

Oxford City Schools

Code of Student Conduct

402 Main Street Oxford, Alabama 36203

256-241-3140



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Online at: www.oxfordcityschools.com

IT'S THE LAW

Each parent/guardian having control or custody of a child required to attend school who fails to require the child to regularly attend school and compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

ACT 93-782 Code of Alabama 1975, §16-28-12

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

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

ACT 94-784 Code of Alabama 1975, § 16-1-24.1

Assault “with intent to cause serious physical injury to a teacher or to an employee of a public education institution during or as a result of the performance of his or her duty, he or she causes physical injury to any person” is a Class C felony (assault in the second degree).

ACT 94-794 Code of Alabama 1975, § 13A-6-21

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

ACT 94-817 Code of Alabama 1975, § 13A-11-72

The parents or guardian of any minor under the age of 18 shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious acts of a minor.

ACT 93-819 Code of Alabama 1975, § 6-5-380

DPS shall deny a driver's license or learner's permit to any person under 19 who is/has not received a diploma or certificate of graduation, enrolled in a GED program, enrolled in a secondary school, participating in a job training program, gainfully employed, a parent of a minor or unborn child, the sole source of transportation for parents, or exempt under provisions of the law.

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

ACT 94-820 Code of Alabama 1975, § 16-28-40

This document supersedes all previous editions. It will remain in effect until another official revision is completed at a future date to be determined by the Oxford City Board of Education, Oxford, AL.

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INTRODUCTION

The Oxford City Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline.

As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in 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 responsibilities shall apply to students in Grades K-12.

Requirement to Distribute Code of Conduct to Parent(s)/Legal Guardian(s)/Custodian(s):
 In accordance with Legislative Acts 94,782 and 94-784, the Board requires that these codes of conduct be printed annually for distribution, to ensure that parents/legal guardians/custodians and students receive this information. The *Code of Student Conduct* is designed to assist school personnel, parents and students in maintaining an environment conducive to learning.

JURISDICTION OF THE SCHOOL BOARD

Students enrolled in the Oxford City School System are subject to the policies of the Oxford City Board of Education and the school system’s procedures for implementing the policies, including the rules and regulations of the schools as detailed in the individuals school’s student handbook. The authority applies to all school-sponsored activities including, but not limited to the following:

- Routine functions of the school day
- Field trips
- Club or organization meetings
- School-sponsored social events
- Athletic events

Jurisdictional control is extended when conduct of student is deemed to have direct or immediate impact or effect on the health, safety, discipline, or general welfare of the school community; e.g., school bus stops.

ARTICLE ONE: General Policy

In order to preserve an environment conducive to the academic and personal development of its members, an educational community must have a *Code of Student Conduct* to which its members adhere. By becoming a member of an educational community, a student does not forfeit any rights of citizenship. Accordingly, the school will strive to protect the rights of its students. In order to protect the rights of its students, the school developed a *Code of Student Conduct*. Violation of the *Code of Student Conduct* will result in disciplinary action against the student. All disciplinary procedures are set forth in the *Code of Student Conduct* and in all disciplinary procedures developed by the School System.

Reasonable standards of conduct are expected from all students. All personal conduct of students is subject to school jurisdiction regardless of where the conduct occurs. If questions arise concerning specific board policies not printed in this document, please refer to the Board Policy found in the office and library of each school, and on the Oxford City Schools 'website at: www.oxfordcityschools.com.

Role of School Personnel, Parents and Students

School Personnel:

1. Provide a comfortable, safe learning environment;
2. Provide learning materials in accordance with the law of Alabama;
3. Allow for suggestions, constructive criticism, and conferences by/with students and parents;
4. Establish channels of communication that are clearly understood by students and parents;
5. Notify parents if their child is doing unsatisfactory work.
6. Identify and implement instructional objectives for each grade level and subject area;
7. Inform parents of educational programs, events and activities that complement the instructional program;
8. Encourage parents to visit the schools and support their involvement in their children's education;
9. Provide appropriate supervision of students.
10. Plan, prepare and present lessons appropriate to grade level of students and subject matter being taught.

Students:

1. Be actively engaged and progressing in all classes in which they are enrolled.
2. Are prepared for each class with appropriate supplies and assignments;
3. Show respect for all individuals and property;
4. Refrain from profanity or inflammatory statements and obscene gestures;
5. Conduct themselves in a safe, responsible manner;
6. Are neat and clean, and wear appropriate dress;
7. Abide by rules and regulations contained within the *Code of Student Conduct*, the student Handbook, and other policies adopted by the school.

Parents/Legal Guardians/Custodians:

1. Maintain regular communication with the school concerning their child's progress and conduct;
2. Promptly report and explain, in writing, any absence or tardiness to the school.
3. Provide their child with the resources needed to complete class work and other assignments;
4. Assist their child in being healthy, neat and clean;
5. Inform proper school authorities of any problem or condition which affects their child or other children in the school;

6. Discuss report and work assignments with their child;
7. Provide up-to-date home, work, and emergency telephone numbers to proper school authorities;
8. Assume leadership roles and/or participate in school organizations;
9. Attend all scheduled parent/teacher conferences;
10. Document their understanding of the *Code of Student Conduct*;
11. Ensure that their child has recovered well before returning to school following an illness or health-related condition;
12. Reimburse the school for damages caused by the purposeful behavior of their child;
13. Ensure that their child follows the school rules and behaves in a responsible manner.

ARTICLE TWO: School Recognition of Student Rights and Responsibilities

PHILOSOPHICAL BASIS: School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

By becoming a member of the school educational community, students do not forfeit any rights of citizenship. The school will strive to protect the individual freedoms and rights of students listed below. From rights flow responsibilities. Responsibilities of students are also noted below:

1. Attendance

Student Responsibilities are:

- To abide by laws and local board of education rules and policies regarding attendance;
- To be punctual and regular in attendance;
- To promptly complete make-up assignments for absences and tardies;

Student Rights are:

- To be informed of laws and local school board rules and policies (such as definitions of excused absences, unexcused absences, tardy, absent, method of taking attendance, method of appealing an absent or tardy mark, when a grade is lowered for absences or tardies).
- To be provided with make-up assignments for absences or tardies. (See Appendix A – Attendance Policy.)

2. Freedom of Speech and Expression

Student Responsibilities are:

- To abide by laws and local board of education and individual school rules and policies regarding free speech;
- To be courteous of the views of others.

Students Rights are:

- To be informed of laws and local board of education and individual school rules and policies regarding speech, such as: inappropriate speech, including obscene or threatening speech, or rude and disruptive speech in an educational setting; time, place and the manner of speech and policies on public forums.
- To express disagreement in a constructive manner taking into account the rights of others, consistent with established education process. (See Appendix B – Freedom of Expression).

3. Right to Assemble and Associate

Student Responsibilities are:

- To abide by laws and local board of education and individual school rules and policies regarding assembly.

Student Rights are:

- To be informed of laws and local board of education and individual school rules and policies regarding assembly, including policies on time, place, and manner of assembly.
- To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

4. Right to Learn

Students Responsibilities are:

- To abide by laws and local 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.

