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TABLE OF CONTENTS

	STUDENT CODE OF CONDUCT	5
I.	ENTRANCE REQUIREMENTS	26
II.	ABSENCES/EXCUSES/ HOMEBOUND SERVICES	28
III.	DUE PROCESS	32
IV.	SUSPENSION/EXPULSION/CORPORAL PUNISHMENT	33
V.	SEARCHES	36
VI.	QUESTIONING BY POLICE	37
VII.	TOBACCO	37
VIII.	SUBSTANCE ABUSE/USE POLICY	38
IX.	SEXUAL HARASSMENT	40
X.	CELL PHONES OR PAGERS	46
XI.	WORTHLESS CHECK POLICY	47
XII.	EARLY WARNING PROGRAM	47
XIII.	ACADEMICS	50
XIV.	DUAL ENROLLMENT	59

XV.	DISTANCE LEARNING	60
XVI.	AFTERSCHOOL, COMMUNITY EDUCATION	61
XVII.	EMBEDDED CREDIT	61
XVIII.	COUNSELING SERVICES	63
XIX.	HEALTH	64
XX.	EMERGENCY SITUATIONS	67
XXI.	TRANSPORTATION	70
XXII.	CHILD NUTRITION PROGRAM	73
XXIII.	SPECIAL/GIFTED EDUCATION SECTION 504 SERVICES	75
XXIV.	STUDENT ACTIVITIES, CLUBS,	76
XXV.	DRESS CODE	78
XXVI.	PRIVILEGES	80
XXVII.	POLICY ON INTERNET, ELECTRONIC MAIL, AND ETHICAL USE OF SOFTWARE	81
XXVIII.	TEXTBOOKS	84
XIX.	POLICY ON EXTRACURRICULAR ACTIVITIES	85
XXX.	GENERAL INFORMATION	90

INTRODUCTION

The Franklin County Board of Education believes that an orderly and safe atmosphere must be maintained at all times for students to be receptive to academic learning. They also believe that it is the responsibility of the students to adhere to self-discipline and base his or her conduct on the respect and consideration for the rights of others. The intent of this Code of Conduct/Handbook and the enforcement of its rules are to ensure that each student be given the best environment conducive to learning.

The Franklin County board of Education abides by and incorporates within its policy all new laws as passed by the Legislature of the State of Alabama. New laws passed as of this printing are listed and referred to in abbreviated form due to limitations of space. The actual law may be further reference as desired to verify the foundations for the policy.

As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; **HOWEVER, THE PROCEDURES DESCRIBED FOR VIOLATIONS OF ESTABLISHED STANDARDS SHALL APPLY TO STUDENTS IN GRADES K-12.**

Student Code of Conduct for Franklin County Schools

ARTICLE ONE: Student Responsibilities and Rights The Policies are in the Appendix that relate to these student responsibilities and rights.

ATTENDANCE

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding attendance.

To be punctual and regular in attendance.

To promptly request and complete make-up assignments for excused absences or tardies.

Student Rights Are:

To be informed of The Franklin County Board of Education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies truancies, and related programs checkouts, make-up work, and school sponsored activities.

RESPECT FOR PERSON, PRIVACY, AND PROPERTY

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding respect for person, privacy, and property.

To respect the recognized privacy rights of others.

To attend school and related activities without bringing items prohibited by law or the Franklin County Board of Education policy or which detract from the educational process.

To respect the property rights of those at school and the general public.

Student Rights Are:

To be informed of laws and the Franklin County Board of Education and individual school rules and policies regarding respect for person, privacy, and property.

To retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or The Franklin County Board of Education policy.

KNOWLEDGE AND OBSERVATION
OF RULES OF CONDUCT

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding rules of conduct. To document receipt of the code of student conduct with his/her signature.

Student Rights Are:

To be informed of laws and The Franklin County Board of Education and individual school rules and policies regarding rules of conduct.

To be informed as to the specific grounds of the violation(s) of the Franklin County Board of Education's code of student conduct.

THE RIGHT TO LEARN

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding the right to learn.

To take advantage of appropriate opportunities provided for learning.

To avoid hindering the teaching process.

To seek assistance, if needed, to aid learning.

To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.

Student Rights Are:

To be informed of laws and The Franklin County Board of Education and individual school rules and policies regarding the right to learn.

To be provided a safe school environment free of illegal drugs, alcohol, or weapons.

To be provided appropriate instructors, instructions, materials, and equipment to take advantage of the opportunity to learn.

To be provided with the opportunity to express concerns regarding the operation of the school.

FREE SPEECH

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding free speech. To be courteous of the views of others.

Student Rights Are:

To be informed of laws and The Franklin County Board of Education and individual school rules and policies regarding free speech.

To express disagreement in a constructive manner taking into account the rights of others, consistent with the established education process.

STUDENT PUBLICATION

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding student publications.
To communicate in a respectful manner consistent with good education practices.

To seek accurate and complete information on the topics approved for publication.

To observe the accepted rules for responsible journalism under the guidance of faculty members.

Student Rights Are:

To be informed of laws and The Franklin County Board of Education and individual school rules and policies regarding student publications.

To participate, as part of the educational process, in the development and/or distribution of student or school publication consistent with that educational process.

ASSEMBLY

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding assembly.

To seek approval, plan, and conduct meetings consistent with The Franklin County Board of Education rules.

Student Rights Are:

To be informed of laws and The Franklin County Board of Education and individual school rules and policies regarding assembly.

To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Student Responsibilities Are:

To abide by laws and The Franklin County Board of Education and individual school rules and policies regarding school programs and activities.

To be courteous and responsible at all school programs and activities.

To complete assignments related to his/her participation in school programs and activities.

Student Rights Are:

To be informed of laws and The Franklin County Board of Education and individual school rules and policies regarding school programs and activities.

To develop or participate in student programs and activities consistent with the Franklin County Board of Education and individual school policies.

To seek office in any student organization.

ARTICLE TWO: Jurisdiction of the School Board

Students enrolled in the Franklin County School System are subject to the policies of the Franklin County Board of Education and to the rules and regulations of the schools. This applies to all school sponsored activities including but not limited to the following:

Functions of the school day

Field Trips

Club or organization meetings

School-sponsored social events

Athletic events

ARTICLE THREE: Administrative Authority Over Academic and Non-Academic Due Process

The administrator designated by the school principal will be responsible for coordinating and distributing policies for the hearing process which are consistent with the Student Code. Decisions made by this designated administrator are final. Appeals will be allowed only in cases where the administrator is satisfied either that there is substantial new evidence to be presented, or that there was not sufficient substantive or procedural due process given. Appeals are not legally mandated in the Eleventh Appellate Circuit, but may be provided at the discretion of the School. (Nash v. Auburn University, 1985).

ARTICLE FOUR: Code of Student Conduct

A. Violation of Federal, State, or Local Law

If a student is involved in misconduct which is a violation of the Code of Student Conduct, as well as a violation of federal, state, and/or local law, the School disciplinary proceedings will commence without consideration to the pendency of civil litigation in court or criminal arrest and prosecution. However, such an instance may require that the school allow the student to retain a lawyer for disciplinary proceedings. Proceedings resulting from violations of the Student Code of Conduct may be instituted prior to, simultaneous with, or following criminal proceedings off campus.

“Classification of Violations and Sanctions”

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the code of student conduct. Violations are grouped into three classes (Class I, Class II, and Class III), which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. Other violations and sanctions may be adopted by the local board of education in addition to those contained in this document.

Class I Violations

1. Violations/Offenses

1.01 Excessive distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting; for example, talking excessively, interrupting class functions, chewing gum, moving without authorization, provoking other students, writing notes, and taking others' property, etc.

1.02 Illegal organization

Any on-campus participation in fraternities, sororities, secret societies, or non-affiliated clubs.

1.03 Minor intimidation of a student

The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act, which creates well-founded fear.

1.04 Participation in games of chance for money and/or for other things of value

1.05 Excessive tardiness and repeatedly reporting late to school or class.

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

1.07 Nonconformity to dress code (see Dress Code).

1.08 Minor disruption on a school bus.

1.09 Inappropriate public display or affection including, but not limited to, embracing and kissing.

1.10 Unknowingly possessing stolen property.

1.11 Unauthorized absence from class.

1.12 Continued refusal to complete class assignments.

1.13 Failure to follow instructions.

Examples: Failure to carry correspondence home, failure to obey direction in the hallways, etc.

1.14 Littering of school property.

1.15 Cheating

1.16 Any other violation, which the principal or his/her designee may deem reasonable to fall within this category after consideration of extenuating circumstances if any exist. It is the responsibility of the teacher to handle Class I offenses. Repeated offenses may be considered as a Class II offense.

2. Disciplinary Actions – Class I

a. Elementary students in grades K-6

1) First Offense for grades K-6

In-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.

2) Subsequent Offenses for grades K-6

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, corporal punishment, or suspension at the

discretion of the principal or his/her designated person(s). Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting.

b. Secondary students in grades 7-12

1) First Offense for grades 7-12

In-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.

2) Subsequent Offenses for grades 7-12

In-school disciplinary action, such as probation, detention, completion of extra academic assignments, work assignments before or after school, corporal punishment, or suspension at the discretion of the principal or his/her designated person(s). Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting.

Class II Violations

1. Violations/Offenses 2.01 Defiance of School Board employee's authority.

Any verbal or nonverbal refusal to comply with a reasonable directive.

2.02 Intentionally providing false information to a School Board employee; including, but not limited to, student information data and the concealment of information directly related to school business.

2.03 Unauthorized use of school or personal property.

2.04 Battery upon students.

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

2.05 Simple assault on a School Board employee.

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

2.06 Fight Assault, menacing and reckless endangerment, or Criminal coercion (Refer to Title 12A of the Code of Alabama, 1975).

2.07 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.

2.08 Stealing-larceny-petty theft; intentional, unlawful taking and/or carrying away property valued at less than \$100 belonging to or in the lawful possession or custody of another.

2.09 Gambling; Intentional, unlawful participation in gambling activities involving amounts of more than \$1.00 and less than \$100.

