, asks that students be responsible for the following:

1. Being aware of and abiding by the rules and regulations in the **Barbour County Schools Parent/Student Handbook** and other rules adopted by the school
2. Understanding and following the School Procedures beginning on page 2
3. Maintaining regular attendance with all absences being excused
4. Attending all classes daily and being on time to each class
5. Maintaining a cooperative attitude, as evidenced by appropriate responses to reasonable instructions given by school personnel
6. Being well-groomed, clean, and appropriately dressed
7. Being prepared each day with necessary supplies and assignments
8. Being respectful of all individuals and the property of others
9. Being respectful of school property, furniture, and textbooks
10. Refraining from using profanity, making inflammatory statements and making obscene gestures
11. Acting in an orderly, safe, responsible, and non-disruptive manner on any school campus, on buses, and during any school-sponsored activities
12. Accepting responsibility for his/her own behavior
13. Refraining from participation in non-school supported groups that are deemed disruptive to the school environment while on school campuses during school-sponsored activities
14. Delivering written communication to and from school
15. Being aware that disabled students are expected to assume the same responsibilities as non-disabled students unless the handicapping condition justifies a written modification
16. Following school withdrawal procedures when leaving the school system
17. Adhering to the following bus rules:
 - a. Stand back from the highway, away from oncoming traffic, when waiting for the bus.
 - b. Refrain from shoving or pushing in line while waiting or while boarding the bus.
 - c. Remain seated until the bus stops.
 - d. Leave the bus in an orderly fashion.
 - e. When exiting the bus, cross the road only in front of the bus.
 - f. Refrain from loud or boisterous talking on the bus.
 - g. Refrain from eating or drinking on the bus.
 - h. Refrain from bringing tobacco products on the bus.
 - i. Refrain from fighting on the bus.
 - j. Refrain from bringing weapons of any description on the bus.

- k. Report any violations to the bus driver.
- l. Obey the bus driver at all times.
- 18. Showing mutual respect to fellow students at all times.
- 19. Refrain from any behavior that exhibits harassment and bullying.

Code of Student Conduct

Classification of Violations

Violations of the established standards are categorized according to the types of misbehavior and subsequent disruption of the educational environment of the student and others. A range of disciplinary responses follows each type of misbehavior. The specific response to be implemented will be determined by the principal and/or his designee based on the severity of the act and the judgment of the administration. The following types of misbehavior are examples and not intended to be inclusive:

Class I

1.01 Minor distraction or disturbance to the learning process

Any conduct and/or behavior that is disruptive to the orderly education process in the classroom or to any other students (3rd and 4th offense)

1.02 Illegal organizations

Any on-campus activities of fraternities, sororities, secret societies, gangs or nonaffiliated school clubs

1.03 Minor intimidation of a student

The intentional unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act that creates a well-founded fear in the person that such harm is likely (includes bullying and harassment)

1.04 Participating in games of chance for minor sums of money and/or other things of little value

1.05 Tardiness to class

1.05A Tardiness-3rd offense

1.05B Tardiness- 4th offense

1.06 Unintentional and/or non-directed use of profane or obscene language

1.07 Nonconformity to dress code/school uniforms

- 1.08 Minor disruption on a school bus**
- 1.09 Inappropriate public display of affection**
Including, but not limited to, embracing and kissing
- 1.10 Unauthorized absence from class or classes**
- 1.11 Intentional provision of false information to a school employee**
Including, but not limited to, student information and the concealment of information directly related to school business
- 1.12 Continued refusal to complete class assignments**
- 1.13 Failure to follow instructions**
Examples: failure to carry correspondence home; failure to obey directions in the hallways, cafeteria, assemblies, etc.
- 1.14 Unauthorized use of school or personal property**
- 1.15 Littering or defacing school property**
- 1.16 Verbal altercations**
- 1.17 Making an insensitive remark that infringes on the self-esteem of another person.**
- 1.18 Any other violation which the principal or his representative deems reasonable to fall within Class I after consideration of extenuating circumstances**

Disciplinary Actions for Class I Violations

Administrative options include the following:

- Student conference with school personnel
- Parent contact
- Probation
- Detention
- Counseling
- Saturday school, if provided
- In-school suspension
- Corporal punishment

Class II

2.01 Defiance of school employee's authority

Any verbal or nonverbal refusal to comply with a lawful and reasonable directive or order of a school employee

2.02 Possession, use, and/or sale of tobacco products

Having possession of any tobacco product, holding a lighted cigarette (cigar, etc), inhaling or exhaling of the smoke of tobacco, using any other tobacco product, or the sale of any tobacco product

2.03 Simple assault on a school employee

The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the other person that such violence is imminent

2.04 Vandalism

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another

2.05 Stealing, larceny, petty theft

The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another

2.06 Gambling

The intentional, unlawful, participation in gambling activities involving amounts of less than \$100

2.07 Possession of stolen property with the knowledge that it is stolen

2.08 Threats, extortion

Verbally or by a written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against the student's will.

Note: Completion of the threat, either by the victim's complying with the demands or the carrying-out of the threats against the victim, constitutes a Class III offense.