Students Rights are:

- To be informed of laws and local board of education and individual school rules and policies regarding the right to learn, such as the required core curriculum as listed in the Curriculum Guide individual syllabi (when appropriate) for each class provided by teacher;
- To be informed of the rules regarding cheating and plagiarism and the consequences and due process procedures with board policy.
- To provide a safe environment free of illegal drugs, alcohol, or weapons. (See Appendices C, D, E1 and E2)
- To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn, including policies on use of technology, textbooks and equipment;
- To be provided with the opportunity to express concerns regarding the operation of the school by using appropriate methods.

5. Freedom from all Acts of Violence

6. Freedom from Interference with the Learning Experience/Educational Environment

7. Freedom from Harassment

Student Responsibilities are:

- To abide by laws and local board of education and individual school rules and policies regarding respect for others, and the right of all to be free from harassment;

Student Rights are:

- To be informed of laws and local board of education and individual school rules and policies regarding respect for others, and the school harassment policies and procedures. (See Appendix H)

8. Respect for Privacy and Property

Student Responsibilities are:

- To abide by laws and local board of education and individual school rules and policies regarding respect for privacy, and property.
- To respect the recognized privacy right of others.
- To attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
- To respect the property rights of those at school and in the general public.

Students Rights are:

- To be informed of laws and local board of education and individual school rules and policies regarding respect for personal privacy and property, including rules and policies regarding metal detectors (see Appendix Q), surveillance cameras, a “No Fight” policy (See Appendix G), prohibited and non prohibited electronic equipment, canine search, search policies for lockers and vehicles, and general student search policy as per board policy.
- To retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion or cause to believe the student possesses any item which is prohibit by laws and local board of education policy.

9. Knowledge and Observation of Rules of Conduct

Student Responsibilities are:

- To abide by laws and local 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:

- The right to substantive and procedural due process and equal protection in all school disciplinary proceedings.
- To be informed of laws and local 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 local board of education’s *Code of Student Conduct*, and of the possible consequences, by citing the specific part of the *Code of Student Conduct*. (See Article Five)
- To be informed of the time, place, procedures, and purpose of any disciplinary proceeding.

10. Student Publications

Student Responsibilities are:

- To abide by laws and local board of education and individual school rules and policies regarding student publications.
- To communicate in a respectful manner consistent with good education practices.
- To observe the accepted rules for responsible journalism under the guidance of faculty members.

Student Rights are:

- To be informed of laws and local board of education and individual school rules and policies regarding student publications, including a policy on administrative and faculty editing of student work in student publications. (See Appendix I)

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

11. Participation in School Programs and Activities

Student Responsibilities are:

- To abide by laws and local 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 local board of education and individual school rules and policies regarding school programs and activities, such as policies on forming student clubs and using school facilities;

- To develop and participate in student programs and activities consistent with local board of education and individual school policies, including special rules for student athletes and other students participating in extracurricular activities. (See Appendices J and K)

- To seek office in any student organization and observe all rules on student elections.

12. Right to Petition for Redress of Grievances

Responsibility to know and follow school rules on grievance policy and procedures. (See Appendix L)

13. Responsibility to Read the School Rules and Policies and go over them with a teacher or administrator at start of each school year.

14. Right to be informed of all school policies, procedures and regulations governing social conduct and satisfactory academic progress and graduation, community, as well as others from outside the community.

15. Right to Equitable and Fair Governance

16. Responsibility to be a Good Academic Citizen

ARTICLE THREE: Definitions

The following terms used in the *Code of Student Conduct* should be interpreted according to the following definitions:

- **School** refers to the name of the institution.
- **Student** refers to any person officially enrolled at the School.
- **Teacher** refers to any person employed by the school to conduct classroom activities.
- **Member or Citizen of the School Community** refers to any student, faculty member, staff member, board of education member, official, parent, or any person otherwise employed by the School.

- **School official** refers to any person serving in an administrative or professional capacity as an employee of the School.
- **School property** includes all land and facilities that are in the possession of, owned, used or controlled by the School.
- **Organization** refers to groups who have obtained status as a registered student organization with the Office of the Principal of the School.
- **Conduct Review Board** refers to the persons designated by the School principal to determine whether student has violated the *Code of Student Conduct*. The Conduct Review Board will also recommend disciplinary sanctions to be imposed on a student found in violation of the *Code of Student Conduct*. The Conduct Review Board may consist of one person or a committee of persons.
- **Hearing Officer** refers to the person designated by the Superintendent to determine whether a student has violated the *Code of Student Conduct*.

ARTICLE FOUR: Administrative Authority Over Non-Academic and Academic Misconduct

The administrator designated by the School principal will be responsible for coordinating and distributing policies for the administration of the hearing process and procedural rules for the conduct of hearings which are consistent with the provisions of the *Code of Student Conduct*. Decisions made by the administrator designated by the principal, or the hearing officer, are final. Where the decision of the administrator would constitute a change of placement for a student with a disability, appropriate procedures will be followed. 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 procedure due process or equal protection given them. 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 FIVE: Code of Student Conduct Violation of Federal, State, or Local Law

If a student is charged with an off-campus violation of federal, state or local law, and is subsequently found guilty or has pleaded “no contest,” disciplinary action may be taken against the student for misconduct that demonstrates disregard for the School, members of the school community, or the mission of the School.

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 local law, the School disciplinary proceedings will commence without consideration to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings resulting from violations of the *Code of Student Conduct* may be instituted prior to, simultaneously with, or following criminal proceedings off campus.

The School will not request or agree to special consideration for a School student in civil or criminal proceedings off campus. The School may, however, inform off-campus law enforcement authorities of the policies of the *Code of Student Conduct*; and how the offense in question may be handled by the School. The School will cooperate fully with the off-campus law enforcement authorities, as well as other related agencies in the enforcement of criminal law on campus and in the conditions imposed by civil and criminal courts on student violations.

Classification of Violations and Sanctions

It is fundamental that an orderly school have 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 that 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.

A listing of each class of violations and possible sanctions follows this section. As the violations increase in seriousness, the severity of the possible sanctions increases.

Classification of Violations of Code of Student Conduct and Disciplinary Actions

Violations of the Code of Student Conduct are grouped into three categories – minor, intermediate, and major. After determining the classification of a violation, the principal/designee(s) will implement the disciplinary procedures result in a change of placement for a student with a disability, additional procedures will be followed.

Disciplinary action for violations is divided into elementary (K-6), middle and secondary (7-12) so that all students may grow progressively in matters of discipline.

Each classroom teacher will deal with general disruption within the classroom, following uniform school procedures: making personal telephone calls to parent(s)/legal guardian(s)/custodian(s) when feasible, and scheduling a conference with student, parent(s)/legal guardian(s)/custodian(s), and other proper school personnel.

Requirement to Distribute Code of Conduct to Parent(s)/Legal Guardian(s)/Custodian(s)

In accordance with Legislative Acts 94,782 and 94-784, the Board requires that these codes of conduct be printed annually in local school student/parent handbooks for distribution to parents/legal guardians/custodians and students.

