



CRENSHAW COUNTY PUBLIC SCHOOLS  
RIGHTS & RESPONSIBILITIES  
AND  
CODE OF CONDUCT  
2007-2008

It is the policy of the Crenshaw County Schools that no person shall on the grounds of race, color, disability, sex, religion, national origin, or age be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Questions or complaints should be directed to Kathi H. Wallace, Superintendent, 183 Votec Drive, Luverne, AL 36049, (334) 335-6519.

# **CRENSHAW COUNTY BOARD OF EDUCATION**

Mr. W. B. Smith, Jr., Chairman  
Mr. J. Steven Sanders, Co-Chair  
Mr. Troy Hudson  
Mrs. Bertha Jones  
Mr. Ronald A. Jones

## **SUPERINTENDENT**

Mrs. Kathi H. Wallace

### **Crenshaw County Board of Education**

183 Votec Drive

Luverne, AL 36049

Phone (334) 335-6519

Fax (334) 335-6510

e-mail: [ccboe@crenshaw-schools.org](mailto:ccboe@crenshaw-schools.org)

website: <http://www.crenshawcounty.schoolinsites.com>

Brantley School: (334) 527-8879

<http://www.alaweb.com/~bhs>

<http://brantley.cch.schoolinsites.com>

Highland Home School: (334) 537-4379

<http://highland.cch.schoolinsites.com>

Luverne High School: (334) 335-3331

<http://www.luverneschool.org>

<http://luverne.cch.schoolinsites.com>

## TABLE OF CONTENTS

Rights and Responsibilities . . . . .	3	Special Education and Gifted Services . . . . .	14
Attendance . . . . .	5	Student Convicted of Crimes . . . . .	15
Dress and Appearance . . . . .	7	Students Who have been Expelled . . . . .	16
Care of Property . . . . .	7	Temporary Health Disability . . . . .	16
Examinations . . . . .	7	Textbooks . . . . .	16
Extracurricular Activities . . . . .	8	Tobacco-Free Schools and Facilities . . . . .	16
Fundraising . . . . .	9	Transportation . . . . .	17
Safe School Hotline . . . . .	10	Unauthorized Assembly . . . . .	17
Inspection of School Policy . . . . .	10	Visitors to School . . . . .	17
Insurance . . . . .	10	Code of Conduct . . . . .	17
Legal Custody . . . . .	10	Formal Disciplinary Actions . . . . .	18
Married Students . . . . .	10	Minor Offenses . . . . .	19
Parental Involvement Policy . . . . .	10	Intermediate Offenses . . . . .	19
Parents Right-to-Know . . . . .	12	Major Offenses . . . . .	20
Pregnant Students . . . . .	12	Terminal Offenses . . . . .	21
Privacy Act . . . . .	12	Computer Usage Policy . . . . .	21
Public Complaints . . . . .	14	2006-2007 Calendar . . . . .	23
Safekeeping Valuables . . . . .	14	Title 1 Parent Student Compact . . . . .	25
School Clubs . . . . .	14	Notice of Receipt . . . . .	27
Search of a Student by School Officials . . . . .	14		

# CRENSHAW COUNTY PUBLIC SCHOOLS RIGHTS AND RESPONSIBILITIES

THESE RULES AND REGULATIONS APPLY TO CRENSHAW COUNTY STUDENTS WHILE THEY ARE IN ATTENDANCE AT SCHOOL DURING THE SCHOOL DAY OR AT A SCHOOL SPONSORED FUNCTION.

## **RESPONSIBILITIES**

### **Administrators**

Administrators shall be guided by professional ethics in professional relationships with employees of the school system, parents, students, and the community citizens. Administrators shall follow Board Policies regarding discipline for students and keep foremost in their mind the necessity for handling each case of student misconduct fairly and consistently. Administrators shall serve as the liaison between the Board and the community and strive to represent the board in a positive manner regarding all matters of student discipline.

### **Teachers**

The teacher should recognize the magnitude of responsibilities and expected rights as an individual when choosing a career in education. Toward this endeavor there is a commitment to one's self, the student, the public, and to the profession.

## **RESPONSIBILITIES**

Teachers should:

- be guided by professional ethics in their relationship with students, parents, the community, and other personnel.
- protect the rights of students to participate in and receive the benefits under any program without regard to race, color, creed, or national origin.
- plan and conduct a program of instruction which captures the interest and meets the needs of each student.
- refrain from using professional relationships with students for private advantage.
- protect students from unnecessary embarrassment or disparagement.
- inform parents about the academic progress and conduct of their children.
- know and enforce the discipline policies courteously, consistently, fairly, firmly, and impartially.
- keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

## **RIGHTS**

Teachers should have the right to:

- receive from the board and administration support in maintaining reasonable and necessary classroom discipline and control.
- use such force as is reasonable and necessary to protect one's self from attacks or prevent injury to a student.
- be present at any student/parent conference concerning serious classroom disruption.
- be free from any physical or verbal threats as a result of carrying out their duties.
- administer reasonable corporal punishment, when needed. It shall be used only as a last resort after other corrective measures have failed, and only in the presence of a witness.

### **Parents**

Parents must recognize that discipline is primarily their responsibility and that the influence of the home will be reflected in the conduct of the pupil while attending school.

## **RESPONSIBILITIES**

A parent has the responsibility to:

- help foster an environment in and out of school that nurtures quality in education.
- encourage his child to respect the rights and individuality of others.
- ensure student's prompt and regular compliance with attendance rules and other procedures necessary for the best possible orderly education.
- work with the school in the best interest of the student.
- comply with all provisions of the law.
- support the school in following the appropriate procedures.
- attend necessary conferences every year.
- ensure that the child is free of communicable diseases and is in good health insofar as possible.
- ensure child is clean and appropriately dressed for school.

- guide their child to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her actions.
- respond to requests for signed papers, permission slips, telephone calls, and discipline cooperation promptly.
- work with the school to see that the student completes school assignments in order to achieve the highest possible performance rating.
- talk with the student about school activities, plan a time and place for school work assignments and provide necessary supervision.

## **RIGHTS**

A parent has the right to:

- expect quality in the program of education.
- expect his child to be treated with dignity as an individual.
- be granted an opportunity for a public education for his child.
- participate in appropriate school programs.
- be granted access to all school records pertaining to their child.
- procedural due process for their child.
- request and be granted a conference with the teacher and/or principal within a reasonable time period.
- obtain regular official reports of the student's progress.
- ask for an explanation of the basis for any mark given by the teacher.

## **Students**

### **RESPONSIBILITIES**

The mission of the school is to aid in the development of each individual student into a productive and responsible citizen. To succeed in school, each student must:

- assist the school staff in the operation of a safe and orderly school where all students can learn.
- be clean and appropriately dressed.
- know and obey classroom, school, and Code of Conduct rules.
- report incidents to school staff when student safety is in question.
- be self-controlled and non-destructive on school property, on school buses, or at school sponsored activities.
- complete all assignments.
- come to school prepared to learn, with necessary materials and supplies.
- respect the rights of others.
- keep language and gestures respectful and free of profanity and/or obscenity.
- attend school regularly and punctually.
- support and participate in school programs and activities.
- remain on the school campus during school day.
- notify his/her parent of all written communications from the school.
- safeguard assigned state-owned textbooks.

### **RIGHTS**

Students have all rights guaranteed by the Constitution of the United States, the State of Alabama, and by all applicable federal, state, and local statutes. These rights, including the right to an education, shall be recognized without regard to age, race, religion, sex, national origin, disabling condition, or intellectual ability.

Each student has the right to:

- expect a safe, nurturing environment which is conducive to learning.
- receive a free and appropriate education, with consideration given to individual needs and abilities.
- expect to be treated with courtesy, fairness, dignity, and respect by school staff and other students.
- expect privacy of personal possessions, subject to the right of school officials to inspect and protect students and school property and ensure the orderly operation of the school.
- due process when rights and privileges are removed.

Every child between the ages of 7 and 16 shall be required to enroll and attend for the entire length of the school year. All students shall be enrolled for a full instructional day. Students below the compulsory age of seven, who are enrolled in kindergarten or first grade, will be strongly encouraged to attend regularly. ( Age will be determined by State Law.) If a person is twenty-one years of age on or before September 1 of a particular school year, he shall not be admitted to a Crenshaw County School without approval of the Superintendent of Schools.