2.09 Trespassing

Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so

2.10 Use of obscene manifestations (verbal, written, gesture) directed toward another person

2.11 Directing obscene or profane language or gestures to a school employee

2.12 Leaving class or campus without permission

2.13 Written or verbal proposition to engage in sexual acts

2.14 Possession of fireworks, firecrackers, or smoke bombs

2.15 Possession of pocket knives

2.16 Possession of selected electronic devices during normal school hours

This includes mp3 players, ipods, radios, boom boxes, CD players, video games, record players, tape players, and remote controls

2.17 Repeated Class I Violations

2.18 Cheating on a State-mandated test

2.19 Simple battery

Pushing and shoving short of physical fighting

2.20 Harassment

Student engagement in or subjection to harassment, violence, threats of violence, or Intimidation

2.21 Unauthorized use of cell phone

The use of a cell phone by students at their discretion during the school day is prohibited. The use of a cell phone includes but not limit to voice conversations and text messaging. Students are not permitted to take pictures or make videos using cell phone during the course of the school day. Cell phones can only be used during designated times approved by building administration or in extreme emergencies. Extreme emergencies are times in which student's or other students' physical health/safety is in jeopardy.

2.22 Disruption of the learning environment due to inappropriate electronic communications. (Cyberbullying)

The exchanging of electronic information on campus or off campus through text messages, emails, social networks (Facebook, Myspace, etc.), and others that harass, bully, or promote social disharmony that has the potential to impede the learning process or present an intimate threat to the safety of other students.

- 2.23 Excessive Tardiness to class (5th or more offense)**
- 2.24 Excessive distraction or disturbance to the learning process (5th or more offense)**
- 2.25 Severe disturbance of the learning process**
- 2.26 Excessive Dress Code Violations (Three or more Violations)**
- 2.27 Excessive School Bus Distractions (three or more violations that pose major safety concerns)-After 5th violation, student may lose bus privilege for the remainder of the school year**
- 2.28 Any other offense which the principal or his representative deems reasonable to fall within this category after consideration of extenuating circumstances**

Disciplinary Actions for Class II Violations

Administrative options include the following:

- Parent contact
- Probation
- Counseling
- Detention
- Corporal punishment
- Suspension from riding all buses
- In-school suspension
- Saturday school, if provided
- Out-of-school suspension
- Alternative school
- Juvenile authorities
- Law enforcement officials

Class III

3.01 Drugs

Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia or alcoholic beverages

3.02 Arson

The willful and malicious burning of school board property

3.03 Aggravated battery

Intentionally causing bodily harm, disability or permanent disfigurement; use of a deadly weapon

3.04 Robbery

The taking of money or other property that may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same

3.05 Stealing, larceny, grand theft

The intentional, unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another

3.06 Gambling

The intentional, unlawful participation in gambling activities involving amounts of more than \$100

3.07 Burglary of school property

Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public

3.08 Criminal mischief

Willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property belonging to another

3.09 Possession of firearms

Any firearm (including a starter gun) or replica; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device

3.10 Offensive touching of another person

3.11 Possession of weapons

Possession of knives, razor blades, box cutter or other weapons with the intent to be armed

3.12 Bomb threats

Any such communication(s) concerning school property, which has the effect of interrupting the educational environment

3.13 Explosives

Preparing, possessing, or igniting explosives on school property

3.14 Sexual acts

Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape

3.15 Inciting or participating in a major student disorder

Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others

3.16 Unjustified activation of a fire alarm system

3.17 Open defiance to a teacher or school employee

3.18 Disruptions instigated by or involving gangs, groups, or clubs

3.19 Repeated or excessive Class II violations

3.20 Participation in a physical altercation(s) – fighting

Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual

NOTE: SEE POLICY AGAINST FIGHTING ON PAGE 23

3.21 Any other offense which the principal or his representative deems reasonable to fall within this category

Disciplinary Actions for Class III Violations

Administrative options include the following:

- Suspension
- Indefinite suspension – until hearing
- Alternative school
- Expulsion from school
- Juvenile authorities
- Law enforcement officials

NOTE: IN ADDITION TO ANY OTHER DISCIPLINARY ACTION TAKEN, STUDENTS CHARGED WITH ANY ONE OR MORE OF THESE VIOLATIONS (3.01, 3.03, 3.09, 3.11 AND 3.20) SHALL BE TURNED OVER TO THE APPROPRIATE LAW ENFORCEMENT OFFICIALS IMMEDIATELY!!!

Students currently suspended or assigned to alternative school are not allowed to attend or participate in school functions.

Disciplinary Actions for Bus Violations

To insure safe transportation of students to and from school as well as school-related event, misbehavior on the bus will not be tolerated. Misbehavior on the bus is defined as any violation of bus expectations, which listed below. A range of disciplinary responses including suspension of bus privileges is available to the administration. The specific

responses to be implemented are listed below, and should be followed by the principal and/or his designee.