MINOR OFFENSES – CLASS 1

- 1.01 Failure to carry home (and return, if requested) correspondence that requires parental/legal guardian/custodian signature.
- 1.02 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 function. (Examples: talking excessively, interrupting class functions, moving about without authorization, provoking other students, writing notes)
- 1.03 Illegal organizations – any on-campus participation in fraternities, sororities, secret societies, or non-affiliated school clubs not recognized by the principal and/or Board.
- 1.04 Unexcused tardiness – reporting late to school or class
- 1.05 Non-conformity to dress code
- 1.06 Inappropriate public display of affection – including but not limited to, embracing and kissing.
- 1.07 Rude and inappropriate behavior in hall, classroom, lunchroom, assembly, pep rally or other school function.
- 1.08 Failure to return report cards/envelopes or required correspondence within time period directed by teacher or administrator.
- 1.09 Littering on school property or bus(es).

- 1.10 Improper care of school textbooks and/or technology equipment
- 1.11 Unauthorized use of school or personal property of others
- 1.12 Unintentional and/or non-directed use of profane or obscene language
- 1.13 Any other violation which the principal may deem just and sufficient to fall within this category after consideration of extenuating circumstances

DISCIPLINARY OPTIONS/MINOR OFFENSES: CLASS 1

ELEMENTARY (K-6)

Verbal reprimand; Non-corporal punishments; Parental notification; *Corporal Punishment; and parental notification

* Corporal punishment may be used as a last resort after other disciplinary tactics have failed and if determined appropriate on a case-by-case basis.

MIDDLE/SECONDARY (7-12)

Verbal reprimand and/or parental legal guardian/custodian notification, (no corporal punishment); Non-corporal (informal) disciplinary actions; *Corporal punishment and parental notification; One-two-three day internal suspension and parental notification; One-two-three day external suspension and parental/legal guardian/custodian notification.

*Refer to Board of Education policy 5.23 regarding guidelines to be used in administering corporal punishment.

A parent/legal guardian/custodian is to accompany the student EACH time the student returns to school after an external suspension.

INTERMEDIATE OFFENSES – CLASS 2

- 2.01 Insubordination – defiance or disrespect of school board employee’s authority; any verbal or non-verbal refusal to comply with a lawful direction or orders of a school board employee.
- 2.02 Possession and/or use of tobacco products, electronic cigarettes, smoking paraphernalia, or any oil, liquid, or wax product which could be used in electronic cigarettes or other smoking paraphernalia, or any synthetic or organic substance marketed or manufactured as a substitute for a tobacco product.
- 2.03 Unauthorized absence from class or campus or being on another campus without authorization.
- 2.04 Fighting on school grounds, bus (es) or at school events – any physical contact between two or more individuals
- 2.05 Falsifying a signature of parent/legal guardian/custodian, school personnel, or other person
- 2.06 Use of verbal, written, or gestured obscene manifestations directed toward another person and the possession of obscene (pornographic) literature or pictures
- 2.07 Cheating on any assignment or test

- 2.08 Failure to move to a designed area of the school upon arrival on campus (loitering in parked cars or buses).
- 2.09 Possession of stolen property with knowledge that it is stolen
- 2.10 Vandalism – intentional damage to public property (i.e., desks, tables, bus seats), or real property of others – In all cases, student shall make monetary restitution for damages.
- 2.11 Activating a fire alarm or extinguisher
- 2.12 Malicious mischief or graffiti on school property or bus (es).
- 2.13 Offensive touching or physical contact with another person
- 2.14 Gambling – in any form for the exchange of money or goods
- 2.15 Intentionally falsifying information to or about a teacher, administrator or other personnel
- 2.16 Causing physical injury to another student through carelessness or rough play
- 2.17 Causing emotional injury to another student by using racial or ethnic slurs, ridicule, name calling, intimidating, bullying, threatening, student-to-student harassment, electronic or technologically assisted harassment, etc.
- 2.18 Buying, selling, or trading items on school property not approved by the principal and/or Board
- 2.19 Any other offense which the principal may deem just and sufficient to fall within this category after consideration of extenuating circumstances
- 2.20 Possession and/or use of non prescription medication or unauthorized possession or use of medication prescribed to the student.

DISCIPLINARY OPTIONS/INTERMEDIATE OFFENSES – CLASS 2

ELEMENTARY (K-6)

Non-corporal punishments and parental/legal guardian/custodian notification; *Corporal punishment and parental/legal guardian/custodian notification; One to nine days in-school suspension and parental/legal guardian/custodian notification; One to nine days external suspension and parental/legal/guardian/custodian notification.

MIDDLE/SECONDARY (7-12)

Extended work assignments before and/or after school; One to nine days in-school suspension and parental/legal guardian/custodian notification; One to nine days external suspension and parental/legal guardian/custodian notification; A parent/legal guardian/custodian is to accompany the student EACH time the student returns to school after a suspension.

*Refer to Board of Education policy 5.23 regarding guidelines to be used in administering corporal punishment.

MAJOR OFFENSES – CLASS 3

- 3.01 Alcohol – unauthorized possession, transfer, use or sale of liquid or powdered alcoholic beverages, or substances – see specifics of Alabama laws at 3.02
- 3.02 Drugs/illegal drugs/synthetic or organic manufactured substances marketed or used as drugs- unauthorized possession, transfer, use or sale of drugs and/or drug paraphernalia – In accordance with The Code of Alabama, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates Board policy concerning drugs and/or alcohol. The Code of Alabama authorizes the following discipline measures: immediate suspension, expulsion, initiation of criminal charges, denial of readmission until any criminal charges are settled, and/or denial of readmission until conditions set by the Board are met.
- 3.03 Arson – the willful and malicious burning of any school property; in accordance with The Code of Alabama, 16-1-24.1 (e) (2), parents are liable for damages to school property caused by their child(ren)
- 3.04 Battery upon school board employee – the unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee. In accordance with The Code of Alabama, 13A-6-21, it is a Class C felony to cause physical injury or threaten to cause physical injury to teachers or employees of the Board. In accordance with The Code of Alabama, 16-1-24.1 (b)(c), the principal shall notify appropriate law enforcement officials when any student violates Board policy concerning physical harm or threatened physical harm against another student or employee of the Board. The Code of Alabama authorizes the following discipline measures: immediate suspension, expulsion, initiation of criminal charges, denial of readmission until any criminal charges are settled, and/or denial of readmission until conditions set by the Board are met.
- 3.05 Possession of weapons – a knife, metallic knuckles, tear gas gun, throwing star, chemical weapon or device, pepper gas, or any other weapon, instrument or object. See specific Alabama laws related to weapons at 3.11 below.
- 3.06 Robbery (stealing, larceny, grand or petty theft) – the intentional unlawful taking and/or carrying away of property or money belonging to or in the lawful possession or custody of another person
- 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, including holiday periods
- 3.08 Criminal mischief – willful and malicious injury or damage to public property, or to real or personal property belonging to another
- 3.09 Bomb threats – any such communications concerning school Board property which has the effect of interrupting the educational environment
- 3.10 Explosives – preparing, possessing, or igniting explosives or fireworks of any kind on school property.
- 3.11 Possession of firearms – any firearm (including a starter gun which will, or is designed to, or may already be converted to expel a projectile by the action of an explosive), the frame or receivers of any such weapon, any firearm silencer, any destructive device. In accordance with The Code of Alabama, 13A-11-72(d), possession of a deadly weapon with intent to do bodily harm on School System property, including a school bus, is a Class C felony. In accordance with The Code of Alabama, 16-1-24.1(b)(c), the principal shall notify appropriate law enforcement officials when any student violates Board policy concerning physical harm or threatened physical harm against another student or employee of the Board. The Code of Alabama authorizes the following discipline measures: immediate suspension, expulsion, initiation of criminal charges, denial of readmission until any criminal charges are settled, and/or denial of readmission until conditions set by the Board are met.