## GENERAL INFORMATION

### I. ATTENDANCE

#### A. ADMISSION TO SCHOOL

1. No child shall be admitted to kindergarten until he or his parents do the following:
  - a) Present to school an official birth certificate showing that he is five years old on or before September 1 of the year of his admission.
  - b) Present to school officials proof that the child has received immunization or proper exemption according to State Laws.
2. Students in grades K through 12 must have a Social Security number before being admitted to school.
3. Students must be in "good standing" with the system/school from which they are transferring.

#### B. ABSENCE FROM SCHOOL

All student absences shall be designated as either excused or unexcused. The following reasons shall be accepted in classifying excused absences:

1. Pupil too ill to attend school.
2. Inclement weather which would be dangerous to the life and health of the child if he attended school, as determined by the principal.
3. Legal quarantine.
4. Death in the immediate family.
5. Emergency condition as determined by the principal.
6. Absence from school with the permission of principal and consent of parents.
7. Absence due to medical appointments which cannot be scheduled after school. Student will bring statement from doctor or dentist indicating the time spent in his office.

The parent or legal guardian is responsible for requiring the child under his or her control to attend school regularly. If a child between the ages of seven and sixteen becomes truant, the parent or legal guardian of the child may be guilty of a misdemeanor and subject to punishment by law. (Section 16-28-12, Code of Alabama)

#### C. MAKE-UP WORK

Students absent for any excused reason shall be allowed to make up work missed at an appropriate time, as determined by the teacher. The responsibility for make up work rests with the student. Make-up work shall be arranged within three days after returning to school. The period for make up work may be lengthened in cases involving extended absences which are excused.

#### D. EXCESSIVE EXCUSED ABSENCES

1. A kindergarten student who accumulates more than twenty (20) absences during the school year may be withdrawn from the roll for the remainder of the school year.
2. A student in grades 1-8 who accumulates more than twenty (20) absences during the school year may be denied promotion.
3. A student in grades 9-12 who accumulates more than twenty (20) absences in any one yearly course or ten (10) absences in any one semester course may be denied credit.
4. A student may be denied a learners permit and/or a drivers license for excessive unexcused absences.

ANY EXCEPTION TO THIS POLICY MUST HAVE OFFICIAL VERIFICATION (ATTENDING PHYSICIAN'S STATEMENT, ETC.), AND APPROVAL OF THE PRINCIPAL.

#### E. PROCEDURES FOR UNEXCUSED ABSENCES: EARLY WARNING TRUANCY PREVENTION/TRUANCY POLICY

A parent, guardian or other person having charge of any child officially enrolled in Alabama Public Schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The student whose absence is not excused is not entitled to make up instructional work or tests within the framework of the regular classroom. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

##### **1. FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)**

- a) Parent/Guardian shall be notified by the school principal or his/her designee that student was truant and the date of the truancy.
- b) Following is Alabama's compulsory school attendance laws. Parent/guardians shall be advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

##### **Alabama's Compulsory School Attendance Law**

**Section 16-28-3 of the Code of Alabama, 1975**, provides in part that:

"Every child between the ages of seven and sixteen years of age shall be required to attend public, private or church school or be instructed by a competent private tutor for the entire length of the school term in every scholastic year..."

**Section 16-28-12 of the Code of Alabama, 1975,** requires that:

“Any parent/guardian who enrolls a student in school be responsible for the students’ regular attendance and proper conduct. Also, parent/guardian who fails to compel each child to regularly attend and to properly conduct himself/herself as a pupil, shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$100.00 and may also be sentenced to hard labor for the county for not more than 90 days.”

**2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)**

- a) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- b) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made if an emergency exists.
- c) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

**3. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCES, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)**

- a) File complaint/petition against the child and/or parent/guardian, if appropriate.

**4. CHILD UNDER PROBATION**

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

**F. ABSENCE TO PARTICIPATE IN AN EDUCATIONAL TRIP**

A parent or guardian may request, in writing, to the superintendent, prior to the trip, that his or her child be excused from school to participate in an educational trip. The superintendent will render a decision on an individual basis.

**G. PARENT EXCUSE COVERING ABSENCES**

State Law requires parent/guardian to explain the reason any absence of a student under their control or supervision. The parent/guardian must submit a written statement explaining the reason(s) for the absence within three school days after the student returns to school. If a written statement has not been received within the three-day period, the student’s absence will be considered unexcused. A student may accumulate ten excused absences per semester. Any more than ten absences will require a written statement from a doctor, or the absence will be considered unexcused.

**H. TARDINESS**

- First, second and third tardies require no action.
- Tardy number four will result in one day of A.E. or corporal punishment.
- Tardies number five, six and seven will result in one day of A.E. for each tardy.
- The eighth tardy will result in a three-day suspension. The parent/guardian will be called prior to the beginning date of the suspension. (During the first or second day of suspension the students’ parent/guardian may meet with the principal or his designee and the student will be allowed back in school the next day.)
- Tardies number nine, ten and eleven will result in one day of A.E. for each tardy.
- Tardy number twelve will result in a three-day suspension. (During the first or second day of suspension the students’ parent/guardian may meet with the principal or their designee and the student will be allowed back in school the next day.)
- Tardies number thirteen, fourteen and fifteen will result in one day of A.E. for each tardy. Tardy number sixteen will result in a three-day suspension. (Parent/Guardian must attend a meeting with Superintendent or her designee.)

**I. CHECK OUTS FROM SCHOOL**

1. Students who leave school for any reason must check out through the principal’s office.
2. It will be necessary for a request, in writing, seeking permission for a student to check out, to be sent by the parent or guardian for any cause whatsoever, other than illness, accident, or similar incident. This request must be followed up by a phone call from the parent or guardian.
3. The reason for the request will determine whether the absence from any part of the day will be excused.
4. Make-up work will be acceptable for those check-outs that are considered excused.

**J. SCHOOL-SPONSORED FIELD TRIPS**

1. All field trips must be planned in advance and approved by the principal.
2. Any student making a trip under the sponsorship of the school must have a release form signed by his parents or guardians giving him permission to take the trip and releasing the school from any liability for any accident or injury.
3. Any student making a school-sponsored trip, whether by school bus or private transportation, will return via the same transportation. Under special circumstances the principal may give permission for the student to be released to his/her parents.
4. Any student going on school-sponsored trips, either by school bus or by private transportation is responsible to the school for his good behavior. The principal will use his judgment in disciplinary actions on such occasions.
5. Students with excessive office referrals may be denied opportunity to participate as determined by administration. return via the same transportation. Under special circumstances the principal may give permission for the student to be released to his/her parents.

## **K. RESIDENT STUDENTS**

All children having legal residence within the boundaries of Crenshaw County School District and meeting the entrance age requirements shall be eligible to attend the county schools. Any child wishing to attend a school in which he/she is not zoned, shall make application to the Crenshaw County Board of Education for an intra-district transfer. Any child from outside the system that wishes to attend a Crenshaw County School must make application for an inter-district transfer with the Board of Education. No transfer shall be consented to or granted by the Board where the cumulative effect will substantially reduce desegregation or reinforce the dual school system in either the sending or the receiving school.

## **L. TRANSFERS AND WITHDRAWALS**

Transfers and withdrawals within the school system will be considered by the Board in accordance with Alabama School Law, Federal Court Order mandates, and other existing circumstances.

## **M. COMMUNICABLE DISEASES**

A pupil with a communicable or contagious disease shall be ineligible to attend school in the school district for a period of time as may be prescribed by the Crenshaw County Health Department or a physician.

## **II. DRESS AND APPEARANCE**

### **A. STANDARDS**

It is the policy of the Crenshaw County Board of Education that all students dress in a manner that is appropriate for a learning environment and a school setting. Health, safety, decency, and the prevention of distractions were the primary concerns in the development of this dress code. The following will apply to students in grades 5-12:

1. Shorts/skirts/dresses no more than four inches above the kneecap while standing may be worn. No cut-offs and no biking shorts. Students who do not adhere to this policy lose privilege of wearing shorts.
2. No holes in jeans/pants/shorts above the approved length for shorts; no clothing exposing midriff or chest area will be allowed. Tops must have a minimum 2" shoulder strap.
3. Shirts must be tucked in; all pants/shorts/skirts that have belt loops must be worn with a belt and the belt must be fastened; pants must be buttoned/zippered; overall galluses must be fastened and sides of overalls must be buttoned.
4. No hats, caps, head rags, or bandanas may be worn.
5. Shoes must be worn for safety and health purposes.
6. No sunglasses, unless prescribed by a physician, to be worn inside school buildings and/or classrooms.
7. No article of clothing may be worn that displays profane, offensive, or crude language or symbols.
8. No article of clothing may be worn with alcohol / tobacco product advertisement, slogan, or symbol.
9. Students with facial hair must keep it trimmed neatly.