2.10 Possession of stolen property with the knowledge it is stolen.

2.11 Use of obscene manifestations (verbal, written, gesture) directed toward another student, School Board employee, or visitor.

2.12 Leaving campus without permission.

2.13 Threats or extortion.

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

2.14 Trespassing

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

2.15 Written or verbal propositions to engage in a sexual act.

2.16 Offensive touching of another person.

2.17 Possession of digital or voice activated paging device or cellular phone.

2.18 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances, if any.

2. Disciplinary Actions – Class II

a. Elementary students in grades K-6.

1) First Offense for grades K-6
Parental contact if warranted and disciplinary action if deemed necessary.

2) Subsequent Offenses for grades K-6
Suspension from one to five days, corporal punishment, contact with appropriate legal or governmental agencies. Special circumstances

may warrant a recommendation for expulsion. If so recommended, the procedures herein included will be followed.

b. Secondary students in grades 7-12

1) First Offense for grades 7-12

Corporal punishment and/or extended work assignments, before, during and after school; suspension for one to three school days.

2) Subsequent Offenses for grades 7-12

Corporal punishment, suspension from three to five days; contact with appropriate legal or governmental agencies. Special circumstances may warrant a recommendation for expulsion. If so recommended, the procedures herein included will be followed.

Class III Violations

3.01 Drugs.

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

3.02 Arson.

The willful and malicious burning of any part of school property.

3.03 Battery upon School Board employee.

The unlawful and intentional touching or striking of a School Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee.

3.04 Robbery.

The taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of same.

3.05 Stealing-larceny-grand theft.

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

3.06 Gambling.

The intentional, unlawful participation in gambling activities involving an amount of more than \$100.

3.07 Burglary of school property.

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

3.08 Criminal mischief.

Willful and malicious injury or damages in excess of \$100 to public property or to real or personal property belonging to another.

3.09 Possession of firearms on person or in vehicles.

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by action of any explosives; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

3.10 Discharge of any pistol, rifle, shotgun, air gun, or any other device.

3.11 Possession of weapons.

A knife, metallic knuckles, tear gas gun; chemical weapon or device, or any other weapon, instrument, or object with the intent to be armed.

3.12 Bomb threats.

Any such communication(s) concerning School Board property which has the effect of interrupting the educational environment.

3.13 Explosions.

Preparing, possessing, or igniting explosives on School Board property.

3.14 Sexual acts.

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

3.15 Aggravated battery.

Intentionally causing great bodily harm, disability, permanent disfigurement and use of deadly weapon.

3.16 Possession of and/or igniting fireworks, firecrackers, or smoke bombs.

3.17 Unjustified activation of a fire alarm system.

3.18 Inviting or participating in a major student disorder which leads to, encourages, or assists in causing a (major) disruption which results in destruction or damage of private Or public property or personal injury to participants or others.

3.19 Possession and/or use of tobacco products.

Possession on the person, in the locker, or in other effects of a student(s); holding of a lighted cigarette (cigar, etc.); inhaling or exhaling of the smoke of tobacco; or the using of any other tobacco product.

3.20 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances if any.

Class III Sanctions

1. Disciplinary actions or suspension and recommendation for expulsion in the procedures above. Pending final determination of

the matter by the Board, the student will remain suspended from school.

2. Other disciplinary measures as prescribed under Class II Offenses.

STUDENT HARASSMENT/BULLYING PREVENTION

I. No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specified characteristics that have been identified by the Franklin County Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions.

II. Definitions

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

- Place a student in reasonable fear of harm to his or her person to damage to his or her property.

- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school-sponsored function.
 - Have the effect of being sufficiently severe, persistent or pervasive enough to create an intimidating threatening, or abusive educational environment for a student.
- B. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- C. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- D. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.

- E. The term “student” as used in this policy means a student who is enrolled in the Franklin county School System

III. Description of Behavior Expected by Children

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

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

- The student’s race;
- The students sex;
- The students religion;
- The students national origin; or
- The student’s disability

- IV. A series of graduated consequences for any violation of this policy will be those out lined in the rules governing student behavior or any rule or standard in the rules under authority of this policy.

V. Reporting, Investigation, and Complaint Resolution Procedures.

- A. Complaints alleging violations of this policy must be made on board-approved complaint forms available at the principal's and or counselor's office. The complaint must be signed by the student alleging the violation or by the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

- B. Upon receipt of the complaint, the principal or the principal's designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint. The investigation shall be conducted in a reasonable time period based on the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonable calculated in preventing a recurrence of the violation(s) may also be imposed by the principal or the school system.

- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to the disciplinary sanctions that may include any sanction, penalty or consequence that is available to school officials under the rules governing student behavior. A

student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the rules of governing student behavior.

D. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported the principal or the principal's designee will inform the student's parent or guardian of the report.

VI. This policy and any procedures, rules and forms developed and approved in implement the policy will be published disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Franklin County School System web site.

REFERENCE(S): CODE OF ALABAMA 16-11-9; LEGISLATIVE ACT 2009-571

STATE LAWS

The following acts have recently passed the Legislature and have been signed into law:

a. Act 94-784 requires that the principal shall notify appropriate law enforcement officials when any person threatens physical harm to a person. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. If that person is a student enrolled in any public school in the state of Alabama, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days. A person may be

readmitted upon such conditions, as the Franklin County Board of Education shall prescribe.

b. Act 94-820 requires the Alabama Department of Public Safety to deny or suspend a driver's license for 180 days to persons over fourteen (14) convicted of a crime involving a pistol on school premises or school transportation.

c. Act 94-817 forbids the possession of a deadly weapon on public school premises. If the violation has intent to do bodily harm, the violation shall be a Class C felony. The term deadly weapon; means a firearm or anything manifestly designed, made or adapted for the purposes of inflicting death or serious physical injury and such term includes but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, Billy, blackjack, bludgeon, or metal knuckle. Each student found guilty of the possession of a gun in a school zone will be expelled for not less than one calendar year. (Certain exceptions apply to the expulsion requirements).

d. Act 94-819 makes the parent or parents, guardian or other person having care or control of any minor liable for any damages, plus court costs, resulting from an action of the minor who willfully damages school and/or private property.

e. Act 94-794 makes the crime of assault on a teacher or employee of a public educational institution a Class C felony.

f. Act 94-783 says that a person who unlawfully sells, furnished or gives a controlled substance as defined in Section 20-2-2, Code of Alabama 1975, to a minor may be liable for injury or damage or both suffered by a third

person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

**AFTER READING AND SHARING THIS BOOKLET
WITH YOUR CHILD, SIGN THE
ACKNOWLEDGEMENT FORM ON THE LAST PAGE
AND RETURN IT TO SCHOOL WITHIN THREE (3) DAYS.**

Section 1. Section 16-28-12, Code of Alabama 1975, is amended to read as follows:

Section 16-28-12.

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

“(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to

each parent, guardian, or other person having care, or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.”

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

SCHOOL VISITORS

IT IS THE POLICY OF THE FRANKLIN COUNTY BOARD OF EDUCATION THAT ALL VISITORS IN ANY SCHOOL BUILDING OR ON ANY PART OF THE SCHOOL CAMPUS MUST REPORT DIRECTLY TO THE SCHOOL OFFICE. ANY PERSON IN VIOLATION OF THIS POLICY SHALL BE CONSIDERED AS TRESPASSING AND SHALL BE SUBJECT TO PROSECUTION.

I. ENTRANCE REQUIREMENTS

A. A child, who is five (5) years of age on or before September 1, shall be entitled to register for kindergarten in the schools of the Franklin County School System for that school year. A child, who is six (6) years of age on or

before September 1, shall be entitled to admission to first grade in the school of the Franklin County School System, except that an underage child who transfers from the first grade of a school in another state may be admitted upon approval of the Franklin County Board of Education. The Alabama Compulsory School Attendance Law requires all children between the ages of six and 17 to be enrolled in school.

Each child entering kindergarten or first grade for the first time must present a birth certificate at the time of registration. In addition, a current valid Alabama Immunization Certificate is required. This also applies to each child entering the first grade or other grades when said child transfers into the system in a grade other than grade one, unless otherwise exempted by law, i.e. medical exemption or religious exemption. Medical exemptions for immunization must be granted by the Alabama Department of Public Health.

B. Assignment of Students to Classes

It is the responsibility of the local school principal and the local professional staff to assign students to classes.

C. Transfers and Withdrawals-Record Acceptance Students who apply for admittance to a school in the Franklin County School System via transfer from another school will have a conference with the principal of gaining school and student's parent or legal guardian before student is officially enrolled in school. Students transferring from any school in the Franklin County School System may provide information relative to attendance to the new school principal. Such information shall be placed on the appropriate form and a copy given to the student by the principal of the school the child is leaving. This form shall include the original health immunization form if student is transferring within the local school system.

At the time of entry into a school of the Franklin County School System, the student should provide a transfer slip, scholastic

information, and other pertinent data to assist in proper classification. In the absence of such data, school officials shall “conditionally accept the oral statements of the student and/or his/her parent or legal guardian pending receipt of record data from the school last attended by said student”. A “permanent” classification shall be based on acceptance of said information.

Requirements for withdrawal of students shall be the following:

- (1) Conference with the principal or his/her designee with the student’s parent or legal guardian, (2) completion of official withdrawal form from the school office, (3) book card showing that all books have been returned and/or all fines paid, (4) a release form from the library.

II. ABSENCES/EXCUSES/HOMEBOUND SERVICES

Pupil absences in the Franklin County School System shall be designated as excused or unexcused. A student shall have no more than nine (9) unexcused absences in a class. If a student misses ten (10) times from any class and those ten days do not comply with the excuse policy, he or she will fail that particular subject for the semester.

A. Excused absences

Absences will be excused for the following reasons:

1. DEATH – in the immediate family but no further removed than first cousin. (This must be verified.)
2. SICKNESS - verified by a doctor’s or dentist’s excuse.
3. INCLEMENT WEATHER – verified by the local principal.