- 3.12 Discharging of any pistol, rifle, shotgun, air gun or any other device including any projectile with speed on school property
- 3.13 Sexual acts – acts of a sexual nature on school property or bus(es); acts including, but not limited to, battery, intercourse, attempted rape or rape
- 3.14 Aggravated battery – intentionally causing great bodily harm, disability or permanent disfigurement, use of a deadly weapon
- 3.15 Sexual Harassment – written, verbal, and nonverbal proposals to engage in sexual acts, etc.
- 3.16 Inciting or participating in major student disorder – leading, encouraging, or assisting in disruptions which result in destruction or damage of private property or personal injury to participants or others
- 3.17 Threats to school board employees – the intentional threat by word or act to do harm to a school board employee, his/her family or property, as well as the performance of such act
- 3.18 Threats directed at other students – the intentional threat by word or act to do great bodily harm to a student, his/her family or property, as well as the performance of such act
- 3.19 Indecent exposure of the human body on school property
- 3.20 Extortion – the act of obtaining services, money or information by the use of threats
- 3.21 The fourth suspension of three (3) days or more may be considered a class III offense
- 3.22 Any other offense which the principal may deem just and sufficient to fall within this category after consideration of extenuating circumstances
- 3.23 Harassment based on religion, race, national origin, disability, or age
- 3.24 Arson
- 3.25 Electronic or technologically assisted harassment of a school board employee

DISCIPLINARY OPTIONS/MAJOR: CLASS 3

***Grades K-6** – Refer to Class 2 Elementary Disciplinary Options

Grades 7-12

Action required:

1. Parental/legal guardian/custodian notification and conference;
2. Notification of the Oxford City Police and requesting a police investigator, filing a report with the officer and by filing a report with Juvenile Services is warranted;
3. Immediate suspension (not to exceed 10 days) pending hearing;
4. Initiation of procedures for an Administrative Hearing to consider a recommendation to the Superintendent for disciplinary action/alternative placement or expulsion from school.

*Based on age, maturity of a child, and severity of offense, student may be disciplined based on Class III Middle/Secondary Disciplinary Procedures.

SECONDARY DISCIPLINARY PROCEDURES

Short Term Suspension (1 to 9 days TE or Out-of-School Suspension)

Decision rendered by Local School Administration final (no Central Office disciplinary or BOE hearing*).

SAFE School/ “At Risk” Disciplinary Assignment

SAFE – One (1) day to less than two (2) full semesters by parent application. Decision rendered by Local School/SAFE Administration/Central Office Administration final (no Central Office disciplinary or BOE hearing).

SAFE – One (1) day to less than two (2) full semesters. Decision rendered by Central Office Disciplinary Hearing Committee after initial local school referral (no BOE hearing*).

SAFE – Two (2) full semesters or more. Decision rendered by Central Office Disciplinary Hearing Committee after local school referral. Student eligible for BOE hearing.

Long Term Suspension (more than nine (9) days out-of-school suspension)/Expulsion

Decision rendered by Central Office Disciplinary Hearing committee after local school referral. Student eligible for BOE hearing.

*Parents may address the BOE through Grievance Procedures.

Appendix A

STUDENT ATTENDANCE

All teachers in the Oxford City School System will take attendance each day.

Definitions

Tardy to class is defined as being in attendance in school, but not present in the assigned classroom by the prescribed time (May be specified time or be indicated by bell or tone). After the indicated time, the student is considered absent from the class and reports to the Principal or the designee responsible for the supervision of the tardy student.

Tardy to school is defined as not being in attendance at roll call in a student’s first class of the school day. The student must sign in with the office upon reporting for school. The principal will establish procedures for the student’s transition to the classroom.

Absent from class is defined as not present during defined instructional time.

Absent from school is defined as a students not being present for 51% of a student’s individually approved schedule.

Excuses

In accordance with State Law, a parent/legal guardian/custodian **MUST** explain the cause of every absence of students under his/her control or charge. Every student **MUST** bring a written excuse signed by his/her parent/legal guardian/custodian or a doctor’s excuse within three (3) days after he/she returns to school following an absence(s).

Failure to present the signed note or medical excuse within the time noted will result in the absence being marked UNEXCUSED. All absence shall be designated as “excused” or “unexcused” in accordance with the following:

1. Excused Absence – An absence is excused whenever the School System receives a documented written medical/legal excuse.
2. Undocumented Excused Absence– An absence is excused when the parent/legal guardian/custodian sends a signed note explaining the absence. A student may only have 8 undocumented excused absences per semester.
3. Unexcused Absence - An absence is unexcused:
 - A. when the parent/legal guardian/custodian does not send a written note explaining the absence within three (3) days following the absence.
 - B. when the nature of the absence is not for legitimate reasons as defined by Alabama law.
 - C. if a written note is presented that indicates the absence occurred for other than personal sickness, family sickness, or death in the family.
 - D. when a parent note is presented for more than 8 absences.
4. Any exceptional circumstances must be addressed by the parent and the Principal or Principal’s designee in conference.

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities, field trips, etc., shall be marked present and allowed to make up missed work.

Students who are absent from school for an unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholars bowl, etc.).

A student must be present for at least ½ of their instructional day in order to participate in any extracurricular activity. Students suspended out of school or placed in an in-school disciplinary setting for more than ½ day may not participate in any activity.

Any exceptions to this policy must be approved by the building level principal or his designee.

Denial of Credit Based on Excessive Unexcused Absences

1. Grades K-6 – A student in grades K-6, who accumulates more than 20 absences (excused or unexcused) per year, may be denied promotion.
2. Grades 7-12 – A student in grades 7-12, who accumulates more than eight (8) absences (excused or unexcused) per semester, may be denied promotion and/or class credit.

Make-Up Work – Excused Absences

If a student is absent for any excused reason as defined above, the student may be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Principals have the authority to excuse student's time away from campus IF academic progress is maintained and time off campus is related to long term academic/career goals. Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

Students assigned to transitional education may make up tests and class work. Work assigned while a student is in TE must be submitted by the student upon re-admittance to class or at a time designated by the classroom teacher. An assignment to TE counts as an absence from class and not from school.