Any exceptions to the standards must have prior approval of the principal.

## **Consequences for Failing to Adhere to the Dress Code**

**First Offense:** The student will be sent to the office. Parents will be called to either pick-up the student or bring clothes for the student to change into.

**Second Offense:** ISS assignment for 3 days and parent conference.

**Third Offense:** Suspension for 3 days and parent conference.

**Additional Offenses:** See Intermediate Offense 201

## **III. CARE OF PROPERTY**

Students must respect the property and rights of others. Students who injure, lose, deface, or destroy any property of the school system will be required to pay for the damages or replace the property to the reasonable satisfaction of the school system.

## **IV. EXAMINATIONS**

No nine weeks examinations will be given to grades K-5.

All 6th grade students will be required to take nine weeks examinations in reading, Language, and mathematics. These examinations should count no more than a regular test grade.

All 7-12th grade students will be required to take comprehensive nine weeks examinations in all subject areas. These examinations shall count as a major test grade. Students may exempt one comprehensive nine weeks exam during the last grading period as a result of perfect attendance for the entire year. Students may also exempt another comprehensive nine weeks exam during the last grading period as the result of all A 's in one subject area. No more than two exams may be exempted.

Adopted November 25, 1996

Amended July 22, 2002

## **V. EXTRACURRICULAR ACTIVITIES ACADEMICS FIRST**

The Crenshaw County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. Students of all races are encouraged to participate in all extracurricular programs and sponsors will be available to meet, upon the request, with any student to fully inform him/her about each program. The Crenshaw County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolution and the Alabama Administrative Code to earn a minimum of 24 credits in grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.

The Crenshaw County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering Grades 10-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility shall be determined on the first day of the school year and shall remain in effect for one (1) complete school year. A student may not become eligible after school begins (after the first day of school). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may be substituted for regular schoolwork repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.

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

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course( s) requirement( s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school thorough math, science, band, choral music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

This policy is effective for all students in Grades 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and the 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein. The local Board of Education shall implement this policy as a minimum for all students in Grades 7-12 under its control. Each local Board of Education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

Amends and replaces C-34 Adopted August 11, 1997 Adopted September 21, 1998

## **VI. FUNDRAISING AND/OR DISTRIBUTION OF MATERIALS**

The sale or distribution of any goods or materials on any school property by any individual or group of individuals is prohibited unless prior authorization has been obtained from the principal of the school.

## **VII. GUN FREE AND WEAPONS**

It shall be a violation of Crenshaw County Board policy for any student, employee, parent, guardian or visitor to have in his/her possession a firearm or weapon of any kind on Board property during regular school hours or during any school function or activity. School property includes all buildings, grounds, athletic facilities and motorized vehicles owned or leased by the Crenshaw County Board of Education.

This policy is in compliance with Public Law 103-382, "Improving America's Schools Act of 1994", Part F, Section 14601, Gun-Free Requirement (Gun-Free Schools Act/GFSA). For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition.

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive
2. The frame or receiver of any weapon described above
3. Any firearm muffler or firearm silencer
4. Any explosive, incendiary, or poison gas
  - a. bomb
  - b. grenade
  - c. rocket having a propellant charge of more than four ounces
  - d. missile having an explosive or incendiary charge of more than one-quarter ounce
  - e. fireworks/pyrotechnics of any class
  - f. mine, or
  - g. similar device
5. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

In addition, items forbidden shall include, but not be limited to the following: knives, openers, metallic knuckles, tear gas guns, chemical weapon or device, explosive devices including fireworks of any description, double/triple/quadruple rings which are attached or connected in such a fashion that they may be used as a weapon, any items which may be used as clubs, all sharp or pointed objects designed for use as a weapon, or any other weapon, instrument or object.

Any student who is determined to have brought a weapon as defined in this policy to school, or to have in his/her possession in a school system building, on school system property, on a school bus, or at a school – sponsored function or activity and found in violation of the policy will be:

1. Placed on immediate suspension from school.
2. Subject to a disciplinary hearing with final disciplinary action determined by the Board of Education.
3. May be expelled from the school system for no less than one year; provided, however, that the Board of Education, in appropriate cases, may apply sanctions less severe than expulsion for one calendar year; and provided, further, that in appropriate cases, such students may be expelled from the regular school setting and be provided educational services in an alternative setting.
4. Students who are expelled for violation of this policy shall not be allowed to attend regular classes in any Crenshaw County Public School during the expulsion period, but may be permitted to attend alternative schools designed to provide educational services.

No school system employee shall be permitted to have in his or her possession a firearm or weapon on school property during regular employment hours or during any school function or activity. This function or activity may be on or off school property after school hours or at any other time when an employee's presence can be reasonably related to school or school functions. Personnel found in violation of this policy will be:

1. Placed on immediate suspension from employment pending an investigation.
2. Referred to appropriate law enforcement or criminal justice authorities.
3. Final disciplinary action will be determined by the Board of Education based on the circumstances of the offense.

Parents/guardians and other persons are prohibited from bringing firearms other weapons on school system property at any time or to any school system function or activity. Items forbidden shall include, but not be limited to those previously listed. If found in possession of a weapon, persons will be:

1. Asked to vacate school property immediately.
2. Placed on immediate suspension from visitation or attendance at any school, or school system function or activity.
3. Referred to appropriate law enforcement or criminal justice authorities.

Authorized law enforcement personnel are excluded from provisions of this policy.

The school principal shall notify the superintendent or his/her designee of violations of this policy. Further, the superintendent or his/her designee shall report suspected violations to the appropriate law enforcement authority, which may include city/town police, the Crenshaw County Sheriff and the Crenshaw County District Attorney. In addition, the school principal shall notify the parents of students who violate this policy. Any student determined by school authorities to have brought a weapon or firearm as defined above shall be referred to the criminal justice or juvenile court system.

Notice of this policy shall be made by posting at all Board owned property, in the System handbook/code of student conduct, the system website, and cable information station.

P. L. 103-382

Alabama Code 16-1-24.1

Adopted July 31, 1995

Amended January 21, 2003

### **VIII. HOTLINE**

DOMESTIC VIOLENCE HOTLINE: 1-800-650-6522

SAFE SCHOOLS HOTLINE: 1-888-728-5437

### **IX. INSPECTION OF SCHOOL PROPERTY**

School officials reserve the right to inspect school property, including lockers, to insure the safety and security of the premises and of students. Lockers remain the property of the school. Although a student may exercise exclusive control of his locker, as opposed to access by fellow students, the control is not exclusive against school officials. School officials may inspect lockers at any time to insure school safety and student welfare

### **X. INSURANCE**

Student insurance is available on an optional basis. Participation in some school programs such as athletics and other extracurricular activities requires that the pupil purchase insurance coverage or sign a waiver indicating that he has adequate coverage and/or releasing the Crenshaw County School District from all liability on accidents and/or injury (or any associated condition) which results from participation in the athletic activity or other extracurricular activity. All athletes and cheerleaders will be covered by a Catastrophic Insurance Policy.

### **XI. LEGAL CUSTODY**

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school related matters pertaining to an individual student.

### **XII. MARRIED STUDENTS**

A married student shall be permitted to attend regular or summer school. This student shall be subject to the same rules and regulations for conduct, class attendance, scholastic requirements, or extracurricular activities as other students. A married student must report the marriage to the principal of the school the first day of school attendance after the marriage occurs. The principal will then request a meeting between the student, spouse, and parents of said student(s). At this meeting, an understanding will be reached as to who will be responsible for actions of the student in regard to school regulations and requirements.

### **XIII. MENINGOCOCCAL DISEASE AND VACCINE**

#### **What is meningococcal disease?**

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

#### **How do you catch the disease?**

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing and sharing drinking glass and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through lining of the nose and inflammation of the tissue surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

#### **Meningococcal vaccine: Who should get the vaccine and when?**

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

### **XIV. PARENT INVOLVEMENT POLICY**

The Crenshaw County Board of Education is committed to the goal of providing a quality education for every child in the system. Research has proven that when schools and parents form strong partnerships, all children's potential for academic success improve significantly. In accordance with the Elementary and Secondary Education Act, Title I Part A, Section 1118, all parent involvement programs, activities and procedures will be planned and implemented using meaningful consultation with parents of participating children and follow all requirements of the Title I regulations. The LEA and the schools in the system will establish objectives, programs, strategies, and activities that enhance parent involvement and reflect the specific needs of students and their families.