4. EMERGENCY – as determined by school administration.

5. PRIOR PERMISSION – of the principal for good cause.

B. Unexcused absences

Absences for reasons other than those defined above shall be considered as unexcused. Unexcused reasons include, but are not limited to:

1. Work
2. Poverty
3. Truancy
4. Parental Neglect

C. Tardiness

Tardiness to school or to classes is prohibited, and is an infraction of school rules. Students who are tardy will be subject to disciplinary procedures as outlined under Franklin County Board Policy. Tardy is defined as not being in class by the second bell.

D. Excuses

It will be the student's responsibility to provide the designated local school official with the proper data to verify that an absence should be excused. THIS MUST BE DONE NO LATER THAN (3) DAYS AFTER RETURNING TO SCHOOL PER SEMESTER.

NOTE: Only two (2) written excuses per semester will be accepted from parents unless there are extenuating circumstances beyond the student's control that are approved by the principal.

E. Make-up Work

When a student is absent from school for any reason, it is his or her responsibility to contact the teacher of the class missed concerning make-up work. Students will be allowed to make up work missed for any excused absence and for the first five (5) unexcused absences, other than out of school suspensions. Thereafter, no make-up work is permitted for unexcused absences. Students must make up missed work within five (5) days upon returning to school, except in extenuating circumstances.

F. Student Check-Out Procedure

Students will not be permitted to leave school campus unless a phone call and written permission from parent or guardian is presented and approved by the local principal or his/her designated representative for legitimate reasons only. Under unusual circumstances the local principal may use his or her judgment regarding the early release of the student.

After the 5th check-out per semester, phone calls or written permission will not be accepted. The parent will have to come to the school to check the student out.

Any student violating this policy shall be subject to disciplinary action by the local school principal.

G. School Participation Absences

Students who are away from classes because of participation in school-sponsored activities approved by the principal shall be marked present and permitted to make up school work missed. It is the responsibility of the student to notify the teacher and arrange for make-up work.

H. Truancy

Truancy is the habitual and unlawful absence from school. In accordance with Alabama School Law, the parent or legal guardian is responsible for requiring any student under his/her control or charge between the ages of six and seventeen years of age to attend school regularly except for legal absences as defined by Alabama School Law and Alabama State Board of Education rules and regulations. Provided a student between the ages of six and seventeen years of age becomes truant, the parent or legal guardian of said student might be guilty of a misdemeanor and subject to punishment by law.

Provided the parent or legal guardian files a written statement stating that he or she is not in control of such student, the student may then be subjected to action of the juvenile court.

Homebound Services

The Franklin County Board of Education provides services for homebound students. The homebound student must be enrolled in the Franklin County School District with his/her permanent records filed in the counselor's office of that school. Eligibility for Homebound Services are as follows:

1. A Franklin County Schools form for Homebound Services must be completed. This form is available from the counselor at each local school.
2. This form must be completed by a licensed physician and faxed from the doctor's office to the local school counselor.
3. A specific medical diagnosis and recommended duration of homebound services from a licensed physician is required.
4. Homebound Services will be considered for illnesses/ disabilities for durations of two weeks or more. If student is out of school less than two weeks, it will be the responsibility of the school, teachers and parent/guardian to provide and obtain make-up work. Referrals will not be accepted with less than two weeks left in the school year.
5. An adult is required to be at residence when homebound teacher visits. The time of visit is dependent upon the homebound teacher's schedule.

6. Pregnancy is not a disability under IDEA or Section 504 and will not warrant homebound services until after delivery unless specific medical problems associated with the pregnancy occurs. Homebound Services may be provided after delivery if needed for a duration of 4-6 weeks as determined by the licensed physician.

III. DUE PROCESS

- A. Students will be afforded procedural and substantive Due process relative to disciplinary measures as required by law. The character of the due process procedure afforded will vary according to the severity of the infraction and the contemplated penalty. Adequate notice of any special rules and regulations in existence at the local schools will be provided for each student.
- B. Additionally, the local school authorities should endeavor to give wide dissemination of rules and regulations through a variety of means, i.e., oral reviews, explanations to parent groups, publication in student newspapers. The board of education will also attempt to disseminate any special rules and regulations in a similar manner. The discrimination grievance procedure is on file in the principal's office.
- C. Policy Against Discrimination
 1. The Franklin County School System does not discriminate on the basis of age, handicap, race, sex, creed, color, or national origin in admissions, counseling, employment, or in the operation of any educational program of activity. This non-discrimination is in compliance with Title VI of the Civil Rights Act of 1964, with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

2. The Franklin County School System shall provide services for limited English proficient students (ESL) that need assistance in order to have access to all instructional programs.

3. The system also provides special education services to eligible student's ages 3-21 with the district. It is our goal that all special needs students receive the individualized instruction needed to meet his/her academic and transitional goals.

4. Persons desiring more information or who feel that they have been denied equal treatment may call (256) 332-1360 or may file a written complaint with the Superintendent of the Franklin County Schools, P.O. Box 610, Russellville, Alabama 35653.

IV. SUSPENSION/ EXPULSION/ CORPORAL PUNISHMENT

A. Suspension

The principal of each school is delegated the authority to suspend students for a maximum of ten days for violations of school rules and regulations or for disruptive or insubordinate behavior. Before suspending the student, the principal will give the student oral or written notice of the charges against him. If the student denies the charges, the principal will explain the evidence he has supporting the charges. The student will then be given an opportunity to present his/her side of the story. The principal may then impose a suspension up to ten (10) days. The principal shall send a letter by U.S. mail to the parents of the student explaining the action taken.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from

school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practical.

The principal is entitled to reduce the suspension at any time during the term of the suspension if he determines it will be in the best interest of the school and the student.

If a principal decides to recommend a suspension in excess of ten (10) days or expulsion, he will provide the student with the same notice, opportunity to respond, and explanation of the evidence as set out above. Additionally, he will give the student written notice that he/she is recommending to the superintendent that he/she be suspended for a longer period or expelled.

A copy of the notice will also be mailed, certified, return receipt requested, to the parent or guardian of the student. The notice will briefly explain the reasons for the disciplinary action and the right to a hearing by the board of education on the proposed disciplinary action. If parent or guardian feels a hearing is necessary, said hearing must be requested in writing, addressed to the superintendent.

In the case of suspensions of ten (10) days or less, the student or his/her parents may appeal to the superintendent. The superintendent will schedule a conference with the persons appealing, at which time the principal will present the reasons and the evidence supporting the suspension. The appealing party will be allowed an opportunity to present the reasons and evidence supporting the impropriety of the suspension. The superintendent is empowered to overrule or modify the suspension if he determines that the principal acted arbitrarily or capriciously. If no hearing is requested the recommendation of the principal will be final.

If the student wishes to contest the proposed action, he/she must request, within five school days, a hearing in writing and present it to the superintendent. The board of education will hold a hearing on the recommendation within five

school days of the receipt of the notice or the ten-day suspension period, whichever is later. If the notice is received later than five (5) days after the principal initially suspended the student and the superintendent determines a legitimate excuse exists for the failure to timely request the hearing, then the student shall remain suspended until the board holds a meeting. If no notice of appeal is given within five days after the initial suspension or if legitimate excuse exists for having failed an appeal after five days then the recommendation of the principal becomes binding.

B. Expulsion (total removal from a student's current education service)

A student with disabilities may not be expelled from school for any misbehavior that has a direct and significant relationship to that student's area of disability. If the IEP Committee determines that the behavior in question does not have a direct and significant relationship to the student's area of disability, the education agency may expel the student; however, a complete cessation of education services is not permissible.

Expulsion constitutes a change in placement, which requires due process through IEP Committee action.

C. Corporal Punishment

The board of education endorses the reasonable and restrained use of corporal punishment. A teacher or principal only in the presence of another professional employee who has not been involved in the matters leading to the corporal punishment may administer corporal punishment. The corporal punishment is to be done outside the presence of other students. The student will be told the reasons for the punishment. If the student denies the reasons given, the evidence supporting the reasons will be given and the student will be afforded a chance to present

his/her side of the story. The teacher and the witness will make a brief report stating the reason for the punishment and the amount and character of the punishment.

V. SEARCHES

A. Searches of students

When a principal or teacher has a reasonable suspicion that a student possesses contraband or materials disruptive to the educational process, a search of the student may be made. The principal or teacher will explain to the student his/her suspicion and the reasons supporting it. The principal or teacher does not have to reveal the name of his/her source. The student will then be allowed to present his/ her side of the story. If a search is to be made which requires touching the student, two persons of the same sex as the student will conduct the search.

B. Searches of School Property

Lockers and desks are the property of the Franklin County Board of Education. School officials retain the right to inspect and search lockers at their discretion. The Franklin County Board of Education will also allow law enforcement agencies to make periodic, unannounced visits to any of its local school centers for the purpose of detecting the presence of illegal drugs. If an individual student's locker is to be searched, the principal or teacher conducting the search should attempt to have the student present if possible. If possible, a third person should also be present during the search.

Items prohibited by law, board policy, or local school regulations will be impounded and the student will be given a receipt for the same. The parents or legal guardians of the child will be notified of any items impounded.

VI. QUESTIONING BY POLICE

If law enforcement officers request to interview a student while at school, the principal will have the student come to his/her office. At that time, the principal and the student will call the parents or the legal guardians of the student to inform them of the request. The student will be told that he/she has the following options:

1. He/she may converse with his/her parent, guardian or attorney in private; or
2. He/she may decline to talk with the officers; or
3. He/she may decline to talk with the officers until his/her parent, guardian or attorney arrives; or
4. He/she may talk with the officers in the presence of school officials; or
5. He/she may talk with the officers outside the presence of school officials.

If an arrest warrant is presented for a student while at school, the school officials will make reasonable attempts to contact the student's parents or guardians before his/her removal by the officers or as soon as possible thereafter.

VII. TOBACCO

The use of and/or possession of tobacco, in any form, (including cigarettes and vaping) is hereby prohibited on, or in, all school property at all times, including extracurricular activities. Extracurricular activities are those activities that occur at any time and place that are school related and/or supervised. They include, but are not limited to, all athletic events, proms, field trips, class

trips, academic competitions, riding of school buses for any purpose or reason, etc.