At the Secondary and Middle Levels (Grades 7-12) – The student shall be responsible for contacting the teacher(s) to arrange to make up the work.

At the Elementary Level (Grades K-6)– The parent/legal guardian/custodian or student shall be responsible for arranging necessary make-up work.

Time Limit – Arrangements for make-up work must be made within three (3) days after returning to school from an excused absence.

Normally, arrangements and make-up work must be completed within a total of three (3) school days; however, for long-term absences additional days to make up the work may be approved by the principal. Teachers may elect to use discussion/essay tests in lieu of the original test instruments to ensure that the make-up assignments have produced student attainment of the objectives covered.

Make-Up Work – Unexcused Absences

Teachers shall provide make-up assignments or examinations for students absent for unexcused reasons. Students absent for unexcused reasons must make up homework, class work, etc., on a ½ credit basis in order to help such students maintain academic pace. Teachers shall not assign zeros to students absent for unexcused reasons on an automatic basis; zeros may be assigned to such students only when other students in general receive grades for homework, examinations, recitations, etc. Teachers may elect to use discussion/essay tests to ensure that the make-up assignments have produced student attainment of the objectives covered.

Check-Outs

All checkouts shall be recorded. A check-out is defined as leaving school prior to the end of respective school's regular daily activities. Check-outs shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent/legal guardian/custodian that check-out was for an excused reason.

Students must check-out through the school office in compliance with each school's procedures.

Eight Day Rule

Students in grades 7-12 should note that any combination of absences, whether excused or unexcused, that total more than eight days per semester may result in no credit assigned to affected classes. These situations will be reviewed by the Principal upon written request. This rule may be waived in appropriate circumstances.

The Principal may make options available for students to recover attendance days through additional attendance time and assignments after school or on non-school days.

Perfect Attendance Award

Grade K-12– A Perfect Attendance Certificate shall be awarded to students in grades K-12 who have attended school every day for the entire day (No check-ins or check-outs) during the school year.

Religious Absences

A student will be excused for official religious holidays when the student's parent/legal guardian/custodian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

Absence Due to School-Approved Trips

Students on school approved trips are not counted absent from school while participating in activities under the supervision of a school system employee. The student is responsible for making up all classroom work missed while on the approved trip within the same time frame as other make-up work.

Absence Due to Administratively Approved Activity

The Principal or his/her designee may approve absences due to exceptional circumstances or unavoidable conditions, provided that the parent/legal guardian/custodian makes written request in advance to the principal.

Absentee Referrals

The following provisions shall apply:

1. The homeroom teacher shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the principal as charged as a Mandatory Reporter. The principal shall refer any such students to the Attendance Officer in accordance with the Truancy and Early Warning Prevention Program.
2. Students taken into custody by officers in compliance with the Truancy and Juvenile Delinquency Prevention Program shall be reported to the Attendance Officer by the principal.

Parental/Student Notice

The provisions of this policy/procedure shall be included in the student handbooks and distributed to students in a timely manner.

Appendix B

STUDENT RIGHTS AND RESPONSIBILITIES: FREEDOM OF EXPRESSION

Freedom of speech is a constitutional right guaranteed to all citizens. The School System shall make every effort to provide for the free expression of ideas by students, unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals.

All students shall have the freedom to exercise the right of free speech and to protest deprivation thereof, through proper channels, providing that such protection does not interfere with the educational program of the School System or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the viewpoints or opinions of others, and to recognize the right of other individuals to form or hold different points of view.

Appendix C

SMOKING/USE OF TOBACCO PRODUCTS

All Oxford City School properties are tobacco free zones.

Smoking and/or use or possession of tobacco, other smoking substances and/or tobacco products are hereby prohibited by all students in grades Kindergarten (K) through twelve (12) in or on school properties during the regular school day and all school-sponsored activities.

The regular school day is defined as the normal hours the schools are open to students for instructional purposes. The regular school day begins for students at the time of arrival on the respective school premises (school-owned property, school buses, parking lots, etc.). A school activity is defined as any activity (play, athletic event, recital, etc.) under the sponsorship and supervision of a school or the School System.

Students violating this policy shall be subject to punishment by school officials.

Appendix D

STUDENT ALCOHOL AND DRUG USE

(Substance Abuse)

It shall be the policy of the Board that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, huffing, or having in possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana, steroids or any mind-altering drug or material, or controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

Any alcohol or drug-related violation of criminal law, state or federal, committed on school property shall be prosecuted as provided by law. Provided students are apprehended using or dispensing any substance as defined above, school officials, teachers, and/or other Board employees shall report all such students to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office.

The principal shall immediately notify by telephone the parent/legal guardian/custodian of any student found in violation of this policy. If the parent/legal guardian/custodian cannot be reached by phone, the principal shall then notify the parent/legal guardian/custodian of the action by sending a certified letter. Care shall be given to afford due process to all students.

Applicable Procedures – Substance Abusers

A school staff member shall be expected to accompany any student to the principal's office when there is reasonable cause to believe the student to be in possession of, using, under the influence of, or transmitting an illegal substance while on school property or while attending a school sanctioned/sponsored function or activity. When a student is found to be a substance abuser, the principal or designee shall comply with the following procedures in order to safeguard the student and the total school environment:

1. Keep the student in a secured area of the building away from other students.
2. Notify, if possible, the parent/legal guardian/custodian of the student and request he/she come to the school immediately.
3. Notify the authorities.
4. Accept any suspected illegal substance surrendered by the student to the principal or designee by sealing it in an envelope in the presence of another school staff member with both persons verifying that the substance is contained in the sealed in the envelope.

5. Place the envelope containing the substance in the possession of law enforcement authorities in the presence of a witness.

6. Upon weighing all available information and evidence, the principal, based on reasonable cause that the student is in violation of the School System's substance abuse policy or applicable laws, may suspend the student from school for up to ten (10) days pending an Administrative Disciplinary Hearing. If the initial information and evidence is inconclusive relative to the student's violation of the School System's drug policy, the principal may permit the student to remain in school until such time as any conclusive test information is received from law enforcement officials. In the event that conclusive evidence is subsequently obtained through law enforcement officials or other sources that the student was in violation of the School System's substance abuse policy, the student then may be subject to suspension for up to ten (10) days with a recommendation for and Administrative Disciplinary Hearing. In all cases, the principal shall ensure that all due process procedures are accorded the student.

NOTE: In the event a student sells or distributes or proposes to sell or distribute a substance represented to be an illegal substance, all of the above procedures shall be followed up to and including suspension with a recommendation for expulsion.