The LEA will involve parents in the development of Title I School-Wide Plans at each school, in the development of the Federal Programs Consolidated Plan, and in the process of school review and improvement if and when a school is identified for Title I school improvement. The LEA also supports the development, implementation, and evaluation of a parent involvement plan in each school, which will involve parents at all grade levels in a variety of roles.

Although most objectives, strategies, and activities are planned at the local schools, others are addressed system-wide. The LEA will provide coordination of funding, technical assistance and other support necessary to assist the schools in planning and implementing effective parental involvement. Representatives from the LEA will: (1) work closely with the school's parent involvement committees, the faculty and staff at each school, and the school's Title I School-Wide Committee to ensure that local, state and federal guidelines are addressed; (2) will schedule ongoing in-service sessions to educate teachers and support personnel on methods, strategies, and activities to improve parental involvement; (3) will work cooperatively with community agencies and businesses in order to form partnerships which will encourage parental involvement and services to families; (4) will provide parenting education classes, family literacy classes, workshops, and professional training for parents; (5) will provide parenting materials, supplies, and curriculum; and (6) will provide a system-wide committee of parents, teachers, and administrators to guide the LEA's overall parental involvement efforts. The parent involvement program will be comprehensive and collaborative in nature and will include, but not be limited to, the following objectives:

- A. Provide opportunities for all parents to become involved in decision-making about how the parent/family involvement programs will be designed, implemented, evaluated, and revised;
- B. Promote activities and programs for families to become involved in the educational process in order to provide academic assistance at home and at school;
- C. Promote and support parenting skill instruction;
- D. Utilize a variety of communication tools on a regular basis to facilitate effective home/school communication;
- E. Link parents to programs and resources within the community that provide services to families;
- F. Provide professional development and in-service for teachers and staff to enhance their effectiveness with parents;
- G. Disseminate information on discipline procedures, assessments, school reforms, safety, curriculum, policy, etc. to parents on a timely basis;
- H. Support administrative leadership in setting expectations and creating a climate conducive to parental participation;
- I. Support involvement of parents of children at all ages and grade levels;
- J. Recognize diverse family structures, circumstances, and responsibilities, including cultural differences, and work to eliminate barriers that hinder participation in parent/family involvement programs;
- K. Assess the effectiveness of parental participation activities, strategies, programs, and policy and parenting education classes in the improvement of schools; and
- L. Report and use evaluation findings to revise the school-level parent involvement plans and the system-wide parent involvement policy in order to effectively improve student academic achievement, the social and emotional welfare of students, and the school's educational environment.

Involvement Committees at each school, Open House, Parent Visitation Day and Grandparents Day. The following activities and others will be utilized to provide parental involvement in the system: parent surveys, parent compacts, discussion groups, parent newsletters, parenting classes, home visits, Statewide Parenting Day, "make and take" workshops, PTA meetings, parent/teacher conferences, timely notification to parents of students who are experiencing difficulties, volunteer programs, Parent Resource Center, Parent.

Prospective students and parents will be given an opportunity to visit a school before enrollment. Students and parents will be assisted in making a transition from preschool to kindergarten, elementary to middle, or middle to high school by being invited to attend activities including: (1) tour of the school, (2) orientation programs, (3) PTA Open House, (4) Special programs, (5) workshops, and (6) a summer program for preschool students and their parents for transitional activities at the elementary schools. The system works closely with the county-wide Head Start program, and a great amount of collaboration exists between Early Intervention, Kindergarten, and Head Start programs.

Presently, there are no identified neglected or delinquent children, limited English proficiency students, homeless or immigrant students who reside within our LEA. Should any of these programs become needed, parental involvement activities will be coordinated and integrated with other educational services at the LEA or school level. A plan has been developed and services are ready to be provided and coordinated through the office of the Supplementary Services Coordinator.

It is the position of the Crenshaw County Board of Education that all persons will be afforded equal access or participation on the basis of selection criteria included in the law. This includes gender, race, religion, national origin/ethnic group, color, disability, or age. Beyond those types, the Crenshaw County School System assures that all parents will be given equal access to parental involvement programs. Any instance to the contrary will be thoroughly investigated by the superintendent's office and resolved in a timely manner to the advantage, any qualifying person.

The Crenshaw County Board of Education acknowledges that involving parents is essential to improving student achievement and will work to foster and actively support parental involvement.

Approved January 21, 2003

## **XV. PARENTS RIGHT-TO-KNOW**

At the beginning of each school year, Crenshaw County Schools shall notify parents of each student attending any school receiving Title I Funds that the parents may request, and the agency will provide to the parents, upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers. In addition to the information that parents may request above, a school that receives Title I Funds shall provide each individual parent:

- a. Information on the level of achievement of the parent's child in each of the required state assessments; and
- b. Timely notice that the parent's child has been assigned or has been taught for four consecutive weeks by a teacher who is not highly qualified.

The notice and information provided to parents shall be in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand.

Approved January 21, 2003

## **XVI. PREGNANT STUDENTS**

All contents of this policy shall, in each and every situation, be in full accord with the Final Title IX Regulations implementing the Education Amendments of 1972 and effective as of July 21, 1975. Said contents shall also be in accord with the Equal Educational Opportunity policy contained under this cover.

## **XVII. PRIVACY**

### **A. The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's 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 [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records requested unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

### **B. Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to partic-

-ipate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

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

### **C. Directory Information**

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

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

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

If you do not want Crenshaw County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the local school in writing by August 24, 2007. Crenshaw County Public Schools has designated the following information as directory information:

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

### **XVIII. PROMOTION AND RETENTION POLICY**

All decisions regarding the promotion and retention of a child in the elementary grades shall be made by the child's teacher(s) local school principal and the superintendent. Each case shall be considered individually and a decision made which is in the best interest of the child. The parent of any child who is considered to be a candidate for retention shall be notified in writing no later than the fifth week of the third grading period and a conference shall be conducted to discuss reasons for possible retention. Retention for students seven years and older is not the decision of the parent.

Students in grades pre-k through eighth grade shall be a candidate for retention if they have accumulated twenty (20) absences; students in grades nine through twelve shall be candidates for loss of academic credit if they accumulate ten absences in a given semester. ANY EXCEPTION TO THIS POLICY MUST HAVE OFFICIAL VERIFICATION (ATTENDING PHYSICIAN'S STATEMENT ,

At the end of the school year, teachers prekindergarten-12 will note one of these four terms on each student's final report card and permanent record:

1. **PROMOTED:** Child is expected to function on grade level next year.
2. **PLACED:** Child is not expected to function on grade level in all areas next year but is being placed in the next grade for whatever reasons may exist.
3. **RETAINED:** Child is to return to same grade next year.
4. **GRADUATED:** The child has met all requirements for graduation and will be awarded a diploma. (Applicable to 12th grade students only)

In grades 1-6, if the child is not functioning on grade level in reading or mathematics or has an overall "F" at the end of the school year, he/she may be a candidate for retention.

**STUDENTS SHALL NOT BE RETAINED MORE THAN TWO TIMES IN GRADES K-6.**

A student in grades 7-8 that fails two or more academic subjects shall be retained.

Approved 5-8-03

#### **XIX. PUBLIC COMPLAINTS**

Although no member of the community shall be denied the right to petition the Board from redress or grievance, complaints will be referred through proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

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

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

#### **XX. SAFEKEEPING VALUABLES**

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of valuables and should not leave books, clothing, purses, wallets, or other valuables unattended.

#### **XXI. SCHOOL CLUBS**

- A. No unauthorized organizations will be permitted on the school campus. All student organizations such as clubs, committees, etc., will submit a constitution to the sponsor, principal, and to the Board of Education, setting forth its purpose, objectives, and by-laws for approval.
- B. Authorization to conduct activities as an organization recognized by the school administration shall be subject to revocation if the organization fails to cooperate with school administration.

#### **XXII. SEARCH OF A STUDENT BY SCHOOL OFFICIALS**

School officials shall search a student when there is reason to believe he/she possesses articles that might endanger others or that such articles are possessed in violation of the law and/or regulations of the Board of Education. Such searches shall be done in private by a school authority of the same sex as the person searched, with a third party present.

#### **XXIII. SPECIAL SERVICES**

Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience or environment. These children and youth require 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 all areas of human endeavor.