By signing the Student Code/Conduct Handbook, students agree to abide by the terms of this policy. If a student is found to have violated this policy, the following disciplinary action will be taken:

1st Offense of Use and/or Possession: Corporal Punishment or In-School Suspension. (Determined by Administrator).

2nd Offense of Use and/or Possession: 1 day Out of School Suspension or 5 days In School Suspension (Determined by Administrator)

3rd Offense of Use and/or Possession: 5 days In School Suspension or 2 days Out of School Suspension.

Subsequent Offenses – Determined by Administrator.

VIII. SUBSTANCE USE/ABUSE POLICY

The Franklin County Board of Education recognizes the need to educate students regarding the physical, social and legal implication of substance abuse. Therefore, drug and alcohol education shall be an integral part of the school curriculum in grades K-12. The following policies shall be enforced:

Possession, use, transfer or sale of illegal drugs, drug paraphernalia, or alcoholic beverages is prohibited on or in all school properties at all times. “Illegal drugs” shall be defined as the use, possession of, or sale of substances, which are prohibited by the Alabama Uniform Controlled Substances Act. For example, no student shall use or have in possession any alcoholic beverage while he/she is on the school premises, under the jurisdiction of school activities or on the way to school or a school activity.

Students found using illegal drugs and/or alcohol, in possession of, and/or involved in the sale or transfer of illegal drugs or alcohol on school properties shall immediately be suspended, pending a complete investigation by local law authorities.

Note: The abuse or sale of prescription drugs will be considered illegal.

Students found guilty may be expelled. Local school principals shall immediately report all instances of possession and /or use of same drugs or alcohol to the local sheriff or police department, without exception.

Local community agencies that provide assistance with substance abuse are as follows:

Riverbend – (Substance Abuse Services) 256-332-3971 or 256-7643431

Bradford Health Services - 800-879-7272 or www.Bradfordhealth.com

Hill Crest Behavioral Health Services: in Birmingham – 800-2928553

Bridge Treatment Center – 256-546-6324

Franklin County Juvenile Probation Officer – 256-332-8877

The Cart House – 662-324-9612

Decatur General West Behavioral Center – 256-306-4000

Drug Screening for Extra Curricular Students

For violations of this policy regarding alcohol and/or other drugs that can be detected by a drug test, the following penalties which will be cumulative from Grade 7 through Grade 12 shall be administered.

a. First Offense

Upon the first violation for alcohol and/or other drugs, the student shall be suspended from participation for thirty days.

If the violation relates to the consumption or use of any prohibited substance, the student cannot be reinstated to the team or squad until he/she test negative for any prohibited substance as a result of

an approved drug test and has approval to be reinstated by the director of the extracurricular activity and the Administration.

b. Second Offense

Penalty will be determined by the director of the extracurricular activity and the Administration

The substance use/abuse policy can and will be observed for all offenses.

IX. SEXUAL HARASSMENT

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education, or other benefits provided by the school system; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an individual's education or other benefits provided by the school system; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational environment.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable

behaviors or when a single, serious act is committed. Any sexual harassment as defined herein and perpetrated against or by a student in the school system shall be treated a sexual harassment under this policy. Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse of a sexual nature;
2. Offensive or unwelcome sexual advances or proposition;
3. Unwelcome intentional touching of intimate body parts;
4. Graphic or degrading verbal comments about an individual or his/ her physical attributes;
5. Display of sexually suggestive objects, pictures, cards, or letters;
6. Lewd or suggestive comments or gestures; Off-color language or jokes of a sexual nature; demanding sexual favors accompanied by implied or overt threats concerning an individual's education;
7. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's education;
8. Sexual violence, a physical act of aggression that includes a sexual act or sexual purpose.

Sexual harassment involving students can occur in many settings and may involve a variety of individuals. The circumstances may involve but are not limited to:

1. Student to student harassment;

2. Harassment of a student by an employee or other representative of the school system;
3. Harassment of an employee or other representative of the school system by a student;
4. Harassment caused by exposure to offensive conduct or communication even though the affected individual was not the direct recipient of the offensive conduct or communication or harassment involving individuals of the same gender.

B. Complaint Resolution Procedures

All principals and other supervisory personnel have an active obligation to prevent and eliminate sexual harassment. Individuals who have knowledge of the occurrence of sexual harassment involving students; within the buildings for which he/she has responsibility or within his/her chain of command shall immediately take reasonable and efficient action to protect the alleged victim and to curtail sexual harassment. These measures shall be taken independent of receipt of a complaint and shall include but not be limited to:

1. Discussing the circumstances with the alleged victim.
2. Maintaining the anonymity of the alleged victim, if requested or deemed to be in the best interest of the involved parties.
3. Conducting an informal investigation to determine the validity of the allegations.

4. Advising the alleged offender of the complaint and directing him/her to cease the alleged objectionable behaviors and any other behaviors that may constitute sexual harassment.
5. Restricting contact between the alleged victim and the alleged offender.
6. Reporting the allegations or offenses to the Equal Educational Opportunities Coordinator (EEO).

Any Student who believes that he/she is or has been the victim of sexual harassment or has knowledge of such action perpetrated against or by another student should immediately report the alleged acts to the principal of his/her school. The principal shall immediately investigate the allegations and take appropriate action in accordance with the procedures set forth in the document entitled "Sexual Harassment Involving Students in the Franklin County Public School System-Complaint Procedures." The EEO Coordinator shall be consulted in all cases of alleged sexual harassment. The principal shall submit a written summary of his/her investigation, inclusive of the allegation(s) and action(s) taken, to the EEO Coordinator who shall conduct an investigation as appropriate, and forward a comprehensive report to the Superintendent. Upon receipt of a final determination in the case from the Superintendent, the EEO Coordinator shall provide a dispositional summary to the principal, and the School Board Attorney.

If the allegation of sexual harassment is directed against the principal, the complaint should be reported to the EEO Coordinator, who shall intervene in

accordance with the procedures set forth in the paragraph above.

C. Sanctions

Sexual harassment violates the fiduciary relationships established by the school system with students, their parents, and all other relevant publics. The strictest appropriate disciplinary actions will be taken against school system employees found to have violated this policy. These actions shall include sanctions designated under school board policy, as well as other measures designed to end sexual harassment and prevent its recurrence.

The Superintendent shall recommend that the School Board terminate the employment of all personnel found to have sexually harassed students. Due process rights shall be afforded to all affected employees, where appropriate.

Sexual harassment by student perpetrators will not be tolerated in the Franklin County Public School System. Appropriate progressive disciplinary actions will be taken to resolve the problem and to eliminate the possibility of its recurrence. Disciplinary actions may include but are not limited to:

1. Referral of student for counseling.
2. Referral of family for counseling.
3. Referral for sexual harassment training.
4. Referral to outside agencies (e.g., mental health centers).
5. Detention.
6. In-school and/or out-of-school suspension.
7. Expulsion.

Due process rights shall be afforded to students found to have sexually harassed other students enrolled in the Franklin County Public School System.

D. Prohibitions

1. Retaliation

Retaliation against individuals who file sexual harassment complaints or assisting the investigation of sexual harassment complaints is expressly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Disciplinary action imposed for acts of retaliation shall include sanctions up to and including expulsion or termination, as appropriate.

2. Intentional False Reporting

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

3. Hindering an Investigation

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment, shall be subject to disciplinary action up to and including expulsion, as appropriate.

E. Confidentiality of Proceedings

In all cases, a high degree of confidentiality will be maintained by school system authorities to protect parties involved in sexual harassment investigations. Only those persons who have a need to know for purposes of the investigation or resolution of the complaint shall be informed of the case. Any individual who releases information relative to the

complaint or the investigation shall be subject to disciplinary action.

X. CELL PHONES AND OTHER COMMUNICATION DEVICES

The Franklin County Board of Education, in compliance with state law, will allow students the privilege to carry cell phones/pagers in school, on school buses, field trips, sporting events and other school activities.

1. Students will be allowed to talk/text only during class changes, lunchtime, and while riding school buses. Cell phones should be off and not visible or in use during class unless approved by the teacher.
2. Students may be directed by the teacher to use cell phones as a calculator, camera, or notebook for academic work.
3. Video and audio recording will not be allowed without permission.
4. Students may not use cell phones for Internet access to circumvent filters.
5. Students will be disciplined for personal phone use during class time or other times designated by the principal or during any assemblies, including pep rallies, programs, awards programs, PE or library time, etc.
6. Students MAY NOT use or alter in any way an electronic device without permission of a school official while the school official is discussing the unauthorized use of the electronic device with the student.
7. Cell phones or other electronic devices are subject to being searched if it is believed to contain evidence of a violation of board policy or school rules.
8. Elementary students will be allowed the same privilege on the

bus and before and after school. Elementary students that violate this policy will be dealt with on a case by case basis but may face the same consequences as students in grades 7-12.

9. Devices that are misused may be confiscated and retrieved only by a parent/legal guardian outside of school hours.

10. Circumstances arising from the unauthorized use of a wireless device may result in a Class I, Class II, or Class III offense

The Franklin County Board of Education will not be responsible for any lost, damaged, or stolen electronic devices brought to school or unauthorized calls made on a cell phone.

Administrators/teachers will not take time out of their schedule to search for lost devices.

XI. WORTHLESS CHECK POLICY

The writing of worthless checks will not be tolerated by the Franklin County Board of Education. Unless the student wrote the check, the school will not involve the student in collecting worthless checks. Appropriate action will be taken in prosecuting worthless check writers. If a worthless check is accepted, the check writer will be notified by certified mail and has 10 days to pay the amount plus a service charge of \$30.00 as prescribed by law. If the worthless check amount is not paid within ten (10) days of the confirmation of receipt of the letter, all documents will be sent to the Franklin County District Attorney's Worthless Check Unit for collection and/or prosecution.

Occasionally, checks are returned as a direct result of bank error. When this occurs, the worthless check writer must furnish a written explanation from the bank, which clearly documents a bank error. When this documentation is provided, the service charge may be waived.