Applicable Procedures – Substance Abuse Emergencies

Provided a student experiences a substance-abuse emergency or is perceived to be experiencing such emergency (defined as loss of consciousness, loss of body functions, etc.) while under the supervision of school authorities, the principal or designee shall comply with the following procedures in order to safeguard the student and the total school environment:

1. Obtain appropriate licensed medical assistance for the student. Note: The School System shall not be liable for any costs associated with the procurement of emergency medical assistance; such costs shall be borne by respective parents/legal guardians/custodians. School authorities, if possible, shall provide the medical assistant(s) with: (a) the name of the substance, (b) the amount of the substance consumed, and (c) the time of the consumption.
2. Notify, if possible, the parent/legal guardian/custodian of the student and inform him/her of the emergency.
3. If confirmation is received that medical emergency is related to substance abuse that is in violation of the School System's substance abuse policy or applicable laws, the principal may suspend the student for up to (10) days pending an Administrative Disciplinary Hearing. In all cases, the principal shall ensure that all applicable due process procedures are accorded the student.

In the event a student exhibits unusual or uncharacteristic behaviors indicative of drug or alcohol abuse while under the supervision of school authorities, the principal or designee shall contact the student's parent/legal guardian/custodian and request that he/she come to the school to assume responsibility for his/her child.

Substance Abuse Education

The Superintendent or designee shall ensure an on-going and appropriate substance-abuse education program is taught in the schools of the School System. The substance-abuse program shall be based upon the State Department of Education publication, Alabama Course of Study: Health Education.

Appendix E1

POSSESSION OF WEAPONS AND FIREARMS BY STUDENTS

No student shall be permitted to have any weapon/firearm on school property at any time.

Weapons and Firearms Defined

For purposes of this policy, the term weapon/firearm is defined in Section 921 of Title 18, United States Code. According to Section 921, the following are included within the definition:

- a. Any weapon which will or is designated to or may readily be converted to expel a projectile by the action of an explosive;
- b. the frame or receiver of any weapon described above;
- c. any firearm muffler or firearm silencer;
- d. any explosive, incendiary, or poison gas, i.e., bomb, grenade, rocket, missile, mine, or similar device;
- e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Further, items forbidden shall include, but are not limited to, the following:

Knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, any items which may be used as clubs, and all sharp or pointed objects designed for use as weapons.

Discipline Measures

If a student is found to be in possession of a weapon/firearm as described above or a reasonable facsimile of a firearm and presents it as a real firearm, he/she shall be automatically referred to the Board for disciplinary action. If it is determined by the Board that the student was in possession of a weapon/firearm on school property, to include property not owned by the School System but where any official school-sponsored activity is held, said student* shall be expelled from school for not less than one (1) calendar year. Such expulsion is in compliance with the requirements of the Public Law 103-382; "Improving America's Schools Act of 1994," Part F, Section 14601, Gun-Free Requirements and Alabama Legislative Act 95-756. All applicable due process procedures shall be observed in any such expulsion proceedings.

Further, in accordance with Public Law 103-382; "Improving America's Schools Act of 1994," Part F, Section 14601, Gun Free Requirements, any student determined by the Board to have brought a weapon or firearm on school property as defined above shall be referred to the criminal justice or juvenile court system.

Suspension of Driver's License

Suspension of Driver's License for Pistol Possession – In accordance with Legislative Act 94-820, a student under 19 years of age may have his/her driver's license suspended for the possession of a pistol on school premises.

Alabama Law

Possession of Weapon a Class C Felony – In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

Special Education Students

*Special Education Students: Requirements for special education students for alternative educational programs will be met.

Appendix E2

GUN FREE SCHOOLS POLICY

The Oxford City Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that firearms or weapons in school buildings, on school grounds, at any school-sponsored event or on a school-owned/maintained vehicle will not be tolerated.

STUDENTS who bring or possess a gun on school property shall be recommended for expulsion from school and for prosecution to full extent of the law. Students who violate this policy will be referred to the Oxford City Police and/or the Juvenile Court.

STAFF members with a valid Alabama permit are not to bring or have a gun at any time school is in session or when students are present during any school-organized or sanctioned event on or off premises including athletic competitions. Those who violate this policy will be recommended for suspension and/or termination and for prosecution to the full extent of the law.

OTHERS who bring or possess a gun on school property shall be referred to the Oxford Police Department and recommended for prosecution to the full extent of the law.

This policy applies to all school system-owned/operated property.

The above policies apply when the act(s) take(s) place at school, on school grounds, on school vehicles and/or at any school-sponsored event – during or after regular school hours.

A student facing expulsion from school is entitled to due process protection of notice and an opportunity to be heard.

This policy will be consistent with the Individuals with Disabilities Act.

Appendix F

INTERNET SAFETY POLICY

Introduction

This policy has been adopted in compliance with the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (I).

It is the policy of the Oxford City School System (System) to provide technology resources, including Internet access, to its students and employees in order to more fully support the system’s mission statement and to meet educational and instructional goals set by the system and the state. It is the intention of the Board that all technology resources will be used in accordance with any and all school/system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. This policy applies to all technology resources, regardless of purchase, date, location, or funding source.

All users, in the process of logging onto the system’s network, will agree to abide by all school and system policies. Students and staff must have the appropriate Acceptable Use Policy on file with the system prior to use. Visitors to the system must have the permission of school staff in order to access the Internet. Such permission may not be shared or transferred.

This Internet Safety Policy will be displayed in each school media center and computer lab. A copy of the policy will also be available in each school's office. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System Technology Coordinator before proceeding. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action. The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

Technology Protection Measures

Filtering and Blocking

The system will make a reasonable effort to filter and block access to "visual depictions" that are obscene, contain child pornography, are harmful to minors, or that the Board determines is "inappropriate for minors." The software will filter all incoming Internet sites based on both URL (web site name) and IP address. URLs and IP addresses may be added to the filtered list in cases where the filtering system may not have accurately identified inappropriate sites as defined above.

All users are required to report any sites that contain inappropriate materials or materials harmful to minors. Students must report this information to their teacher. Teachers or staff members must report the information to the System Technology Coordinator. This includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:

- taken as a whole, appeals to an interest in nudity, sex or excretion,
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and
- taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

Adult staff members may request a review of filtered sites. Adults, who are engaged in bona fide research or need access to blocked sites for other lawful purposes, may request a temporary release of specific sites at specific workstations to complete their work. Such requests should be directed to the System Technology Coordinator.

Monitoring

It is the responsibility of all teachers and employees to properly inform students/staff under their charge of this policy and to see that the policy is strictly enforced. Students using the Internet and World Wide Web will be under the direct supervision of the instructor. In addition, the system may use software to monitor Internet activity, as needed. Teachers will be provided a list of students and their current status regarding use of Internet. Teachers who will be presenting Internet sites to students as part of the instructional process, must preview the sites they plan to incorporate to ensure their safety and suitability. If students are to independently access the Internet on a computer, the teacher must ensure that they have a signed Acceptable Use Policy on file. In addition, any student under the age of 18 must also have a signed Parent Permission Form on file. Finally, teachers must give students specific permission to independently access the Internet and monitor their activity while they are online.

Communicating Electronically

The System permits students to engage in electronic communications on a limited basis for educational purposes under the direct supervision of their teacher. All such communications are subject to school rules, the Student Acceptable Use Policy, any applicable laws, and the following safety and security measures.