Gifted education in the Crenshaw County School System involves providing learning activities that would allow the intellectually gifted to progress in general intellectual ability, specific academic talent, and creative thinking from kindergarten through twelfth grade. Strategies for acceleration, enrichment and critical thinking allow each child to move horizontally or vertically through the subjects offered in the regular curriculum. General exploratory activities designed to acquaint the student with a variety of topics and interest areas are provided. Activities that foster the growth and development of leadership abilities should be included. Group training dealing with the development of thinking and feeling processes are explored. Individual interests and projects are encouraged to help the student realize his/her potential. The teacher is primarily a facilitator. This program enables gifted and creative students to make positive and beneficial contributions to their community and society both now and in the future.

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

Teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. Additionally, all students enrolled in second grade during 2005-2006 school year will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas: Aptitude – Aptitude will be assessed through an individual or group test of intelligence or creativity. Characteristics – A behavior rating scale designed to assess gifted behavior completed

by a classroom teacher. 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.

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 if the student qualifies for gifted services.

The Crenshaw County School System has established grievance procedures consistent with local policies through which parents may resolve concerns regarding identification, evaluation, eligibility or services for gifted students.

The parent must first discuss his/her grievance with the LEA representative at the local school with objective of resolving the matter informally. The parent shall confer with the LEA representative on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. At the conference, the parent may appear alone or be accompanied by a mutually acceptable person, with the LEA being accorded the same privilege.

If as a result of the discussion between the parent and LEA representative, the matter is not resolved to satisfaction of the parent, then, he or she shall, within five days of when the grievance is first known, request a conference with next level of administration. The administrator shall schedule this conference within five days of receipt of the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposed resolution.

Should the grievance not be resolved to the satisfaction of the parent, he or she may continue through each level of administration in the same manner as prescribed heretofore. Upon completion of the final administrative level (the superintendent of education), the parent may request to be heard by the board by submitting a request in writing to the superintendent of education. The superintendent shall insert in the appropriate place on the agenda of the next board meeting [providing that the time constraints (as per board policy) are met for inclusion on the most immediate agenda] an item that states that the parent desires to address the board concerning a grievance. The board shall review the original grievance. In addition, the board may, but is not required to, hear directly from any individual with knowledge of any relevant fact relating to the grievance.

The Board of Education will either uphold or deny the recommendation of the superintendent. A copy of the action of the board will be furnished to the parent, whether as a part of the minutes of the board of education or as a separate written statement from the office of the superintendent. The board shall be the final reviewing authority within the system.

This policy is not intended to deprive any parent of any right they may have to file a grievance pursuant to any other policy of the local board of education. The parent retains at all time the right to contact the State Department of Education with regard to any allegations that the system has violated the statutes described above.

Referrals, questions or comments should be sent to Randy Wilkes, Gifted Education Coordinator, 183 Votec Drive, Luverne, AL 36049, or call 334-335-6519.

### **Special Education Services**

The Crenshaw County Board of Education provides special education services to children ages 3-21 residing within Crenshaw County. Anyone wishing to make a referral should contact Mr. Randy Wilkes, Office of Special Education Services, 183 Votec Drive, Luverne, AL 36049, or telephone (334) 335-6519. The Crenshaw County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class or nationality.

### **Gifted Education Services**

The Crenshaw County Board of Education believes that gifted students are those who are identified as possessing demonstrated gifted behaviors and who, by reason thereof, require services not ordinarily provided by the regular school program. It is also our belief that a gifted student may be found within any race, ethnic group, gender, economic class, or nationality. In addition, some students with disabilities may be found to be gifted. The Crenshaw County School System shall prohibit discrimination against any student on the above basis with respect to participation in the gifted program. Any questions should be directed to Mr. Randy Wilkes, Special Education Coordinator, 183 Votec Drive, Luverne, AL 36049, or telephone (334) 335-6519.

### **English as a Second Language**

The Crenshaw County Board of Education is attempting to identify any student in need of ESL services. Such students reside in homes where a language other than English is the primary language. Anyone having knowledge of such students should notify Ms. Tia Compton, ESL Coordinator, 183 Votec Drive, Luverne, AL 36049, or telephone (334) 335-6519. The Crenshaw County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class or national origin.

### **Building Based Student Support Team**

Building-Based Student Support Team (BBSST) is a school-based, problem solving approach to meet the needs of at-risk students in regular education classroom settings. Team members discuss issues related to specific individual needs of students and teachers and offer teachers assistance in resolving problems. The team is composed of regular program teachers, administrators, counselors and other individuals, as needed. This team pools their expertise from many areas to help resolve many school and student issues. Using this collaborative approach, educators are given the opportunity to address concerns and find solutions. Through this team effort, referrals to programs outside the regular classroom can be significantly reduced. Educators can receive immediate support when confronting specific academic, social, and/or behavioral concerns regarding students.

Parents or school personnel may make referrals to the BBSST for either academic or behavioral reasons. To make such a referral, one should contact the local school in which the student is enrolled.

## **XXIV. STUDENTS CONVICTED OF CRIMES**

Students convicted of crimes and/or under the Court's jurisdiction must have approval of the Board of Education before being admitted to school. If admitted, the student will enroll and remain under strict probationary conditions.

## **XXV. STUDENTS WHO HAVE BEEN EXPELLED FROM OTHER SCHOOL**

Students who have been expelled from other school systems must apply to the Superintendent of Schools for consideration to enroll in any Crenshaw County School. If admitted, the student will enroll and remain under strict probationary conditions.

## **XXVI. TEMPORARY HEALTH DISABILITY**

Students with temporary health disabilities (including pregnancy) shall not be subject to discriminatory treatment in any Crenshaw County School. A student who desires to enroll or continue his/her enrollment until the temporary health disability has been alleviated may do so by providing the principal or designee with an appropriate written statement from the attending physician. This shall be done promptly upon onset of the temporary disabling condition. Pregnancy shall be treated like any other temporary disability.

## **XXVII. TEXTBOOKS**

Pupil-Parent Responsibilities For Care Of Textbooks Owned By The Crenshaw County Board Of Education

- I. All textbooks issued are the property of the Crenshaw County Board of Education and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected.
- II. Textbooks issued to pupils may be used in the same manner and to the same extent as though such books were owned by the pupil; except that pupils must recognize their responsibility for the proper care of books checked out to them by observing the following practices:
  1. Keeping the book clean inside and outside.
  2. Refraining from marking the book with pen or pencil.
  3. Keeping the pages free of fingerprints.
  4. Avoiding turning down, tearing, or otherwise damaging pages.
  5. Refraining from placing the book where it may become soiled or damaged by the weather.
  6. Keeping the book protected with a book cover.
- III. Parents and pupils must accept liability for any loss, abuse, or damage (as determined by the issuing teacher) in excess of that which would result from normal use.
  - A. For such loss or damage, the pupil will be assessed a variable of:
    1. Full price for books that are new when issued.
    2. Seventy-five percent of the book's full price if the book has been used one to three years when issued.
    3. Fifty percent of the book's full price if the book has been used more than three years when issued.
  - B. No textbook will be issued to any pupil until all charges for lost or damaged textbooks have been paid.

All textbooks must be returned to the issuing school by the pupil when he is promoted or transferred and when he terminates his attendance for any other reason.

Alabama Code 16-36-32

Approved July 23, 2003

## **XXVIII. TOBACCO-FREE SCHOOLS AND FACILITIES**

Crenshaw County Board of Education understanding the responsibility under the ProChildren Act (PCA), as Part C of Title X of the Goals 2000: Educate America Act, Public Law 103-227, adopts the following TOBACCO FREE ENVIRONMENT POLICY. Therefore, it is the policy of the Crenshaw County Schools that the use of any and all tobacco products is prohibited on all school property by all persons. School property includes all buildings, grounds, athletic facilities and motorized vehicles owned or leased by the Crenshaw County Board of Education.

1. The use of tobacco products within any building/bus operated by Crenshaw County Board of Education is prohibited at all times;
2. The use of tobacco products on the grounds operated by Crenshaw County Board of Education is prohibited; and
3. The use of tobacco products by employees, parents, and volunteers while supervising or working with students is prohibited.

Violations could warrant an assessment of a civil penalty of up to \$1,000.00 per violation. Penalties assessed may not exceed the amount of applicable Federal funds received for a fiscal year. This judgment would be assessed against the system.

Violation of this policy by employees will result in the following actions:

First Offense: Employee will be verbally reprimanded.

Second Offense: Employee will be written up and documentation placed in their personnel file.