BUS EXPECTATION

1. LISTEN TO AND OBEY DRIVER: DO NOT DISTRACT DRIVER
2. STAY SEATED IN ASSIGNED SEAT FACING FRONT
3. KEEP PERSONAL BELONGINGS IN LAP – HANDS AND FEET TO SELF
4. TALK QUIETLY TO SEAT PARTNER(S) ONLY: NO SHOUTING
5. ABSOLUTELY NOTHING OUT THE WINDOW: EX – BODY PARTS, PAPER, SPITTING, ETC.
6. NO EATING, DRINKING OR CHEWING GUM
7. NO PROFANITY, ARGUING, OR NAME CALLING: RESPECT OTHERS
8. DO NOT BLOCK AISLE OR EMERGENCY DOORS WITH:
BOOKBAGS, BAND INSTRUMENTS, OR OTHER ITEMS
9. DO NOT: WRITE ON, CUT, DAMAGE SEATS OR OTHER PARTS OF BUS
10. STOP CHANGES: VISITING RIDERS MUST HAVE A NOTE APPROVED BY THE PRINCIPAL'S OFFICE

Violation 1 – Student Conference, Counseling, & Parental Contact

Violation 2 – Suspended off the bus 3-days, Counseling, & Parental Contact

Violation 3 – Suspended off the bus 3 days, Counseling, & Parental Contact

Violation 4 – Suspended off the bus 5 days, Counseling, & Parental Contact

Violation 5 – Suspended off the bus 10 days, Counseling, & Parental Conference with Central Office Designee

Violation 6 – Suspended off the bus for the remainder of 1st Semester, Counseling, & Parental Conference with Central Office Designee

Violation 7 – Suspended off the bus 10 days, Counseling, & Parental Contact

Violation 8 – Suspended off the bus 10 days, Counseling, & Parental Contact

Violation 9 – Suspended off the bus 10 days, Counseling, & Parental Conference with Central Office Designee

Violation 10 – Suspended off the bus Indefinitely (time to be determined), Counseling, & Parental Conference with Central Office Designee

When a student has been suspended from riding the bus, the parent or guardian is responsible for providing transportation to and from school for the child. Any student missing school due to bus suspension will result in an unexcused absence.

When a student is suspended from one bus, he is suspended from riding all buses until the suspension is ended.

POLICY AGAINST FIGHTING

Because schools should provide a safe and orderly environment which is conducive to learning, it is not permissible for school officials to tolerate fighting or allow other forms

of assault to occur inside the confines of a school building, on school grounds, or at any school function. Fighting is a violation of the Code of Alabama 13A-11-7 and is considered disorderly conduct. A fight is defined as follows:

any significant physical conflict, hitting or other contact, exchange of blows between two or more individuals, or physical conflict in which injury occurs or fighting continues. (Code of Student Conduct – Offense 3.20). It should be understood that the principal or his designee should investigate all fights and make appropriate decisions concerning the roles of each participant. Incidences requiring medical attention should be reported immediately.

Should it be determined that a fight has occurred, the principal or his designee shall, after investigation, immediately call the police department. After obtaining the facts related to the incident and verifying that there are witnesses who are willing to testify in court, the police should be allowed to remove all students involved in the fight unless one is clearly the aggressor. If so, only the aggressor will be removed. Before involving the police, principals and /or his designee must be sure that there are witnesses and sufficient documentation to support these charges should they terminate in a court hearing. Individual secondary school principals and staff members have the authority to sign warrants on any student who is eighteen (18) years or older who is involved in a fight.

Fighting carries a minimum three-day mandatory suspension. In addition, if a student who violates the policy against fighting has a prior disciplinary record, the administrator of the school may in his/her discretion also recommend additional consequences for Class III offense.

Parental Notification of Civil Liabilities and Criminal Penalties

The following laws relate to civil liabilities and criminal penalties for violence or other behavior by students on school property or against school employees.

Attendance and Conduct (Act 94-782)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100.00 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794)

A person commits the crime of assault in the second degree (Class C felony) if the person

assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any final charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Weapons in School (Act 94-817)

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy club, blackjack, bludgeon or metal knuckles).

Vandalism (Act 94-819)

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

Pistol Possession/Driver's License (Act 94-820)

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

Drop-out/Driver's License (Act 94-820 which amended Act 93-368 as codified in 16-28-40, AL Code, 1975)

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

Gun-Free Schools Act of 1994

In compliance with the Federal Gun-Free Schools Act of 1994 and with Alabama Law, it is the policy of the Barbour County Board of Education that any student determined to have brought a weapon/firearm as herein defined, to school shall be expelled from the regular school program for a period of not less than one year. Expulsion is defined, at a minimum, as removing a student from the regular school where the violation occurred. Any school administrator having knowledge of a student possessing a weapon or firearm must follow disciplinary actions outlined in Class III offenses in the *Code of Conduct*. However, the Board may modify the expulsion requirement for a student on a case-by-case basis. Also, discipline of students with disabilities who violate this policy shall be determined by the Board on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Search and Seizure/Safe and Drug Free Schools

In conformance with State Board of Education Resolution 1-2-g and Alabama Board of Education Administrative Regulation 290-010-020-01, law enforcement agencies shall be allowed to make periodic, unannounced visits to any local public school for the purpose of detecting the presence of drugs.

Lockers, desks, parking lots, and any other fixture or facilities provided for the students are the property of the school district. Also, students are subject to searches by school officials with reasonable cause. School officials may conduct searches or use other detection devices within the facilities or on the school campuses at any time that it is felt

that alcohol and other drugs, weapons, or any object considered to be harmful to the safe environment of the school may be present. Such visits may include the use of drug-sniffing dogs in schools and classrooms as appropriate.