In compliance with the Children's Internet Protection Act, electronic communications (including but not limited to email, chat and instant messaging) may not be used for:

Unsafe practices such as:

- Contacting strangers or communicating with unknown individuals or organizations;
- Posting or forwarding other users' personal communication without the author's consent;
- Sending mass emails without the consent of the Principal or System Technology Coordinator;
- Sending or attempting to send anonymous messages;
- Disclosing, using, or disseminating personal information without authorization regarding minors including, but not limited to the following:
 - Home and/or school address
 - Work, home, school, or cellular phone numbers
 - Full name
 - Social security number, etc.
- Harmful, malicious or unlawful practices such as:
 - Spreading viruses;
 - Spamming;
 - Hacking of any type;
 - Copyright infringement;
 - Engaging in any other unlawful activities.
- Commercial practices such as:
 - Selling or advertising products or services;
 - Purchasing products or services.

Posting to the Web

All users wishing to post pages or information on the System's web site must obtain prior permission and comply with Oxford City Schools Web Page Design Requirements. Students may not use technology resources operated by the school system to post information or graphics to personal web pages on the Internet.

The System prohibits posting of the following to school or system websites:

- Pictures of employees without their written consent;
- Pictures and other personally identifiable information without the permission in writing from the parent/guardian of the student involved;
- Pictures of students along with their full names (only first name and last initial of students may be used);
- Personal information of any kind including but not limited to;
- Home and/or school address, work address;
- Home and/or school phone numbers;
- Full name;
- Social Security number.
- Materials that infringe on any copyright held by others without;
- Permission and acknowledgement;
- Any obscene, harassing or threatening materials.

The System does not permit the posting of faculty/staff listings with their school contact information (phone extension, e-mail address, etc.) In addition, webmasters may link to other web sites provided the content on the linked site(s) meet the safety and professional standards set out in system policies and the linking page contains a disclaimer for the downstream website content and links.

Online Behavior Education

All students will receive education about appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. This education will be provided through the implementation of the Technology Course of Study, through Internet Safety awareness and education programs at each school, and through additional efforts made by the Student Services and other departments. In addition, educational materials and links regarding cyberbullying as well as safe and appropriate behavior will be placed on the System's website for access by parents and students.

Downloading from the Internet

Students may not download files of any type without the specific permission of their supervising teacher. Under no circumstances will students be permitted to download graphic, video, or audio files in any format that violate the letter or intention of this or any other school/system policy. No user may download any files which violate copyright laws.

Limitations of Liability

The System and its employees make no guarantee that the functions or the services provided by or through the system's network will be error-free or without defect. The Oxford City School System will not be responsible for any damage suffered by the user, including but not limited to, loss of data or interruptions of service. The System will not be responsible for any financial obligations arising from the unauthorized or inappropriate use of system technology.

Notice of Right to Change

With Board approval, this policy may be changed as deemed necessary to continue to ensure the safety of students and compliance with any and all laws and regulations.

Additional Restrictions

This policy is intended to work in concert with other system policies, procedures, and guidelines in order to ensure the safe, ethical, and educational use of all technology within the system.

ACCEPTABLE AND RESPONSIBLE USE OF TECHNOLOGY FOR STAFF AND STUDENTS

The board provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. The board intends that students and employees benefit from board owned and/or provided resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and other expressly authorized by the Superintendent or designee. The use of school district technological resources, including access to the Internet, is a privilege, not a right.

Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning.

Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in section B, below. These rules are intended to clarify expectations for conduct but should not be constructed as all-inclusive. Furthermore, all students must adhere to the Technology Use Guidelines as set forth in the Student Code of Conduct. All students will be trained about appropriate online behavior as provided in policy, Internet Safety.

Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain of profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.

2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Superintendent or designee.

3. Under no circumstance may software purchased by the school district be copied for personal use.

4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

6. The use of anonymous proxies to circumvent content filtering is prohibited.

7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social

security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or else-where on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.

12. Users are prohibited from engaging in unauthorized or unlawful activities such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

15. Employees shall not use passwords or user ID's for data system for an unauthorized or improper purpose.

16. If a student user identifies a security problem on a technological resource, he or she must immediately notify an administrator. Users must not demonstrate the problem to other users.

17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.

19. Without permission by the Superintendent or designee, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, Smartphone's, PDA's and printers is permitted but not supported by Oxford City School technical staff. The School System is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

20. Users must back up data and other important files regularly.

21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

22. Students and Staff who are issued district owned and maintained laptops must also follow these guidelines:

- a. Keep the laptop secure and damage free.
- b. Use the provided protective book bag style case at all times.
- c. Do not loan out the laptop, charger or cords.
- d. Do not leave the laptop in your vehicle.
- e. Do not leave the laptop unattended.
- f. Do not eat or drink while using the laptop or have food in close proximity to the laptop.
- g. Do not allow pets near the laptop.
- h. Do not place the laptop on the floor or on a sitting area such as a chair or a couch.
- i. Do not leave the laptop near table or desk edges.
- j. Do not stack objects on top of the laptop
- k. Do not leave the laptop outside.
- l. Do not use the laptop near water such as a pool.
- m. Do not check the laptop as luggage at the airport.

n. Back up data and other important files regularly. Oxford City Schools Technology Department will at times perform maintenance on the laptops by imaging. All files not backed up to storage devices will be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language. The superintendent or designee shall ensure that technology protection measures are used as provided in policy Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned computer. Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as response to a public records request or as evidence of illegal activity in a criminal investigation.

F. SECURITY /CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

G. PERSONAL WEBSITES

The superintendent or designee may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

H. DISCLAIMER

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services. Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e)

Appendix G

NO FIGHT POLICY

The Oxford City Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle will not be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion. Refer to Title 13A of the Code of Alabama 1975.

The Superintendent, working through the principal and cooperatively with the local police and/or sheriff, the district attorney, and juvenile court, shall enforce this "no-fight" policy at the high school for grades 9-12 within the system.

These procedures will be followed:

Fighting in a school building, on school grounds, at any school-sponsored event, or on school-owned/maintained vehicle shall be classified as a major violation of the code of student conduct.

The principal or designee shall investigate the fight and take the appropriate action as identified in the code of conduct and student handbook.

The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.

The principal or designee shall secure reliable witnesses for court appearances.

The principal or designee shall contact the police and file a report.

The principal or designee may file a complaint/petition with the juvenile court.

A reasonable attempt shall be made to notify the parent(s)/legal guardian(s)/custodian(s).

All students and parents/legal guardians/custodians of students within the system and system employees shall receive sufficient and ample notice of the passage of this policy. This policy shall be outlined in the code of student conduct and shall be communicated to all students in a timely fashion and at intervals throughout the school year.

Appendix H

HARASSMENT OF STUDENTS

1. Harassment, Violence, and Threats of Violence Prohibited

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

2. Definitions

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

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

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 a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

e. The term “student” as used in this policy means a student who is enrolled in the Oxford City School System.

3. Description of Behavior Expected of Students

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

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

- The student's race
- The student's sex
- The student's religion
- The student's national origin or
- The student's disability

4. Consequences for Violations

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

5. Reporting, Investigation, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. 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 their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

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.