XII. EARLY WARNING PROGRAM (Grades K-12)

The Alabama Compulsory School Attendance Law, Code of Alabama, Section 16-28-03, (1975) requires children between the ages of six and seventeen to enroll and attend school. Additionally, the Code of Alabama, Section 16-28-12 (1975) as amended May 17, 1993, requires that any parent/guardian who enrolls a student in school be responsible for the child's regular attendance in school and proper conduct while there.

To implement the requirements of the Code of Alabama, Section 16-28-03, et seq (1975) your school system, district attorney and juvenile court have implemented an Early Warning Program. Please be advised that all students in grades kindergarten through twelve are subject to the provisions of this program.

The following procedures for handling truancy and/or conduct problems shall be administered throughout the Franklin County School System.

1. FIRST TRUANCY/UNEXCUSED ABSENCE OR FIFTH UNEXCUSED TARDY PER YEAR (WARNING)
 - a. Parent/Guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE, SEVENTH UNEXCUSED TARDY, OR TENTH EXCUSED ABSENCE PER YEAR (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 or 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), Section 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate

3. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, OR TENTH UNEXCUSED TARDY PER YEAR, BUT WITHIN (10) SCHOOL DAYS (COURT):

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

4. Parent and children can also be assigned to the Early Warning Program if student has had three suspensions and/or office referrals for discipline or behavioral problems, and for excessive checkouts as deemed necessary by the principal or his designee.

5. 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 the state statute, Code of Alabama (1975), Section 12-15-100 and 105.
- b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

XIII. ACADEMICS

A. Homework

1. Homework shall be required (in a reasonable amount and where appropriate) in each subject area whose content is prescribed by the State Course of Study.
2. Homework shall reinforce classroom instruction.
3. The difficulty, the availability of the resources needed and time required to complete homework assignments shall be reasonable.
4. Homework assignments shall be coordinated in order to prevent students from being overburdened with too much homework at any given time.
5. All homework shall be evaluated.
6. Homework is not to be used as punishment.
7. The principal shall meet with the faculty to discuss the homework policy.
8. Each classroom teacher has the responsibility for fostering the development of good study habits in all students.
9. Each classroom teacher shall be left with the authority to determine actual homework assignments consistent with the local board of education policy.
10. Students will be responsible for completing assigned tasks.

B. Examinations

Students are expected to be present to take semester examinations as announced. Those who are absent at the time of scheduled examinations may be permitted to take an examination at some other time provided the absence is an excused absence.

No students in grades 5-12 will be exempt from mid-term tests. (Refer to the county exemption policy for more detailed information.)

Exemption for Exams-(total absences are counted by the year from the first day of school). Students can exempt:

- (1) With an “A” average and no more than 6 absences in the class;
- (2) With a “B” average and no more than 4 absences in the class;
- (3) With a “C” average and no more than 2 absences in the class.
- (4) Students who transfer schools will not be allowed to exempt final exams.

NOTE: The criteria used to arrive at the average will be: (the average of the 1st and 2nd nine weeks the mid-term exam, and the 3rd and 4th nine weeks grades.)

C. Report Cards

Report cards are for the purpose of transmitting an evaluation of student’s progress to the student and his or her parents or legal guardian. Report cards shall be issued at the end of each six or nine weeks grading period during the scholastic year to all students enrolled in the schools of the Franklin County School System. The Franklin County Board of Education shall approve all report cards used by

the schools of the Franklin County School System. Any change in report card forms used by the Franklin County School System shall be preceded by a cooperative study and evaluation by students, teachers, principals, and parents. Schools may issue computer-generated report cards if approved by the superintendent.

Individual schools may make additional reports to the parent or legal guardian of the student or group of students, when in the opinion of the principal and his/her professional staff members, the situation warrants such reports.

Grading Scale

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

D. Promotions and Retention

The guiding philosophy for promotion and retention of students within the Franklin County School System shall be what is in the best interest of the student based on performance, test, attendance, and other appropriate evaluation. The decision to promote or retain a student rests with the combined views of the teacher, principal, and appropriate supportive school personnel.

E. Conferences

Parent-teacher communications and conferences are a vital factor in a student's success in school and are encouraged. Parent-school personnel conferences should be scheduled in such a way as not to interfere with personnel's teaching responsibilities.

F. Graduation

The senior high schools of the Franklin county School System shall plan appropriate graduation programs for schools on a date approved by the Superintendent of the Franklin County Schools.

G. Graduation Requirements

Graduation requirements shall be imposed in compliance with standards approved by the Alabama State Department of Education. As of January 2013, the ALSDE approved the “New Alabama High School Diploma” as the only diploma. Course flexibility is allowed to foster individual student interests and academic/career goals. In addition to the state approved diploma model, the Franklin County School System requires 26 credit hours to graduate and offers advanced and career technical endorsements.

This one approach to the New Alabama High School Diploma allows for locally approved endorsements and provides pathways for students with disabilities. The focus will be on coursework taken that necessitates a clearly articulated and individualized four-year high school plan built for each student based on the results from state required assessments and other college and career readiness evaluations and coursework.

With full implementation of Alabama’s College and Career Readiness Standards and the adoption of assessments aligned with these standards, the diploma options for the first-time ninth graders of 2010-2011 are being revised. In accordance with the November 14, 2013 resolution approved by the Alabama State Board of Education, the Franklin County Board of Education no longer requires students to pass the Alabama High School Graduation Examination to earn a diploma.

Requirements for the New Alabama High School Diploma effective 2013-2014 school year include:

English Language Arts- 4 credits (English 9, 10, 11, 12 or equivalent)

Mathematics- 4 credits (Algebra I, Geometry, Algebra II w/Trig or Algebra II or equivalent, math elective) Science- 4 credits (Biology, a physical science, 2 other science electives chosen from AL COS)

Social Studies- 4 credits (World History, US History x 2, Gov/Economics or equivalent elective)

Physical Education- 1 credit (Life-Personal Fitness)

Health Education- .5 credit

Career Preparedness- 1 (Career and Academic Planning, Computer Application, Financial Literacy)

CTE and/or Foreign Language and/or Arts Education- 3 Electives- 4.5

A student wishing to receive the Alabama High School Diploma with Advanced Endorsement is required to complete the coursework above including 2 Sequential Foreign Language credits and 1 Higher Level Math.

A student wishing to receive the Alabama High School Diploma with Career Tech Endorsement is required to complete the coursework above, including 3 Career Tech credits resulting in Career Tech completion.

All diplomas issued by the School System shall comply with the following state requirements:

1. High school diplomas shall be issued only upon the authority of the Board and shall be on forms prescribed or approved by the Board. Diplomas shall bear the signature of the Board, Superintendent, and the principal of the School.
2. All state public secondary schools shall have the

“Great Seal of Alabama” on the face of the diploma issued by the school.

3. High schools are not authorized to issue a diploma based on GED tests or any other tests.

H. Graduation Ceremony Participation

The Board authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective school. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. A diploma can be awarded only if a student has passed the Carnegie Units requirement established by the Board.

2. Students who have met the Carnegie Units requirement established by the Board WILL be eligible to participate in the graduation ceremony (marching).

3. Students who have not met the Carnegie Units requirement established by the Board WILL be eligible to participate in the graduation ceremony (marching), but will receive a Graduation Certificate until requirements for a diploma have been successfully completed by the student.

4. Special education students who have not met the minimum requirements for a diploma shall participate in the graduation ceremony and be awarded an Alternate Standards Certificate provided their IEP Committee determines that the student will not work toward a high school

diploma. Individual exit options shall be fully documented in the student's IEP.

5. Students must have no outstanding indebtedness owed to the school or class.

GUIDELINES FOR CALCULATING SENIOR GPA AND RANKING (Beginning with 9th Graders in the Fall of 2014-2015 School Year)

All Courses in which students enroll in grades nine through first semester of grade twelve will be used to calculate Rank and GPA, with the following exceptions:

Only 1 credit for Physical Education/LIFE PE will be calculated.

Only 1 credit for Band and or Chorus will be calculated.

Non-Academic courses will not be calculated. (Examples, office aides, teacher aides remediation classes, enrichment classes, yearbook, etc.)

The Franklin County Board of Education has approved a diploma with **Advanced Academic Endorsement**. Students wishing to pursue this diploma will be required to earn credits in the courses listed below.

Minimum requirements for **Advanced Diploma**

2 Credits of the same **Foreign Language***

4 Credits of English

4 Credits of History

4 Credits of Math, Algebra I, Geometry and 2 Advanced Math (**Algebra II with Trig and Pre-Cal**)*

4 Credits of Science, Biology, a Physical Science and 2
Advanced Science (**Anatomy, Physics, Chemistry,
Forensics**)*

½ Credit of Health

1 Credit of Career Preparedness

3 Credits of Career/Tech courses and /or Foreign Language
and /or Arts Education

***The advanced classes listed above will also be weighted classes,
receiving a multiplier of 1.1, for the purpose of calculating GPA
for official Rank of Senior Class**

CREDIT RECOVERY GUIDELINES

Franklin County Schools offers students who have been unsuccessful in mastering content or skills required to receive course credit or earn promotion the opportunity to apply for Credit Recovery. Credit Recovery study is based on deficiencies rather than a repeat of the entire course. Students who have not achieved a baseline average of 40 or above (on a 100 point scale) or its equivalent on a locally adopted grading scale must repeat the entire course.

ADMISSION AND REMOVAL

Student Eligibility

Eligible students must meet all the following criteria:

- Currently enrolled in Franklin County Schools
- Must be classified in grades 9-12

Must have failed a course with no less than forty (40) as a final grade.

Application Procedures

In order to participate in the Credit Recovery (CR) Program, students must complete a CR application in full. A portion of the application must be completed by the student's guardian. Both the

student and guardian must agree to abide by all rules of the program in order to regain lost credits.

A plan of study will be designed with input from teachers, guidance, and the principal. Both the student and guardian will sign off on the plan of study prior to the child's admission into the program.