Code of Alabama 16-1-24.1 (1975)

Automobile Search: Any automobile entering Barbour County School property is subject to a search of the entire vehicle.

Code of Alabama 16.1-24.1.c (1975)

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Due Process

Whenever a Barbour County School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

I. Definitions

- A. Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.
- B. Complainant* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. Faculty/Staff and Administration* shall mean the employees of the Barbour County Board of Education or representatives under the direct supervision of an employee of the school board.
- D. Day* shall mean a school/academic day.

II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Released Time – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

IV. Complaint Procedure

A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.

D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Barbour County Board of Education,

E. provided request for placement on Board agenda is filed within ten (10) days.

V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

Protected Prayer

The Barbour County Board of Education has no policy that prevents, or otherwise denies, participation in constitutionally protected prayer in its schools.

“...the First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals” such as students. Therefore, “among other things, students may read their Bibles, or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities.”

At the same time, school officials may not “compel students to participate in prayer or other religious activities.” Teachers, school administrators and other school employees, when acting in their official capacities as representatives of the state, may not encourage or discourage prayer.

COMMUNICABLE DISEASES – HIV

Barbour County Schools shall strive to protect the safety and health of students and employees in the Barbour County School system, as well as their families and the general public from communicable diseases such as HIV. It shall be the policy of the Barbour County Board of Education to use the current best practice guidelines as outlined by the Superintendent and the Barbour County Schools’ Head Nurses when dealing with communicable diseases. The following general guidelines have been recommended and are to be used in establishing the best practices for dealing with students and staff with communicable diseases.

1. School Attendance

School authorities will determine the educational placement of students known to be infected with a communicable disease following established policies and procedures for students with chronic health problems or students with disabilities. School authorities will consult with the student’s physician and parent or guardian; respect the student’s and family’s privacy rights; and reassess the placement if there is a change in the student’s need for accommodations or services.

For example, unless such an accommodation is mandated, a student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies as any other student.

2. HIV – Employment

The Barbour County Board of Education does not discriminate on the basis of HIV and shall strive to observe all current federal laws on disability employment.

3. HIV Privacy

Students or staff members are not required to disclose knowledge of HIV infection status to anyone in the education system under mandate by best practices. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action.

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

All health records, notes, and other documents that reference a person's HIV status will be kept in a secure and confidential file apart from any student record or employee file.

4. Infection Control

All employees are required to consistently follow communicable disease infection control guidelines in all settings and at all times. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably available. School Health Services personnel shall implement the precautions and investigate, correct, and report on instances of lapse.

School staff members are expected to alert the Barbour County Schools' Lead Nurse if a student's health condition or behavior presents reasonable risk of transmitting any communicable disease.

All employees must consistently adhere to infection control guidelines at all times which will include locker rooms and all play and athletic settings. First aid kits must be on hand at every athletic event. All physical education teachers and athletic program staff will participate in annual bloodborne pathogens precaution training and infectious control guidelines. Student orientation about safety on playing fields will include information concerning exposure to bloodborne pathogens and other bodily fluids.

5. Preventative Education

The goals of prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring communicable diseases such as HIV. Barbour County Schools will use the curriculum adopted by the Alabama State Board of Education.

Parents and guardians may preview all prevention curriculum and material. School staff member shall assist parents or guardians who ask for help in discussing communicable diseases with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

6. Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to communicable diseases such as HIV infection through the assigned school counselors and Barbour County school nurses. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate communicable disease counseling and testing programs and to other communicable disease related services as needed. Public information about resources in the community will be kept available for voluntary student use.

7. Staff Development

All school staff members will participate in training programs concerning bloodborne pathogens and standard precautions to reduce the risk of exposure to infectious agents and other communicable diseases. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

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 the conduct of 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 to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
 1. Political affiliations or beliefs of the student or student’s parent
 2. Mental or psychological problems of the student or student’s family
 3. Sex behavior or attitudes
 4. Illegal, anti-social, self-incriminating, or demeaning behavior
 5. Critical appraisals of 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
 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 screening, or any physical exam or screening permitted or required under State law

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

The Barbour County School system has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Barbour County School System will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Each school will also directly notify parents and eligible students, in writing, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collections, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

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

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

Child Find

The Barbour County School System actively seeks to locate, identify and evaluate children with disabilities from birth to 21 who are not presently enrolled in school.

Parents or guardians of individuals with disabilities should contact the Superintendent's office at 334-775-3453, the Director of Exceptional Student Services at 334-775-3533, or

the school principal. Others who have knowledge of a child with disabilities are encouraged to contact one of the above persons at the numbers listed.