Third Offense: Employee will be placed on I-day leave without pay.

Subsequent Offenses: Employee will be referred to the Crenshaw County Board of Education for appropriate disciplinary action, which may include termination of employment.

Any student violating this policy will be subject to discipline in accordance with the most recently published edition of the Crenshaw County Schools' Code of Student Conduct.

The Superintendent, principal, and/or any designee' of the foregoing, are authorized to. Request anyone violating this policy at any event to cease such violation. Upon failure of such person to cease such violation, the Superintendent, any principal, any assistant principal, or any designee of any of the foregoing, may request the person violating this policy to leave said facility and, upon failure of such person to leave, may engage the assistance of law enforcement personnel to remove such person from such facility

P.L. 103-227 Alabama Code 16-41-2

Adopted July 25, 1996

Amended January 21, 2003

## **XXIX. TRANSPORTATION**

### **A. SCHOOL BUSES**

Students transported by buses operated by Crenshaw County Schools are under jurisdiction of school officials at all times. Students will obey the driver promptly concerning conduct on the bus. Failure to do this or engaging in conduct which endangers the safety and welfare of one's self or others, will result in suspension from riding the bus, or, in extreme or repeated cases, expulsion from riding the bus. The right of all students to ride in a Crenshaw County School bus is conditional upon their good behavior and observance of the following rules and regulations:

1. Profanity, vandalism, obscene literature and pictures, smoking, illegal drugs, and weapons are forbidden on school buses.
2. Eating and/or drinking on buses are forbidden.
3. A student and/or his parents are responsible and must pay for any damage caused by acts of vandalism on the school bus.
4. A student is expected to be on time at his designated bus stop.
5. Students are expected to ride their assigned buses and the drivers will not discharge riders at places other than their regular bus stop at home or at school unless by proper authorization from parents and approved by school officials.
6. Keep head and hands inside the bus at all times.
7. Keep feet and legs, books and other objects out of the aisle while seated. The above rules and regulations will apply to any trip under school sponsorship.

### **B. PRIVATE VEHICLES**

Abide by regulations set by the School Board concerning travel to and from school on school buses and use and operation of private vehicles on school grounds:

1. Such private vehicles must be registered with the school and parked in the student lot, if required by the local school.
2. Automobiles are to be vacated immediately on arrival and should be re-entered only at the time of authorized departure.
3. School officials shall search vehicles at any time there is reason to believe that they contain articles which violate School Board Policy and/or Regulations or State/Federal laws.

Students attending functions and/or special events at other schools are subject to the control and authority of their school. (Example: A student from School "A" attending a ballgame at School "B", regardless of hours, will be responsible for his conduct as if he were on the campus of his school during regular hours.)

## **XXX. UNAUTHORIZED ASSEMBLY**

Conduct of students or assembly of students which disrupts the educational process or endangers the safety of other students and school personnel is prohibited. Violations of this regulation will result in disciplinary actions which may include expulsion.

## **XXXI. VISITORS TO SCHOOL**

The Board welcomes the active interest of parents and citizens in their public schools and invites the community to visit anytime. However, since schools are a place of work and learning, certain limits must be set on visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school: Anyone who is not a regular staff member or student of the school will be termed "a visitor". All visitors to the school must report to the principal's office upon arrival at the school and submit photo-identification. A visitor's badge will be issued.

Parents/guardians who wish to observe a classroom while school is in session must do the following (A parental/guardian classroom visit can take place only if the following occurs).

1. The parent/guardian visitation is to be arranged by the principal.
2. A parent/guardian conference with the teacher must be held prior to the visit. The principal may be present at the conference if requested by either party.
3. The time and date of the visit will be determined at the conference.
4. All conferences will take place during the teacher's planning period, with the expressed permission of the teacher, or after school.

Teachers are not expected to take class time to discuss individual matters with visitors.

At no time will a parent/guardian visit be considered as a part of a teacher evaluation.

Ala. Code 16-1-1

Adopted January 21,2003

## **CODE OF CONDUCT**

The Crenshaw County Board of Education is committed to providing an orderly, well-disciplined environment in which students can attend school. The school administration is expected to implement this commitment. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Good discipline is extremely important to the total school program and is vital to the development of citizenship. It is anticipated that most discipline problems can be handled between teacher, child and parents/guardians in a calm, reasonable manner. Disciplinary referral forms must be completed and brought to the office with the student before disciplinary action will take place. Attached to the discipline form should be documentation of any contacts or attempted contacts with parents concerning prior discipline problems.

Under no circumstances will academic grades be used as a means of maintaining order in a classroom, nor will student behavior be included in calculating academic grades. All academic grades will reflect the teacher's most objective assessment of the student's academic achievement.

#### **FORMAL DISCIPLINARY ACTIONS**

The following is a list of alternative methods for disciplinary action which may be administered by the school principal or his/her designee to students enrolled in the Crenshaw County Schools.

##### **A. SCHOOL BUS SUSPENSION**

A student may be denied the privilege of riding a school bus because of misconduct on the bus for a reasonable and specified period of time. The parents/guardians will be notified in writing of the student's school bus suspension.

##### **B. WORK ASSIGNMENT**

A student may be assigned to supervised activities related to the upkeep and maintenance of the school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's academic class schedule. The parents/guardians will be notified prior to the student's placement in a work assignment.

##### **C. CORPORAL PUNISHMENT**

The use of corporal punishment should follow the use of other corrective measures which have failed to improve student behavior. Prior to the administration of corporal punishment, the student shall be given an opportunity to explain his/her actions. When corporal punishment is required, it shall be administered with care, tact, and caution by the principal or teacher according to board policy. A second member of the professional staff shall be present to serve as witness and shall be informed of the reasons for the punishment prior to its being administered. Corporal punishment shall not be administered in the visual presence of other students. Corporal punishment shall not be administered in the presence of visitors. No teacher is allowed to administer corporal punishment for another teacher. All cases of corporal punishment shall be documented by the person administering the punishment. Included in this documentation should be written explanation of the reasons for the corporal punishment and the name of the witness.

##### **D. ADMINISTRATIVE DISCIPLINARY PROBATION**

Administrative disciplinary probation is a period of time specified by the principal during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal has the authority to place a student on administrative disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment. Parents/guardians will be required to attend a conference with the principal to discuss the reasons for the probationary period and consequences if corrective behavior does not occur.

##### **E. IN-SCHOOL SUSPENSION**

The assignment of a student to In-School Suspension (ISS) will remove the disruptive student from his/her normal classroom environment to a more restrictive environment. This program allows the student to continue in the educational process in a temporary school setting. During the period of assignment, the student will be encouraged to develop a positive attitude and appropriate behavior through counseling, evaluation, and discipline.

##### **F. OUT-OF-SCHOOL SUSPENSION**

A student may be placed on out-of-school suspension by the principal. This disciplinary measure is the removal of a student from school for violation of school policies, rules or regulations, or for otherwise causing interference with or disruption of the orderly operation of the school. Situations which might dictate out-of-school suspension include:

1. Procedure for expulsion of student being exercised.
2. Presence of student poses an immediate and continuing threat to him/herself, others, and/or school property.
3. Violation of school regulations.
4. Directive of Alternative School Personnel.
5. Capacity of Alternative School beyond normal limits.

Procedure for out-of-school suspension will be enacted in accordance with Board policy. Students placed on out-of-school suspension will not be allowed to participate in extra curricular activities.

##### **G. ALTERNATIVE SCHOOL**

The assignment of a student to the Alternative School will remove the disruptive student from his/her normal school environment to a more restrictive setting. This program permits the student to continue in the educational process in a temporary school setting. During the period of assignment, the student will be encouraged to develop a positive attitude and appropriate behavior through counseling, evaluation, and a high level of discipline. Students assigned to Alternative School will be responsible for transportation. Alternative School hours will be 7:00-2:00. The students assigned to Alternative School shall in no way interact with other students on any campus during the school day. During the period of assignment, the student will not be allowed to attend or participate in extra-curricular activities or other school functions on any campus in Crenshaw County.

Students assigned to the Alternative School at the close of a school year and have not completed their assignments will complete the assignment at the beginning of the next school term. Seniors assigned to the Alternative School at the end of the senior year will be eligible for graduation, but they will remain at alternative school through the last day of the school term and will not be eligible to participate in graduation activities. The assignment of a special education student to Alternative School will be determined by the student's IEP committee. Students who do not fulfill their requirements while at alternative school shall be recommended for expulsion. This includes attendance, behavior, and work assignments.