Removal Policies

Students are expected to abide by all school rules in the Credit Recovery Program. Students may be dismissed from the program for lack of attendance (Four or more absences and/or tardies in a semester), disruptive behavior, lack of effort, or any other circumstance that prevents the student from successfully mastering the required course content. Guardians will be contacted by the principal regarding any issues that may lead to removal of the student from the program. The final decision for removal will be made by the principal.

INSTRUCTION

The Credit Recovery Program will be monitored through the school principals. Approved certified personnel trained in the credit recovery software (APEX) will serve as program instructors at each location. This instructor will be responsible for training students on the credit recovery software, collaborating with teachers and guidance, monitoring student success, providing assistance to students, and compiling pertinent information on student progress and scoring. In addition to the certified instructor, students will have access to Highly Qualified, certified teachers in the content area of the course they are attempting to recover throughout the school day.

CONTENT AND CURRICULUM

FCS will use a state approved program to offer credit recovery to students, grades 9-12. The program will provide an online learning environment containing self-paced, semester-long courses to allow students to recover lost credits in any of the four core academic

areas: English, Math, Science, and Social Studies. The curriculum will be aligned with national standards, Alabama course of study, and the AHSGE competencies.

GRADES AND CREDITS

Only students who are currently enrolled in Franklin County Schools with a failing grade of forty (40) or above in a core academic course are eligible to enroll in the credit recovery program. Once a student in the credit recovery program demonstrates seventy percent (70) competency for the course objectives, as measured by the program, credit will be awarded for the course. The final grade for the course will be recorded as a seventy (70) with reflection on the student's transcript that this was earned in Credit recovery.

LIMITATIONS

The National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit. Athletes should be aware of this limitation.

SUMMER SCHOOL

APEX will also be the track for any students that attend summer school during the month of June. If slots are available, students from other districts may be accepted. There will be a fee for students that attend summer school.

XIV. DUAL ENROLLMENT POLICY

Students enrolled in the Franklin County School System may participate in a dual enrollment in a post-secondary institution or college program provided they meet the following requirements and they receive permission from the principal, parents, and postsecondary institution and provided this endeavor does not interfere with their attendance and performance at their high school.

The dual enrollment program is open to all students meeting the following requirements:

1. Pay normal tuition as required by the postsecondary institution.
2. Have a minimum of a “B” average, as defined by local board of education policy, in completed high school courses.
3. Enrollment will be based upon GPA when class size is over capacity.
4. Work out a satisfactory schedule with the high school approved by the counselor and principal.
5. Parents and principal must sign permission and travel forms for courses offered off the high school campus during the normal school day.
6. Ten quarter/six semester credit hours satisfactorily completed at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the local board of education and participating postsecondary institutions.
7. Student must submit parental permission form and a letter from the postsecondary institution stating the student has been approved for admission into the college program before permission for dual enrollment will be granted.

XV. DISTANCE/VIRTUAL LEARNING

Franklin County utilizes the Alabama ACCESS Virtual Learning Classroom to provide high-quality videoconferencing and web-based instruction to high school students across the district. Virtual learning provides students with additional course offerings and supplemental resources. Fees may be charged for some courses.

XVI. AFTER SCHOOL PROGRAMS, SUMMER CAMPS, AND COMMUNITY EDUCATION

The Franklin County School System provides a community learning center to provide after school and summer programs. The TRACKS (The Right Approach Creates Knowledge & Success) program meets the needs of families by providing a safe and secure environment in which the children receive instruction and support from highly qualified educators and aides. Through the community learning center students will improve their basic core curriculum knowledge, gain computer skills, develop positive character traits, learn how to work cooperatively in groups, improve self-esteem, and participate in fine arts, cultural, and recreational activities, explore future career choices, learn about job related skills, visit businesses and education institutions, and become involved in community service projects. There is a small fee for attendance.

Community education classes are offered to help individuals learn new skills. The courses will be based on community interest and need. A schedule for each semester will be published. Fees for courses will be based on number of hours and content of the course.

XVII. EMBEDDED VOCATIONAL/CAREER TECHNICAL PROGRAM CREDIT

The Franklin County Board of Education approves the awarding of embedded academic credit in selected vocational career/technical programs. The following guidelines will be followed in awarding embedded credit:

1. Embedded academic credit can only be offered for career/technical program completion which consists of a total of two or more years of instruction in a program consisting of three or more credits. Embedded academic credit cannot be offered for a single career/technical course.
2. A maximum of one math embedded credit and/or science credit can be earned.
3. The career/technical teacher and principal must verify that the content has been taught by completing and signing a checklist of academic skills.

4. When embedded academic credit is awarded, it will be necessary to reduce the number of credits identified as career/technical credits by the number granted for embedded academic credit. (For example: If one embedded credit is granted for building construction technology mathematics and building construction technology would normally be a three-credit program, one credit would be awarded for building construction technology mathematics and two credits would be awarded for building construction technology.)
5. Embedded academic credit must be granted at the completion of the career/technical program, which would normally be in grade in eleven or twelve.

Approved Programs for Embedded Academic Credit for a math or science credit are:

Agriscience Technology (2 years)*	Science Credit
Collision Repair Technology (2 years)	Science Credit
Family and Consumer Science (2 years)**	Science Credit
Healthcare Science & Technology (2years)	Science Credit
Building Construction Technology (2 years)	Math Credit
Power Equipment Technology (2 years)	Math Credit
Computer Electronics Technology (2 years)	Math Credit

*Specific courses are required for embedded credit. (See Career/Technical course of study).

6. A science credit may be awarded for the Food Science course in Family and Consumer Science. This science credit may be awarded for the Food Science course as a stand-alone course and does not have to be part of a three-credit program. This approval is subject to the following conditions:
 - a. A limit of one science credit may be earned from this substitute course. (This is not embedded credit.)

- b. The Family and Consumer Science teacher shall be partnered with a science teacher for consultation.
- c. The program shall be supported with appropriate science resource books in addition to the Food Science text, equipment, and supplies.
- d. Students shall be listed on the career/technical state reports: however, if science credit is granted on the student's transcript, no career/technical credit will be awarded.
- e. The Elective Substitute Science Credit for Food Service guide shall be followed to award credit.
- f. A checklist of skills taught and a verification that the skills are taught with signatures of both the Family and Consumer Science teacher and the principal must be maintained.

XVIII. COUNSELING SERVICES

A. School Guidance and Counseling services are available for students in grades K-12 and for those who desire assistance with career guidance and placement, academic planning, and related matters. Counselors and teachers provide career awareness information, information about postsecondary education, and assistance in planning for careers following graduation.

B. Student Conferences

The Franklin County Board of Education encourages professional school personnel to engage in conferences with students concerning the student's academic achievement. Insight and understanding into the cause or causes of unsatisfactory academic achievement can often be gained through student-personnel conferences.

Professional school personnel and students should always attempt to create an atmosphere that will allow and encourage student-personnel conferences.

XIX. HEALTH

A. Student Insurance Programs

Student accident insurance is offered each year as a convenience to parents and students. The role of the schools is simply to make the application forms available to the students and to provide claim forms. The schools do not in any way assume responsibility for the administration of the insurance or for the payment of benefits.

The Franklin County Board of Education shall require a student in certain curricular or extracurricular activities areas including junior high and senior high athletic participants, vocational school students, agribusiness students, driver education participants, cheerleaders, band and other groups to participate in the school accident insurance program or file with the school principal a statement from the student's parent or legal guardian that said student is adequately protected against accidents that may occur while participating in said activities.

B. Illness

A student with an elevated temperature (101 degrees or greater) or vomiting should be removed from the school setting. The student must stay at home until free of vomiting and/or their temperature is normal for 24 hours without the aid of fever reducing medication. Parents will be responsible for providing necessary excuses for any absence due to illness.

C. Chronic Conditions

If a student has a medical condition that requires special attention (asthma, diabetes, seizures, severe allergies, or other chronic conditions) the parent must arrange to complete a Health Care Plan with the school nurse. This should be done as soon as school begins.

D. Medication

A student may have a chronic illness or condition that requires medication during the school day. If it is necessary for a student to take medication at school, the following procedure must be followed to provide safe administration of these medicines:

1. The Alabama State Department of Education School Medication Prescriber/Parent Authorization form must be completed by the health care provider and parent in order for any medication to be given at school.
2. If there are medication changes during the school year, a new medication authorization form must be completed.
3. Prescription medication must be brought to school by a parent/guardian or other responsible adult in an appropriately labeled pharmacy container. If medication is used both at home and school, request that your pharmacy provide a label container for each site. Students are not allowed to transport medications on the school bus.
4. If a student is to self-administer medication at school (for example, students with asthma inhalers), the health care provider must indicate this on the School Medication

Authorization Form. Your child must demonstrate proper use of the medication.

5. Use of nonprescription medication (over the counter pain medicine, cough syrup, etc.) at school is discouraged. In those unusual circumstances that a student needs non-prescription medication at school, it should be brought to the nurse by a parent/guardian or other responsible adult in its original, labeled, unopened container with a complete School Medication Authorization form.
6. Franklin County Schools follows the Alabama Board of Nursing and State Department of Education guidelines for the administration of medications to students.

E. Communicable Health Conditions and Disease

Subject to the provisions of the Franklin County School System's Communicable Disease Policy, a student with a communicable or contagious disease shall be ineligible to attend schools in the Franklin County School System for a period of time as may be advised by the Alabama Department of Public Health, and/or the student's healthcare provider.

The Jessica Elkins Act (SB0075, Act # 2014-274) requires local school systems to provide meningococcal disease and vaccine information to parents of sixth through twelfth grade students. Meningococcal Disease is any illness caused by the bacteria *Neisseria meningitidis*. It is the leading cause of bacterial meningitis. All 11 and 12 year olds should be vaccinated with the meningococcal vaccine. A booster dose is recommended at age 16. Visit the Franklin County Schools website at www.franklin.k12.al.us (Health Services/Documents and

Forms) to view the Meningococcal Disease and Vaccine Flyer. Additional information regarding vaccines is available from the Alabama Department of Public Health.