It is the official policy of the Barbour County Board of Education that no persons shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participating in or subjected to discrimination under any program, activity or employment.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Barbour County School System, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Barbour County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the System to the contrary in accordance with System procedures. The primary purpose of directory information is to allow the Barbour County School system to include this type of information from your child's education records in certain school publications. Examples include the following:

- A playbill, showing your child's role in a drama production
- The school yearbook
- Honor roll and other recognition lists
- Graduation programs
- Sports activity sheets, such as for basketball, showing weight and height of team member
- Newspaper articles and pictures related to school activities

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

If you do not want the Barbour County School System to disclose directory information from your child's education records without your prior written consent, you must notify the System in writing by the 22nd of August. The Barbour County School System has designated the following information as directory information:

- Student's name

- Address
- Major field of study
- 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

Notification of Rights Under FERPA for Elementary and Secondary Schools

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

- 1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the records(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.
- 2) 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 decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education 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 system in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is as follows:

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

Parents Right to Know Notice

In accordance with Title I of the Every Student Succeed Act (ESSA) of 2015, parents, through the Right-to-Know (section 1112(e)(A)) provision, may request information regarding the professional qualifications of their child's classroom teacher(s) or the qualifications of paraprofessionals 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 request to the school principal or to the school district Director of Federal Programs.

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 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.

Student Achievement

The intent of this section is to standardize student achievement among the system's schools and to insure documentation of students' grades.

Barbour County Schools will employ a ten-point scale with 60 and above being a passing grade. The school year will be divided into four grading periods. The four grading periods are determined by the school-year calendar. Students will receive a progress report at mid interval of each grading period. Parents and guardians should

review these reports and contact the school office for a conference if further information is needed about the progress of their child.

Teachers from the Barbour County Schools' respective schools will provide skill agendas for each grading period. Information regarding content area covered as well as grade computation will be included.

Documentation of grades is an official record and will be retained at the school.

Final Exam Exemptions: Only graduating seniors may be exempt from final exams. Barbour County High School will develop exemption policy guidelines for seniors.

Graded semester tests will be turned in to the school office and retained for one year after the tests are given.

Final exams will be administered according to a schedule that is developed by building principal and approved by superintendent.

PROMOTION/RETENTION POLICY

Approved: 7/11/2011

This policy governs the provisions regarding promotion or retention of Barbour County students except where the provisions of the Individuals with Disabilities Education Act (IDEA) apply. The prime factor shall be academic achievement in all subject areas, but specifically mastery of basic reading and mathematics skills, as determined by standardized test scores, teacher records, and mastery of grade level academic outcomes as indicated on the student’s report card. Students in grades K-8 will have grades displayed by letter. Students in grades 9-12 will have grades displayed numerically. The grading scale for the Barbour County School System will be as follows:

A	90-100	Excellent
B	80-89	Good
C	70-79	Fair
D	60-69	Passing
F	Below 60	Failing

K-2

Teacher recommendation

Pass all core requirements Reading/Math

Consider multi-criterion:

Reading Comprehension score
On grade level

Math EOM Test (Mastery)

3-5

Teacher recommendation

Pass 4 of 4 core requirements Reading/Math/Science/Language Arts

6-8

Pass all core requirements Reading/Math/Science/Language Arts/Social Studies

9-12

Based upon Carnegie units earned

5 Credits earned Sophomore

11 Credits earned Junior

17 Credits earned Senior

Benchmark 12th Grade Earn required number of credits (24)

Students with disabilities Individualized Education Plan

EL students I-ELP

Report Cards

Report cards will be sent home at the end of each grading period. Report cards should be reviewed and signed by a parent or guardian and returned to the school immediately. In case a report card is lost, the school is authorized to charge a fee of two dollars (\$2.00) for its replacement the first time and five dollars (\$5.00) for each additional time.

Progress Report Dates

First Grading Period September 7, 2017

Second Grading Period November 9, 2017

Third Grading Period February 8, 2018

Fourth Grading Period April 20, 2018

Grading Periods

First Grading Period begins August 8, 2017 Ends October 6, 2017

Second Grading Period begins October 11, 2017 Ends December 20, 2017

Third Grading Period begins January 8, 2018 Ends March 15, 2018

Fourth Grading Period begins March 26, 2018 Ends May 24, 2018

Report Card Dates

First Grading Period October 11, 2017

Second Grading Period January 10, 2018

Third Grading Period March 28, 2018

Fourth Grading Period May 24, 2018

Criteria for Valedictorian, Salutatorian, and Honor Graduates

In an effort to encourage academic excellence and achievement on the part of students throughout the Barbour County School System, the Barbour County Board of Education hereby directs that each high school principal, with the assistance of appropriate staff members, institute the selection of a valedictorian, a salutatorian, and honor graduates as a way of appropriately honoring those students who have pursued and attained high academic goals.

Implementation Date

This policy shall become effective for students graduating in the school year 2008-2009 and thereafter. Selection of valedictorians, salutatorians, and other end-of-year student honors prior to the 2008-2009 year will be governed by applicable current rules and regulations of each respective local high school.

Selection Criteria

The following are the criteria for determining who may be eligible for valedictorian and salutatorian in the schools of the Barbour County School System:

1. The student with the highest numerical grade average who qualifies for the Advanced Diploma shall be the class valedictorian. The student with the second highest numerical grade average who qualifies for the Advanced Diploma shall be the class salutatorian. In the case of a tie (after carrying the grade average out 4 decimal places and rounding off to 3 places), students having the same average will be recognized as co-valedictorians or co-salutatorians.
2. In calculating the numerical grade average, all semester grades will be used.
3. Advanced Placement (AP) grades will be weighted by adding 10 points to each semester grade earned in an AP class. In the case of a transfer student who has AP grades, only those courses recognized as AP by The College Board will be weighted.
4. The candidates for valedictorian and salutatorian must have been enrolled at the high school for one full school year prior to the date of their graduation. The candidates for other end-of-year honors must have been enrolled prior to the beginning of the second semester of the senior year.