##### **H. EXPULSION**

Expulsion is defined as the removal of the right and obligation of a student to attend public school under conditions set by the school board. The principal has the final authority to recommend to the Superintendent's office the expulsion of a student.

## **CLASSIFICATION OF VIOLATIONS**

Disciplinary violations as listed in the Student Code of Conduct are grouped into four classes: minor, intermediate, major, and terminal. Before determining the classification of a violation, the principal will consult with the involved student and school personnel. Once the classification of the violation is determined, the principal will implement the appropriate disciplinary action. Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making personal contact with the parents/guardians and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be offered to the principal. All actions taken by the teacher or principal will be documented.

### **MINOR OFFENSES: DEFINITIONS**

101. Excessive distraction of other students: any conduct or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
102. Illegal organization: any on-campus participation in fraternities, sororities, secret societies, or non-affiliated clubs.
103. Intimidation: the intentional threat by word or act to do harm to another student, coupled with an apparent ability to do so.
104. Rude and discourteous behavior.
105. Disruption on bus: the cause of or involvement in a disruption of a minor nature that is a hindrance to the safe and orderly operation of a school bus.
106. Acts of Affection: Inappropriate public display of affection.
107. False information: intentionally providing false information to a school board employee.
108. Refusal to work: repeated refusal to start or finish class work as instructed.
109. Disobedience: willful failure to perform as instructed, such as failure to take correspondence home and failure to obey direction in hallways, assemblies, etc.
110. Use of property: use of school or personal property without permission for such use.
111. Littering: the intentional littering of school property with paper, trash, garbage, etc.
112. Selling: the unauthorized selling or exchanging of personal or commercial items of any kind on school premises.
113. Communication Devices: the possession and/or use of electronic communication devices while on school property/or at school related activities during the school day, excluding telephones in cars.
114. Any other: any other disciplinary violation which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

### **MINOR OFFENSES: ADMINISTRATIVE DISCIPLINARY OPTIONS**

First offense: In-school conference and parental contact when warranted.

Second offense: Parental conference and in-school disciplinary action, such as:

1. Supervised work assignment
2. Corporal punishment
3. ISS one to three days, grades 5-12 (lower grades as approved by administrator)

Third offense: Disciplinary action such as:

1. Work assignment
2. ISS three to five days, and /or corporal punishment

Subsequent offenses: Disciplinary action

1. Suspension one day, grades K-4, and parent conference on return
2. Suspension one day, ISS three to five days, and parent conference upon return

### **INTERMEDIATE OFFENSES: DEFINITIONS**

201. Defiance: any verbal or nonverbal refusal to comply with a lawful directive order of a school board employee.
202. Tobacco: the possession of tobacco products on the person, in the locker, or in other effects of a student.
203. Fighting: any physical contact between two or more individuals, which ceases at the direction of a school board employee. If action does not cease upon verbal direction, the infraction becomes a major offense. If it can be determined that participation in fighting was a direct result of self defense, he or she may be released from liability. May be elevated to major offense as determined by severity (Adm. decides).
204. Theft: the intentional, unlawful taking or carrying away of property valued at less than \$50 belonging to or in the lawful possession or custody of another. (Second Offense Level). FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.
205. Gambling: the intentional, unlawful participation in activities of chance.
206. Forgery: fraudulently altering report cards or personal records.
207. Absences: absence from class without permission, that is without having excused absence status.
208. Fireworks: the possession of fireworks on school board property.
209. Leaving class: the unauthorized and unexcused departure from class (Second Offense Level).
210. Cheating: willfully taking another student's work or willfully providing another student with one's work by way of copying, writing papers for another student, etc.
211. Profanity: General lewd or profane comments.
212. Stolen property: the possession of stolen property with the knowledge that the property is stolen.
- 213 Any other offense: any other disciplinary violation which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

## **INTERMEDIATE OFFENSES: ADMINISTRATIVE DISCIPLINARY OPTIONS**

First Offense: Parental Contact and in-school disciplinary action:

1. ISS three to five days.
2. Work assignment and/or corporal punishment.

Second Offense: Disciplinary action:

Suspension 1-3 days, and/or Alternative School one to three weeks; Administrative Probation through end of school year;

Possible discipline hearing with Superintendent.

Subsequent Offenses: Disciplinary action:

Suspension five days; Alternative School 3-9 weeks; Administrative Disciplinary Probation through end of school year;

Possible discipline hearing with Superintendent; Possible recommendation for expulsion and notification of Juvenile Authorities.

## **MAJOR OFFENSES: DEFINITIONS**

301. Theft: the wrongful, intentional taking and/or carrying away of property valued in excess of \$50, belonging to or in possession of another. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.

302. Burglary: the 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. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.

303. Criminal mischief: the willful and malicious injury or damages at or in excess of \$100 to public property or to the real or personal property of another. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.

304. Weapons: the possession of a knife, metallic knuckles, blackjack or club, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object which could be used to inflict bodily harm to another. NOTE: ANY WEAPON AND/OR FIREARM CONFISCATED ON SCHOOL PROPERTY WILL NOT BE RETURNED TO OWNER. ITEMS WILL BE TURNED OVER TO PROPER AUTHORITIES.

305. Explosives: the preparing, or igniting of explosives on school property.

\*306. Inciting disorder: leading, encouraging, or assisting in major disruptions which result in interruption of school day activities, destruction or damage of private or public property or personal injury to participants or others. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.

\*307. Touching: the intentional physical contact with another person in an offensive manner.

308. Vandalism: intentional and deliberate action resulting in injury or damage of less than \$100 to public property or to the real or personal property of another. Full restitution must be made. If not, court action will be pursued.

\*309. Hazing: any willful action taken in connection with initiation into or affiliation with any organization which recklessly or intentionally endangers the mental or physical health of any other student or threats to do so.

\*310. Threats/Extortion: verbal, written, or printed communication which maliciously threatens an injury to the person, property or reputation of another, with intent to extort money or advantage whatsoever, or the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

\*311. Trespassing: willfully entering or remaining in any structure or property without being authorized, licensed, or invited and refusing to depart after a warning is issued by an authorized person.

\*312. Obscene language/student: the intentional use of obscene manifestations (verbally, written, or gestured).

\*313. Pornographic materials: possession of pornographic material on school grounds.

314. Leaving campus: the unauthorized and unexcused departure from campus.

315. Battery/students: intentionally touching or striking another student against his/her will or intentionally causing bodily harm to an individual.

316. Drugs/Alcohol: the use or unauthorized possession of drugs, drug paraphernalia, or alcoholic beverages.

317. Assault: the intentional unlawful threat by word or act to do violence to the person of another, coupled with the 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. Violation of this will warrant a second level offense.

\*318. Propositions: the commission of verbal or written proposals to engage in sexual acts.

319. Obscene language/BOE: the intentional use of obscene or profane language directed toward a school board employee.

320. Sexual harassment

321. Any other offense: any other disciplinary violation which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

322. Activating alarms: any threat, communication, or intentional activation of a fire system, alarm system, emergency response system, or fire prevention system which has the effect of interrupting the educational environment.

## **MAJOR OFFENSES: ADMINISTRATIVE DISCIPLINARY OPTIONS**

First offense:

Suspension 1-5 days and/or Alternative School 1-9 weeks; Administrative Disciplinary Probation through the end of the school year; possible discipline hearing with Superintendent.

Subsequent Offenses:

Suspension minimum 5 days and/or Alternative School 3-9 weeks; Administration Probation through end of school year; Required disciplinary hearing with Superintendent; Possible recommendation for expulsion, and referral to Juvenile Authorities  
ALL VIOLATIONS OF FEDERAL, STATE, AND LOCAL LAWS SHALL BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT OFFICIALS AND TO JUVENILE COURT SYSTEM.