F. Head Lice

Students found to have live lice must be picked up from school in a timely manner by a parent/guardian or designee. Students with nits (eggs) only may remain in school for the remainder of the school day according to the Alabama Department of Public Health and CDC. Students with live lice and/or nits should be treated with appropriate lice treatment before returning to school. The parent/guardian should bring the child to school and await completion of an examination by school personnel to determine if re-entry will be allowed. For more information regarding head lice, visit www.cdc.gov/parasites/lice/head.

Only three (3) days of excused absence per school year are allowed for head lice treatment.

XX. EMERGENCY SITUATIONS

A. Suicide Prevention Hotline

Call 911 or the National Suicide Prevention Lifeline – 1-800-273-TALK (8255)

B. Virtual Alabama (VAS3)

Each school must have and maintain the required Virtual Alabama online School Safety System (VAS3) that includes the school campus maps and Emergency Operations Plan (EOP). The VAS3 must be updated annually by each local school principal or his/her designee. All school personnel will be trained annually by each local school principal or his/her designee to

assure each staff member knows the procedures to follow in an emergency situation.

C. Required Annual Training

Annual training to all local school personnel and volunteers will be provided at an employee in-service and/or be provided by the local school principal or his/her designee regarding the School Emergency Operations Plan, Reporting Child Abuse/Neglect, Student Harassment/Intimidation/Bullying Prevention, How to Recognize Child Sexual Abuse (Erin's Law), and Jason-Flatt Act Suicide Awareness/Prevention.

D. Drills

The following monthly drills are required at each school to meet compliance requirements from the State of Alabama, the Alabama Department of Education and the Franklin County Board of Education District Timeline:
Code Red Lockdown-within the first 20 days of August and January

Fire Drills-September, October, December, March, April, May and Summer

Tornado Drills-November and February

Afterschool Programs and Summer School sites are also required to perform drills.

E. Accidents

Students should report all school-related accidents in which they are involved to designated school officials. Failure to report such accidents could result in loss of privilege to make a claim on the student accident insurance program.

F. Dismissal Precautions

Each school principal and staff may develop a plan for the orderly and safe dismissal of all students. The plan shall encompass the following:

1. The provisions for proper supervision of students who must remain in the building after normal school hours.
2. Provisions for safe loading of students who utilize school transportation.
3. Provisions for safety of students when school buses are departing from the school campus.
4. Provisions for the safety of students when automobiles and other motorized vehicles are departing the school campus.
5. Provisions for safety of students when school is dismissed early and/or closed for emergency reasons. Parents or guardians are required to sign and return an emergency school closing form to the school.

G. School Closing for Severe Weather

In cases of severe weather, students are to listen to the local radio and television stations each morning after 6:00 a.m. to find out if school will be in session. Please do not call school officials.

XXI. TRANSPORTATION

A. Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and local school officials may formulate regulations as needed.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or independent disciplinary action by local school officials.

At no time may students sit in cars or school buses parked on campus. All cars must be parked in the student parking areas designated by the principal. Students arriving at school by automobile must, upon arrival, park their automobiles in the designated area and proceed immediately to the building.

No student may go to his/her car during school hours without a pass from the principal or his/her designee, and may not move his vehicle or leave the campus during the school day without permission from the principal or his/her designee.

Students must have a valid driver's license to operate an automobile on campus.

B. Student Bus Transportation

The Franklin County Board of Education shall provide transportation to and from school to eligible students of the Franklin County School System. The transportation program shall be operated in accordance with the provisions of the Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of students.

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

1. Students or driver will not use tobacco while

being transported by school system transportation vehicles.

2. Students or driver will not eat or drink while being transported.
3. Students who stand because of lack of seating space shall stand as far back in the bus as possible.
4. Students shall not attempt to talk to the bus driver while the bus is in motion.
5. Students shall not throw articles from the bus at any time.
6. Students shall not get off the bus at any point of departure until they reach their destination except in case of emergency.
7. Students shall not extend arms or any portion of the body out of the school bus windows at any time.
8. Any student with a band instrument on the bus must hold their instrument at all times. Band instruments will not be placed with the driver or take up a seat on the bus.
9. Students shall remain seated until the bus comes to a full stop. There shall be no moving permitted while the bus is in motion.
7. The bus driver is in charge of the students while they are on the bus.
8. The driver has the right to assign seats, if necessary, to promote order on the bus.

9. Students who persist in creating discipline Problems, present a hazard to the safety of others. If initial corrective measures fail to bring about the desired behavior modification, said students shall be referred to the school principal for possible suspension for a set period of time or for other corrective measures.
10. Promptness is a vital ingredient to efficiency. Both drivers and students are expected to be on time. Students who are tardy cannot expect the driver to delay the entire route to wait for them. Students may be left if they are tardy.
11. Students who deface seats or other equipment on the bus and are proven guilty of such vandalism will be required to pay for the damages or face other corrective measures.
12. Students will not bring balloons or glass items on the bus.
13. Students must have written permission from a parent and a school official in order to ride another bus.
14. Should students, by their behavior, show unwillingness to abide by the above policies, the Franklin County Board of Education reserves the right to deny said students the privilege of being transported at public expense. The authority to maintain discipline on all school-operated vehicles is delegated to the local school principals.

XXII. CHILD NUTRITION PROGRAMS

- A. Franklin County Child Nutrition Program participates in the CEP-Community Eligibility Program. This program provides ALL students a free breakfast and lunch. All schools will serve breakfast in the classroom. During lunch service, a la carte items are available to purchase. The Franklin County Board of Education prohibits the charging of these items. All students will be given a lunch number and will be required to put their number in the key pad to receive their free lunch.

A list of a la carte prices and a cycle menu for the current school year will be sent home on the first day of school and can be found on the Franklin County Schools website. All beverages brought into the cafeteria must meet the SMART SNACKS guidelines. Copies of these guidelines are found on the Franklin County Schools website under Child Nutrition. Please note this is a federal USDA regulation that we MUST follow because of our participation in the National School lunch Program (NSLP).

- B. All students will go to the cafeteria at the scheduled time accompanied by and under the supervision of their respective teachers. Students who do not eat, or who bring their lunch, will go to the cafeteria with their group. Board policy forbids students leaving campus for lunch.

- C. Students will be issued a number by the computer and this number will remain the same from grades K-12. At the end of the serving line each student will key in their number using a key pad. Students who wish to put money in their account for a la carte items may do so on Monday mornings in grades pre-K-6th grade. They should give this money to their home room or first period teacher.

Students should inform their 1st period or homeroom teacher if they want a regular tray, grab and go or salad box.

1. Students will be allowed to purchase a la carte items after receiving a lunch. They must have money with them or in their account. Students ARE NOT allowed to charge a la carte items.
2. Drinks or other food items are not to be sold in any area outside the cafeteria during lunch hours. Carbonated bottled or canned drinks are not permitted in the cafeteria. All drinks or snacks must meet the Smart Snacks Guidelines.

OFFER VS. SERVE & THE NEW MEAL PATTERN

National School Lunch Program -

- Must offer 5 food components-1 serving of each - **Milk, fruits, Vegetables, Grains, Meat/Meat Alt.**
- **Students MUST take ½ cup of fruit or vegetables at lunch.**
-All other components must be selected in the planned quantity.
- Students may decline 2 of 5 food components.

National School Breakfast Program -

- Must offer a minimum of 1 cup of fruit daily for breakfast. **Students MUST take ½ cup of fruit or fruit juice at breakfast.**

XXIII. SPECIAL EDUCATION/GIFTED EDUCATION/ SECTION 504 SERVICES

Special Education Services

The Franklin County School System provides appropriate educational opportunities to children with disabilities ages 3to 21

that are eligible for services within the district. The school system ensures that a free, appropriate public education, consistent with the standards established by the local special education plan and by state and federal regulations, is being provided to all children with disabilities ages 3 to 21.

Gifted Services

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

Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Contact the Special Education Coordinator at 256-332-8814 for further information.

Section 504 Services

Section 504 of the Rehabilitation Act of 1973 (Section 504) broadens the definition of a disabled individual and prohibits discrimination/harassment on the basis of a disability in any program or activity that receives federal funding assistance. The identification of students eligible under Section 504 will be conducted at the local school level. The Section 504 Committee under the direction of the building administrator/assistant

administrator and local 504 Coordinator shall process referrals for students suspected of having a disability under this section. The System 504 Coordinator may be contacted for further details at the Franklin County Board of Education Central Office.

XXIV. STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS

A. School sponsored activities are a vital part of students’ lives and of the total school program. Therefore, the Franklin County Board of Education encourages the professional staff and students of the schools within the Franklin County School System to cooperatively plan and implement appropriate student activities to meet the needs of all students.

All school-sponsored activities must have prior approval by the superintendent, the local school principal, or his/her designated representative.

A member of members of the school professional staff shall adequately supervise all school-sponsored activities.

B. Activity Funds Management

All student activity funds shall be under the control of the local school principal. Such funds shall be accounted for in accordance with financial bookkeeping procedures approved for use by the State Board of Education. The local school principal and activity sponsor shall approve expenditures of such funds.

C. Fees

1. Fees may be charged by the local schools for use in the purchase, repair, and upkeep of equipment and supplies needed in some classes.

2. Rental fees may also be set for student lockers.
3. All fees to support student activities shall be approved by the local school principal and the activity sponsor.
4. Student participation in club activities shall be on a voluntary basis.

D. Student Social Events

All student social events sponsored by the school shall be under the control of the local school principal and/or his/her designated representative. The local school principal shall approve all such events. All such events shall be held in accordance with such rules and local school officials may develop regulations as the Superintendent of the Franklin County School System and the Franklin County Board of Education deems necessary. A member of the school's professional staff shall supervise and be in attendance throughout the duration of the activity.

E. Elections

During the school year various elections are necessary in school activities and organizations. The principal is responsible for setting the time for all school elections and establishing procedural rules. The principal shall be responsible for establishing qualification criteria for student candidates.

F. Student Publications

Local schools may permit student publications, provided the local school principal approves said publication establishment. A professional staff member shall serve as advisor and consultant to students in the preparation of student publications.