5. The numerical grade average for the candidates shall be computed on course work taken beginning with the freshman year through the second semester of the senior year.
6. If letter grades are present on a candidate's transcript, the candidate must have the respective school(s) attended submit the grades in numerical form. If school officials of the school the student attended cannot or will not convert the letter grades to numerical grades, the letter grades will be transposed to numerical grades as follows:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	
7. Any extraordinary situations or circumstances that may arise will be resolved by the school principal in consultation with the Administrative Assistant for Curriculum, Instruction, and Staff Development.

Selection Criteria – Honor Graduates

The honor graduates shall be graduating seniors who have been enrolled in the Advanced Diploma track and have an overall grade point average (GPA) of 90 on all courses taken during the freshman year through the second semester of the senior year. Advanced Placement courses (approved by The College Board) will be weighted when calculating grade point averages: A = 5; B = 4; C = 3; D = 2.

Title I – Parent and Family Engagement

1. It shall be the policy of the Barbour County Board of Education to ensure that parents of all children being served in Barbour County school-wide projects have an adequate opportunity to participate in the design and implementation of that project through avenues to include not less than the following: An annual meeting of all parents will be held at each school to discuss interpretation of test scores.
2. Progress reports/report cards will be sent to parents every nine weeks during the school year.
3. Parents' suggestions in planning, development, and operation of the Title I school-wide project will be solicited.
4. An annual public meeting, at one location or at each school, to which all parents will be invited, shall be held to discuss the programs and activities that are carried out with Title I funds, to inform the parents of their right to consult in the design and implementation of the school-wide projects, to solicit parents' input, and to provide parents with the mechanisms for maintaining ongoing communication among parents, teachers, and agency officials.

5. School-Parent Compact – The School-Parent Compact is a joint agreement between school and home to help the student in the learning process. The school, parent and student agree to do certain things that are very important in the learning process. It is very important that each person involved do his/her share to enhance the learning process.
6. Assessment – Assessment is a vital part of the education process. It is used to determine if skills have been learned and to determine the number of students who may need more instruction on that skill. All students are assessed on skills taught by the classroom teacher. The time for assessing skills taught is determined by the teacher. Student assessments are also administered according to state guidelines for state assessments.
7. Certified or Licensed Staff – A parent may request a list of the staff and the subjects teachers are certified to teach. They may also request subject-area assignments of teachers.

Referral for Gifted Program

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

Student Referral for the Gifted Program: Anyone knowledgeable about the student may refer a student for the gifted program.

All second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Eligibility Criteria: For each student referred, information is gathered in the following three areas:

1. Aptitude – Aptitude should be assessed through an individual or group test of intelligence or creativity.
2. Characteristics – A classroom teacher completes a behavior rating scale designed to assess gifted behaviors.
3. Performance – At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines whether the student qualified for gifted services.

Anyone wishing to refer a student for the gifted program may contact the following:

Director of Exceptional Services and Testing
Barbour County Board of Education
P. O. Box 429
Clayton, Alabama 36106 (334-775-3453)

Multi-Tiered System of Support (MTSS)

Multi-Tiered System of Support (MTSS) 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 within a multi-tiered system to increase student achievement and reduce behavior problems.

The MTSS process requires the involvement of classroom teachers, parents, students (when appropriate), building specialist (principals, academic coaches, special education teachers, counselors, gifted teachers, speech therapist) and community service providers. The ultimate purpose of the MTSS process is to enhance the success of students with a variety of academic and/or behavior needs, rather than solely determine whether the student qualifies for special education services. The effectiveness of MTSS is maximized through a collaborative problem-solving approach to identify student needs and implement targeted interventions. Data are utilized to measure student progress as a result of the instruction, as well as to monitor intervention integrity.

For more information regarding MTSS, please contact your school principal or the Director of Exceptional Student Services, Ms. Tara Johnson, in the Central Office at the Barbour County Board of Education Office, Clayton, Alabama or by telephone at 775-3453, ext. 1011.

Services under Section 504 of the Rehabilitation Act

Section 504 is the part of the Rehabilitation Act of 1973 that applies to persons **with** disabilities. **Section 504 is a civil rights act that protects the civil and constitutional rights of persons with disabilities.**

Section 504 of the Rehabilitation Act of 1973 protects persons from discrimination based upon their disability status. A person is disabled within the definition of **Section 504 if her or she:**

- **Has a mental or physical impairment that substantially limits one or more of a person's major life activities; the impairment must impact the child's education.**

Referrals for 504 Eligibility must be submitted to the School Counselor at your child's school. A referral meeting will be scheduled to review your child's eligibility for 504 services. To determine eligibility, your child must be evaluated by a team of individuals who are familiar with your child. The results will then be shared at a team meeting in which you are involved.

Questions concerning 504 Eligibility or services should be directed to Ms. Tara Johnson, Director of Exceptional Student Services at 775-3453, Ext. 1011.