#### **TERMINAL OFFENSES: DEFINITIONS**

401. Drugs/Alcohol: sale of drugs, drug paraphernalia, or alcoholic beverages.
402. Arson: the willful and malicious burning of any school board property.
403. Battery/BOE: the intentional and unwanted touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.
404. Robbery: the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or installing the fear of same.
405. Firearms: the possession and/or discharge of any firearm which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive charge, compressed air, or by spring action; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device or a reasonable facsimile.  
(Automatic recommendation for expulsion for a period of one year as prescribed in the Gun-Free School Act of 1994.)
406. Weapons: the possession and use of a knife, metallic knuckles, blackjack or club, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object, which is used to inflict bodily harm to another.
407. Sexual acts: the commission of acts of a sexual nature including but not limited to battery, intercourse, attempted rape, or rape.
408. Violent battery: the intentional causing of great bodily harm, disability, or permanent disfigurement and/or the use of a deadly weapon.
409. Bomb threat

#### **TERMINAL OFFENSES: ADMINISTRATIVE DISCIPLINARY PROCEDURES**

First offense:

1. Notification of law enforcement officials and parents
2. Recommendation for expulsion
3. Full restitution

NOTE: ALL TERMINAL OFFENSES SHALL BE REFERRED TO APPROPRIATE LAW ENFORCEMENT OFFICIALS AND TO THE BOARD OF EDUCATION.

\*Disabled students:

The rules of discipline and conduct outlined in the Code of Conduct will generally apply to disabled students as identified under IDEA or Section 504. Each student's disability must be considered by his/her Individualized Educational Program (IEP) or 504 Committee in determining if the student can or cannot be expected to follow these rules. Students with disabilities may be suspended for up to 10 total days during one school year according to the student's IEP, Discipline plan, and Code of Conduct. Long term suspension (more than ten days) or Proposal for Expulsion is considered a change in placement and requires IEP committee action. Students with disabilities may be suspended if the student poses a threat to the safety of him/herself and/or others. An IEP committee meeting will then be scheduled for the earliest date.

NOTE: If any infraction of the Code of Conduct is in violation of state/federal laws, then state/federal law will supersede this Code of Conduct.

NOTE: THESE RULES AND REGULATIONS APPLY TO STUDENTS WHILE THEY ARE IN ATTENDANCE AT SCHOOL DURING THE SCHOOL DAY OR AT A SCHOOL SPONSORED FUNCTION.

### **CRENSHAW COUNTY COMPUTER USAGE POLICY**

Crenshaw County will be offering access to the Internet along with a wide range of educational software through computers. Each student must obtain parental permission as verified by the signatures on the attached form.

#### **How should computers be used?**

All use of computers must be in support of education, research, or business applications consistent with the educational objectives of the Crenshaw County Schools.

#### **What is expected?**

Students are responsible for behavior while using the computers. Additionally, students are responsible for their actions while using the equipment and the resources. Use of computers is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as defined in the school conduct policy.

#### **What are the privileges and rights of a user?**

All users have certain privileges and rights. Infringement of or disrespect of the rights of others may result in the loss of computer privileges and or disciplinary actions. The rights include:

- Privacy – All communication over Board equipment or facilities is the property of Crenshaw County Schools. All messages and files created, sent, or retrieved over the Board equipment or facilities are the property of the Board. The Board

reserves the absolute right to access and monitor all messages and files on Board equipment or facilities. Students shall have no expectation of privacy with regard to such data.

- Safety – Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.
- Intellectual freedom – Any statement of personal belief is implicitly understood to be representative of the author's point of view and not that of the school.
- Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior.
- Equal access – All users will be granted free and equal access to the computers.

**What are the guidelines?**

1. Students should be prepared to be held accountable for their actions. Exemplary behavior is expected from all users at all times.
2. Students should not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
3. Students will be held responsible for any damage to the computer or network and will be subject to disciplinary action. This includes physical damage or damage to programs or operating system.
4. Students should not commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or possession of computer viruses.
5. Students should not change any settings on the computer, i.e. control panel or resolutions.
6. Students should not use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, any form of pornography, drug dealing, purchase of alcohol or prescription drugs, gang activities, etc.
7. Students should not install any software that has not been approved by a teacher or school administrator. Downloading unauthorized files to obtain games, music, movies, programs, or other electronic media is prohibited.
8. Students should not violate copyright laws. Students should not use or possess any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software.
9. Students should not transmit e-mail through an anonymous remailer.
10. Students should not view, send, re-transmit or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
11. Students should not reveal his/her personal information, or the personal information of others, such as, address, phone numbers or credit card.
12. Students should not access other students' work, folders or files.
13. Students should not re-post non-academic personal communications without the original author's prior consent.
14. Students should not load or install backgrounds, themes and screensavers.  
Changing the appearance of the desktop is strictly prohibited.
15. Students should notify an adult immediately if you encounter materials that violate the school code of conduct.
16. Students should not use an alternate Internet service provider, such as AOL, Alaweb, CompuServe, etc. within the Crenshaw County School's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s) and appropriate filtering software. Student's personal computers may not be connected to the school network.

Adopted January 26, 1988

Revised July 23, 2007

## 2007-2008 CALENDAR

August 6, 2007	Institute
August 7, 2007	In-Service
August 8, 2007	In-Service
August 9, 2007	Students' First Day
September 3, 2007	Labor Day (Holiday)
October 8, 2007	Parenting Day (Student Dismissal 1:00 P.M.) (Teacher Dismissal - 6:00 P.M.) <b>(1.5 Teacher Days)</b>
November 12, 2007	Veteran's Day (Holiday)
November 19-23, 2007	Thanksgiving Holidays
December 17-Dec. 31, 2007	Christmas Holidays
January 1, 2008	New Year's Day (Holiday)
January 2, 2008	Teacher In-Service (Student Holiday)
January 21, 2008	King/Lee Holiday
February 15, 2008	Teacher In-Service (Student Holiday)
February 18, 2008	Presidents' Day (Holiday)
March 17-21, 2008	Spring Break
April 24, 2008	Parenting Day (Student Dismissal 1:00 P.M.) (Teacher Dismissal - 6:00 P.M.) <b>(1.5 Teacher Days)</b>
April 25, 2008	Foul Weather Day (Weather/Break)
May 26, 2008	Memorial Day (Holiday)
May 28, 2008	Students' Last Day
May 29, 2008	Teachers' Last Day

### Scholastic Months

8/9 – 9/6	20 days
9/7 – 10/4	20 days
10/5 – 11/1	20 days
11/2 – 12/7	20 days
12/10 – 1/24	20 days
1/25 – 2/25	20 days
2/26 – 3/31	20 days
4/1 – 4/29	20 days
4/30 – 5/28	20 days

### 9 Week Grading Periods

Aug. 9 – Oct. 9	43 days
Oct. 10 – Dec. 14	42 days
Jan. 3 – Mar. 12	47 days
Mar. 13 – May 28	<u>48 days</u>
	180 days

### Progress Reports

Thursday, September 13, 2007
Thursday, November 15, 2007
Thursday, February 7, 2008
Thursday, April 24, 2008

### Report Card Dates

Thursday, October 18, 2007
Thursday, January 10, 2008
Thursday, March 27, 2008
Wednesday, May 28, 2008

PLEASE DETACH AND RETURN TO YOUR CHILDS HOMEROOM TEACHER.

I acknowledge that I have read, understood and agree to all terms as outlined in the Crenshaw County Computer Usage Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

\_\_\_\_ My child has permission to use the Internet and the school system network according to the rules outlined.

\_\_\_\_ My child does not have permission to use the Internet and the school system network.

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Parent/Guardian's Name (Printed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Today's Date

PLEASE DETACH AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER

Crenshaw County Schools Title I Parent/Student Compact

As a parent I promise to:

- have high expectations for my child
- be responsible for my child's being at school and on time
- supply my child with appropriate school supplies
- support the school in its efforts to maintain discipline
- provide time and space for homework and study
- communicate and work with teachers and school staff to support and challenge my child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

As a student I promise to:

- attend school regularly
- bring necessary supplies to class
- help to keep my school safe
- respect and cooperate with other students and adults
- ask for help when I need it.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

PLEASE DETACH AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER

NOTICE OF RECEIPT

It is the intent of the Crenshaw County Board of Education that each parent or guardian of students in the Crenshaw County Schools receives a copy of Rights and Responsibilities & Code of Conduct and Early Warning Truancy Prevention Program which has been sent to you by your son or daughter. In order to verify receipt of the above mentioned policy statement, please return this form by your son or daughter to his/her teacher immediately. I hereby certify that I have received a copy of Crenshaw County Rights and Responsibilities & Code of Conduct which has been adopted by the Crenshaw County Board of Education. I have also received a copy of the Crenshaw County Early Warning Truancy Prevention Program and am fully aware of my responsibility to see that my child attends school daily and of the penalty for my failure to do so.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

PLEASE DETACH AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER

I hereby certify that I have received a copy of Crenshaw County Rights and Responsibilities & Code of Conduct which has been adopted by the Crenshaw County Board of Education, and I agree to deliver this form to my parent or guardian immediately.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date