XXV. DRESS CODE

A. All students are expected to come to school clean and dressed appropriately. If any student does not dress appropriately in the opinion of the principal or his designee, the student will be called to the office and may be sent home to change.

B. The following dress code guidelines have been adopted by the Franklin County Board of Education:

1. Students in grades 5-12 will be permitted to wear shorts provided they are within four inches of the floor when the student is kneeling with either one or both knees on the floor. Skirts and dresses including slits, and all pants with tears or holes must meet same length requirement as shorts.
2. The following items are NOT permitted as proper clothing attire:
 - a. Tube or tank tops (fish net covers do not make these permissible);
 - b. Strapless tops;
 - c. Spaghetti strap shirts without coverups;
 - d. Any shirt, which shows any skin around the midriff front or back and shirts/blouses with large armholes;
 - e. Shirts with inappropriate words, graphics or pictures, including, but not limited to, beer advertising, tobacco promotions, etc.;
 - f. Cutoff shirts or transparent (seethrough) shirts;
 - g. Sagging pants (long shirts worn outside the pants do not make these permissible), pants are to be worn at or

- above the hips with no undergarments visible;
- h. The fringe on shorts does not count toward being acceptable in length;
 - i. No caps, hats, bandanas should be worn in the building;
 - j. Any form of body piercing with the exception of pierced ears. Pierced earrings must be of a type, which cannot easily be pulled out;
 - k. Pajama pants of any kind will not be allowed.
 - l. Leggings or yoga pants must be covered with an appropriate top that meets criteria.

- 3. Principals shall have the authority to determine appropriate dress and may add to these guidelines as needed.

C. Dress for Physical Education

Students, who for religious reasons, do not choose to dress in prescribed physical education attire shall be given the opportunity to choose appropriate alternate attire in keeping with the religious belief and the goals and objectives of said classes.

XXVI. PRIVILEGES

A. Use of Office Telephone

The office telephone is to be used for school business only. Students are not to request to use the office telephone except in cases of sickness or an emergency. Students will be allowed to come to the office to use the telephone only if an incoming call is of an urgent or emergency nature. Otherwise, the caller will be asked

to leave a message or a phone number and the student may return the call at his/her recess break.

B. Use of Library

Keeping in mind that the use of the library is a privilege, students are to follow these rules:

1. Return all books promptly on the date they are due.
2. Do not cut, tear articles out or otherwise deface or damage magazines or any other library resource.
3. Students are expected to remain quiet, work alone, and remain seated unless using the catalogues, computers, or searching for a book at the shelves.
4. Familiarize yourself with the card catalogues and computer systems.
5. The rules for care of library books are the same as the rules for textbooks.
6. Library books lost or mutilated must be paid for at replacement cost.
7. A fine is charged for overdue books.
8. Students will observe the posted library rules.

XVII. POLICY ON INTERNET, ELECTRONIC MAIL, AND ETHICAL USE OF SOFTWARE

We are pleased to offer students and employees of the Franklin County Schools access to the system computer network for

electronic mail and the Internet. To gain access to e-mail and the Internet, all users under the age of 18 must obtain parental permission and must sign and return this form to school officials. Users 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students and employees to explore thousands of libraries, databases, and other resources while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, users may find ways to access other materials as well. We believe that the benefits to users from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Franklin County Schools support and respect each family's right to decide whether or not to apply for access.

INTERNET AND E-MAIL RULES

- A. Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- B. The network is provided for users to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Parent permission for student use is required. Access is a privilege—not a right. Access entails responsibility. Franklin County provides a firewall utilizing

policy and proxy rules that filters and restricts harmful materials and inappropriate matter.

- C. Individual users of the system computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with system standards and will honor the agreements they have signed.
- D. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files stored on system or outside servers using the Franklin County domain will be private. An individual search will be conducted if there is suspicion that a user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation. Parents of students have the right at any time to request to see the contents of their child's e-mail files.
- E. Within reason, freedom of speech and access to information will be honored. This also applies to your communication on the Internet. Use of the Internet and electronic mail are considered a limited forum, similar to the school newspaper, and therefore the system may restrict a user's speech for valid educational reasons. During school, teachers of students will guide them toward appropriate materials. In addition, all use of the Internet and digital transmissions by students is to be supervised by the teacher or other school official. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.
- F. The following are not permitted:

1. Accessing, uploading/downloading or distributing offensive or obscene messages or pictures.
2. Using obscene, sexually explicit or threatening language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using another's password or private information.
7. Trespassing in another's folders, work or files.
8. Intentionally wasting limited resources.
9. Employing the network for commercial purposes.
10. The unauthorized disclosure, use, and dissemination of personal identification.
11. Gaining unauthorized access (hacking) to resources or entities.

The school system will cooperate fully with local, state, or federal officials in an investigation related to any illegal activities conducted through the system computer network. In the event there is a claim that a user has violated this policy, the user will be provided with a written notice of the suspected violation and an opportunity to present an explanation to school officials. Violations will result in additional restrictions being placed on an individual's use of the Internet/email account, a loss of access, and/or other disciplinary or legal action.

ETHICAL USE OF SOFTWARE

Students and employees of the Franklin County School System shall abide by the provisions of the licensing agreements provided by the software manufacturers. Software may normally be installed in only one computer unless otherwise specified in the licensing agreement with the software manufacturer. It may be necessary to purchase site licenses for certain software programs. Students and employees shall be expected to use computers and software in an ethical manner under these provisions. Network administrators may periodically check any selected computer located in the school system to see that these provisions are being adhered to. Local school or Board of Education funds will not be used to defend a student or employee who violates copyright laws.

Adopted by Franklin County Board of Education, February 26, 1998.

XXVIII. TEXTBOOKS

- A. Textbooks are furnished by the State of Alabama and administered by the Franklin County School System.

- B. Textbooks are issued to each student free of charge. A student, however, is responsible for these books until they are returned to the teacher.

- C. Each textbook is numbered for identification. These numbers are not to be erased or changed by the student. A record is kept of the book numbers issued to each student.

- D. Parents or guardians of the student are held responsible in case of loss or damage of a book. The fines will be assessed by the following guidelines

1. Full price if new when issued
2. 75% of full price for books up to two (2) years old
3. 50% of price for books three (3) years and Older

E. The student and/or his/her parents assumes Responsibility, for returning these books at the end of the year, or upon withdrawal from school. The student and/or his/her parents are responsible for the cost of books lost or damaged (normal wear expected).

XXIX. POLICY ON EXTRACURRICULAR ACTIVITY PARTICIPATION ACADEMICS FIRST

The Franklin County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Franklin 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 26 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.

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

1. Student 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 for eligibility determination.
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 local 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 substitute 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.

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 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 through math, science, band, choral music, and other courses at events such as athletic events (pre-game, 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 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

A. School Spirit

School spirit is something more than enthusiasm that prompts us to yell at athletic contests or stimulates us to defend our school when it is being attacked. School spirit is that atmosphere that is present every day in every phase of the school program.

School spirit should represent honesty, courtesy, genuine pride, good sportsmanship, and a sense of fair play among students, faculty, parents and school supporters.

B. Athletic Sportsmanship

The Franklin County Schools are members of the Alabama High School Athletic Association and strive to have the sports program to be an integral part of the school program. It is hoped that students and spectators will practice the sportsmanship code, which is as follows:

1. Keep in mind that a student spectator represents his school just as do the athletes.
2. Realize that the good name of the school is more valuable than any game won by unfair means.
3. Lead other spectators to respect officials by setting a good example and by accepting decisions of officials without question.
4. Respond to the calls of the cheerleaders, especially when the team is losing.

5. Be courteous to the visiting team both on and off the field of play and to visiting spectators.
6. Impress upon the community the responsibility for control and fair play.
7. Suggest that any spectator who continually practices poor sportsmanship be requested to not attend future games.
8. Give fair, courteous and truthful accounts of athletic contests in local and school papers and to radio stations.
9. Commend and applaud good sportsmanship by the visiting team.
10. Express disapproval of abusive remarks or disrespectful gestures from the sidelines.
11. Be familiar with the state high school athletic rules and support their enforcement.
12. Encourage the discussion of fair play, sportsmanship, and school spirit through class work, auditorium programs, and school programs.

XXX. GENERAL INFORMATION

- A. It would be impossible to specify every individual action, which would be detrimental to the learning process within a school. However, there are certain standards of conduct accepted by society in general which are essential to the operation of a school

system. Examples include such things as mutual respect and courtesy among teachers and students, respect for private and public property and freedom from physical and verbal abuse, and a drug free environment.

- B. Situations occurring that are not addressed in this handbook will be handled by the principals on an individual basis. All students are requested and encouraged to conduct themselves in such a manner as to avoid interference in the education and well-being of other students.

FRANKLIN COUNTY SCHOOLS ACKNOWLEDGEMENT

I, _____ enrolled in _____
(Name of Student) (Name of School)

school and my parent(s) / guardian(s) hereby acknowledge, by our signature, that we have received, read, or had read to us, and understand the CODE OF CONDUCT HANDBOOK.

SIGNED: _____
(Student)

SIGNED: _____
(Parent/Guardian)

DATE: _____

NOTE: After signing, please have student return to the homeroom teacher. This acknowledgement will become a part of the student's cumulative file.

**FRANKLIN COUNTY SCHOOL SYSTEM
USER AGREEMENT AND PARENT PERMISSION FORM**

As a user of the Franklin County Schools computer network, I hereby agree to comply with the above stated rules for using and communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

User Signature _____

School _____ Grade _____

Birth Date _____

As the parent or legal guardian of the minor students signing above, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use. I will set and convey standards for my daughter/son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Address _____

Telephone (Home) _____ (Work) _____

I understand that the school may wish to publish photographs of students and/or student projects that will be Internet accessible:

_____ My child's photograph and/or projects may be published on the Internet.

_____ My child's photograph and/or projects may not be published on the Internet.

Parent Signature _____

Date _____

PLEASE RETURN THIS FORM TO THE SCHOOL