Acceptable Use and Internet Safety Policy for the Computer Network of the Barbour County School System

It is the policy of the Barbour County School System to (a) prevent user access over its computer network to or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children Internet Protection Act [Public Law No. 106-554 and 47 USC 254 (h)].

In order for the School System to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students and employees must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the School System's teachers and other staff will make every effort to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and employees are reminded that computer network and Internet access is a privilege, not a right.

Attached to this Policy is an Agreement. By reviewing, signing, and returning this Agreement as directed, each student or employee agrees to follow the Policy. If a student is under 18 years of age, he/she must have his/her parent(s) or guardian(s) read the Policy, and sign the attached Parent's or Guardian's Agreement. The School System cannot provide access to any student or employee, who, if 18 or older, fails to sign and submit the Agreement to the school as directed or, if under 18, does not return the Parent's or Guardian's Agreement as directed with the signatures of the student and his/her parent(s) or guardian(s). Upon returning the Agreement, signed, the student or employee will be provided computer network and Internet access.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, students should contact their school principal. Employees should direct their questions to the supervisor. If any user violates this Policy, the student's or employee's access may be denied or withdrawn and he/she may be subject to additional disciplinary action.

I. Personal Responsibility

By signing the attached agreement, you agree not only to follow the guidelines of this Policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violation of this Policy or any other use that is not included in the Policy but has the effect of harming another or his/her property. Unless otherwise directed, students should report misuse of the network to the classroom teacher or principal of their school. Employees should report misuse to the building principal or their supervisor.

The provision of this policy apply to Barbour County School staff (administrative, certified, and support) as well as to the students.

II. Term of the Permitted Use

A student who submits to the School, as directed, a properly signed Agreement and follows Policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new use agreement each year during the time they are students in the Barbour County School System before they are given an access account. The Board, in its discretion may withdraw or revoke Internet access at any time and for any reason, even absent a violation of this Policy. An employee, who submits to the School, as directed, a properly signed agreement and follows the Policy to which he/she has agreed will have computer network and Internet access. Employees will be asked to sign a new use agreement each year during the time they are employed by the Barbour County School System before being given an access account. The Board, in its discretion, may withdraw or revoke Internet access at any time and for any reason, even absent a violation of this Policy.

III. Acceptable Uses

Educational Purposes Only. The Barbour County School System is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, students may consult with their classroom teacher, librarian, and/or school principal, and employees with their building principal and/or their supervisor, to help you decide if a use is appropriate.

Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Examples of such use include, but are not limited to: transmission of offensive or harassing messages; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and, downloading or transmitting confidential, trade secret information, or copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. Examples of such use include, but are not limited to: defamation (harming another's reputation by lies); the creation and/or uploading of "worms," "viruses," "Trojan horses," "time bombs" or any other harmful form of programming or vandalism; and participation in

“hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. Do not disclose or share your password with others, and do not use anyone else’s password.
4. Buying and selling. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers. In its discretion, the Board may approve the limited use of the Internet and email for school-system related commercial activities, such as fund-raising activities, related to education and/or employment.

Etiquette. All users must abide by rules of network etiquette, which include, but are not limited to, the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don’t assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail. Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format which the recipient can open.

IV. Internet Safety

A. General Warning; Individual Responsibility of Parents and Users. All users and their parent(s) or guardian(s) are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a user finds that other users are visiting offensive or harmful sites, he/she should report such use to the classroom teacher, school principal and/or their supervisor.

B. Personal Safety. Be safe. In using the computer network and Internet, users must not reveal personal information such as their home address or telephone numbers. Student should not use last names or any other information, which might reveal their identity or location without the permission of a supervising teacher. Students must not arrange a face-to-face meeting with someone they “meet” on the computer network on Internet without their parents’ permission (if the student is under 18). Regardless of age, no user should ever agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A system administrator may authorize the release of directory information, as defined by Alabama law and the Family Educational Right to Privacy Act (F.E.R.P.A.), 20 U.S.C. 1232g, for internal administrative purposes or approved educational projects and activities. In accordance with 20 U.S.C. 1232g(a)(5)(B), public notice of any such release of information shall be given, and parents shall be allowed a reasonable time to object to the release of information.

E. Active Restriction Measures. The Barbour County School System utilizes filtering software to protect against access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School and/or System will also, periodically and to the fullest extent practical, monitor the online activities of students and staff, through direct observation and/or technological means, to attempt to prevent students from accessing such depictions or any other material which is inappropriate for minors. While the School and/or System will use their best efforts to prevent such access by students, it is impossible to guarantee that students will be prevented from accessing such materials, by evading or defeating the filters or this Policy. The School and System rely on the cooperation and assistance of all users to report unauthorized access or other violation of the Policy. Further, filtering may be disabled for the purpose of bona fide research or other lawful purposes, in the discretion of any administrator, supervisor, or other person authorized to do so by the School Board.

F. All students will be provided an Internet Safety course before being allowed to utilize the Internet with Barbour County Schools computer equipment. Also students will not be allowed to utilize the Internet with school equipment unless supervised.

V. Privacy

Network and Internet access is provided as a tool for the education and employment-related activities of the System's students and staff. The Barbour County School System reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer network and Internet access to any and all information transmitted or received in connection with such usage. All such information

files shall be and remain the property of the Barbour County School System and no user shall have any expectation of privacy regarding such materials.

VI. Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, or any other applicable Board policy, or any federal or state law, shall at a minimum, have his/her access to the computer network and Internet terminated. The user may also be subject to other disciplinary action, up to and including termination of employment or enrollment, if a user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he /she permit another to use his or her account or password to access the computer network and Internet. The School System may also take other disciplinary and/or legal action.

VII. Warranties/Indemnification

The Barbour County School System makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs, (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his/her use, if the user is 18 or older, or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School System, and all of its administrators, teachers, and staff harmless from any and all loss, cost, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree(s) to cooperate with the School in the event of the School's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School System's network.

VIII. Updates

Users, and if appropriate, the user's parent(s) or guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent(s) or guardian(s) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the persons designated by the School to receive such information.

Legal References

- . Children’s Internet Protection Act of 2000 (H.R.4577, P.L. 106-554)
- . Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
- . Elementary and Secondary Education Act of 1965, [As amended Through P.L.114-95, Enacted on December 10, 2015]

Barbour County Schools 2017-2018 Calendar

Institute/Teacher Work Day	Thursday, August 3, 2017
Professional Development/Teacher Workday	Friday & Monday August 4 & 7, 2017
First Day for Students	Tuesday, August 8, 2017
Labor Day Holiday	Monday, September 4, 2017
Fall Break	Monday & Tuesday, October 9 & 10, 2017
Teacher Work Day	Monday, October 10, 2017
Veterans Day Holiday	Friday, November 10, 2017
Thanksgiving Holidays	Monday, November 20-Friday, November 24, 2017
Weather Day*/Christmas Break	Thursday, December 21*, 2017 - Friday, January 5, 2018
Teacher Work Day	Thursday & Friday, January 4 & 5, 2018
Students Return	Monday, January 8, 2018
Man L. King, Jr. Birthday	Monday, January 15, 2018
Weather Day*/Presidents' Day	Monday, February 19*, 2018
Spring Break	Monday, March 19- Friday, March 23, 2018
Last Student Day	Thursday, May 24, 2018
Teacher Workday/PD	Friday, May 25, 2018
Graduation	Friday, May 25, 2018

Acknowledgement

I, _____ enrolled in _____ school and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have received, read, or had read to me, and understand the **Barbour County Schools Parent/Student Handbook, 2017-2018**.

(Signed) _____
Student's Signature

(Signed) _____
Parent's/Guardian's Signature

(Signed) _____
Parent's/Guardian's Signature

(Date) _____

Note: Please detach this page after signing and have your child return to his/her homeroom teacher. This **Acknowledgement** will become a part of the student's cumulative file for the 2017-2018 school year.

PLEASE RETURN WITHIN FIVE SCHOOL DAYS AFTER RECEIVING THE HANDBOOK

Barbour County Schools Disciplinary Options

For any organization to function properly, certain rules and regulations must be followed. In cases where the rules and regulations are not followed, some disciplinary action must take place.

The school and the home should share the responsibility of maintaining reasonable order so that the educational process can take place. In some instances, the discipline is a paddling; however, in other situations, if the offense is serious enough, the principal has the option to suspend the student or recommend expulsion or other forms of punishment as described in the **Barbour County Schools Parent-Student Handbook, 2017-2018**.

Because some parents object to corporal punishment and to insure your cooperation in this matter, please check the appropriate blank below, sign, date, and have your child return this form to the homeroom teacher within five (5) days of receipt of the handbook.

If my child, _____,
Student's Name

needs disciplinary action:

I approve corporal punishment.

I DO NOT approve corporal punishment.

APPLICATION STATEMENT – These instructions are to apply until amended or changed by the parent.

Signed _____
Parent/Guardian

Date _____

Phone Number(s) _____

**PLEASE RETURN WITHIN FIVE SCHOOL DAYS AFTER RECEIVING THE
HANDBOOK**

**USER AGREEMENT
PARENT PERMISSION FORM**

Student's Name: _____
Student No: _____

School: _____ Grade: _____

Parent's Name _____ Telephone: _____

Address: _____

User Agreement

As a user of Barbour County School's networked information resources, I have read and I understand the Acceptable Use Guidelines and I agree to comply with such guidelines and all other applicable laws and restrictions.

Student's Signature: _____ Date: _____

Parent Permission

As the parent or guardian of the above named student, I have read and I understand the Acceptable Use Guidelines and I hereby grant permission for my son or daughter to access networked information resources such as electronic mail and the Internet while at school. Professional or career development, and limited high-quality self-discovery activities.

Parent's Signature: _____ Date: _____

PICTURE DISPLAY IN SYSTEM MEDIA

Dear Parent or Guardian:

The Barbour County School System uses electronic and paper media as valuable means to keep parents and the community informed about what is going on with our school system and at our schools.

At times, we may want to include photos of our students as a part of this media.

This form must be completed and returned by each student to allow the student's photo to be displayed in Barbour County Board of Education media.

.....

_____ I **DO** give my permission to use my child's picture in the Barbour County Schools' media.

_____ I **DO NOT** give my permission to use my child's picture in the Barbour County Schools' media.

Child's name: _____

Parent's signature: _____

Date: _____