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

This policy and any procedures, rules, and forms developed and approved to 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 Oxford City Schools Web site.

Appendix I

STUDENT PUBLICATIONS

Local schools may permit student publications (including traditional forms of media and electronic/digital), provided they are approved by the local school principal. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications. In accordance with current Supreme Court precedent, student publication staff members and other appropriate school staff members may work with student publication leaders to ensure that the school does not receive undue direct and negative impact as a result of student publications.

Appendix J

ELIGIBILITY REQUIREMENTS FOR ATHLETES AND CHEERLEADERS

The Board is committed to the belief that extracurricular activities are a part of the learning process and that participation in athletics and cheerleading requires responsibility on the part of the student to maintain certain academic standards. Therefore, it is the policy of the Board that all students participating in the above-noted extracurricular activities shall meet the eligibility requirements as set by the Alabama High School Athletic Association and the Alabama State Department of Education.

Appendix K

INTERSCHOLASTIC ATHLETICS

General

The Board is committed to the belief that for the learning process to be complete, additional student activities, such as athletics, must be an integral part of the educational curriculum.

Availability

Interscholastic athletics shall be made available for students in the high schools (grades 9-12) and may be available to students in the junior high/middle schools (grades 7-8) of the School System. The Superintendent or designee shall develop and maintain an athletic program in the School System that emphasizes participation of the maximum number of students and conforms to the guidelines of the Alabama High School Athletic Association and Title IX. Students shall at all times adhere to the regulations and procedures of the athletic program.

Responsibility

The principal of each high school and junior high/middle school shall be responsible for the school's overall interscholastic athletic programs, including the behavior of the school team, students, and spectators at all athletic functions held at home and away. Further, it shall be the responsibility of the principal to ensure that the school's athletic program conforms to the rules of the Alabama High School Athletic Association, to approve all expenditures of funds related to athletic programs, to approve athletic schedules, and to ensure that reasonable safety precautions are taken when transporting students to athletic events sponsored by the school.

Parental Consent and Physical Examinations

It shall also be the policy of the Board that whenever a student engages in an interscholastic athletic program sponsored by the School System, he/she shall have written parental consent on file and shall have successfully passed a physical examination by a licensed physician. The physical examination form signed by the licensed physician shall state that the student is in appropriate cardiovascular condition to participate in the respective sport.

Insurance Requirement

Varsity Football– All athletes participating in varsity football shall be required to purchase their own football insurance through the school or otherwise provide school officials with parental certification that coverage is provided by family insurance policy(ies).

Other Athletic Programs– All athletes participating in junior high or varsity athletic programs shall be required to purchase school accident insurance or provide school officials with parental statement that sufficient coverage is otherwise provided by the parent/legal guardian/custodian.

Responsibility– The principal and the athletic director/coach shall assure the Board, through the Superintendent or designee, that the provisions of this policy are met annually before a student shall be allowed to participate in any interscholastic athletic activity, including tryouts. Such responsibility extends to insuring that all AHSAA Catastrophic Insurance eligibility forms and tryout lists are submitted in a timely manner.

Catastrophic Insurance– All eligible students submitted on rosters and participating in varsity or junior high (7-12) athletic activities will be insured under the AHSAA Catastrophic Insurance Policy. The principal and the athletic director/coach shall be responsible for submitting the AHSAA Eligibility Form to ensure coverage under the Catastrophic Insurance Policy on a timely basis (at least 2 days prior to participation in practice or events). Further, the principal and the athletic/coach shall be responsible for submitting the names of eligible “tryouts” (6th grade students may be included on the list for spring tryouts) on school letterhead to the AHSAA prior to such tryouts in order to insure their coverage under the Catastrophic Insurance Policy.

Insurance Disclaimer Statement– The Board hereby notifies students and parents/legal guardian/custodians that insurance coverage for injuries associated with School System athletic programs is the sole responsibility of the parent(s)/legal guardian(s)/custodian(s) of each respective student athlete. Further, the Board hereby declares that it will not assume any financial responsibility for medical treatment associated with student athletic injuries while participating in School System athletic events.

Number of Activities– The Board permits a student to participate in as many athletic and academic activities as he/she wishes providing the seasons do not overlap and the student maintains academic eligibility.

Appendix L

STUDENT COMPLAINTS AND GRIEVANCES

It is the policy of the Board to maintain a vehicle for students to obtain prompt and equitable resolution of complaints and grievances. Grievances can only be submitted over a perceived violation of Board Policies or Code of Student Conduct. Disagreements with a decision rendered by a Board employee exercising authority associated with their job responsibilities are not eligible matters for a grievance. The school system shall develop and execute procedures to implement this policy which will include, at a minimum, the following:

Level One– The resolution of a complaint or grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two– In the event the aggrieved person is not satisfied with the disposition of his complaint or grievance at Level One, he may file an appeal in writing with the Superintendent or his designee.

Level Three– In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his designee to schedule an opportunity to briefly address the Board of Education at its next month’s regular meeting (see Board Policy 2.206, Public Participation, for appropriate procedures).

The aggrieved person may select a representative to accompany him at each level, and may ask such representative to state the facts in written form.

The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

Appendix M

GROOMING AND DRESS CODE

Adopted for students in grades K-12. Age and size appropriateness will be considered when applying this policy in grades K-4.

Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearances are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes must be worn at all times by all students. Shower shoes/flip-flops are prohibited.
3. Shirts and blouses should have modest and appropriate necklines, arm openings, and closures. Bare midriff tops, halters, and transparent garments should not be worn. Cut-off garments are not permitted and undergarments must be worn.
4. Visible tattoos, clothing or paraphernalia related to or associated with gang affiliation or activity are prohibited. Belongings, garments, and visible tattoos must be void of controversial writings, drawings, and decals. This includes, but is not limited to, those which show alcoholic beverages or tobacco products, have obscene or suggestive statements and/or illustrations, portray controversial and/or extremist groups, or which otherwise create a hostile and/or offensive learning environment.
5. Dresses or skirts may be no shorter than 4 inches above the middle of the knee-cap. Shorts shall be no shorter than 17 inches in length along the outside seam beginning at the waistband or no shorter than 5 inches from the middle of the kneecap. (Not applicable to K-4).
6. Pants must cover the pelvic girdle (hip bones). “Slacking” will not be permitted as outerwear. Sweatpants are not permitted in grades 5-12.
7. Sunglasses, hats, caps, bandannas, or any other head covering may not be worn inside the school building. Consideration will be given to extenuating circumstances.
8. Garments with holes, rips, or tears must be properly repaired at all points above dress/short length.
9. Vocational shop, physical education, and lab classes may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
10. With approval of the principal and superintendent, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific activities.
11. The principal or his/her designee will make the final judgment as to whether or not a student’s clothing is appropriate for school wear.
12. Facial jewelry is prohibited.
13. In grades 5-12, shirts, tee-shirts, and blouses must be tucked in pants or skirts. Button-up over shirts worn as outerwear may be worn untucked if they remain unbuttoned.
14. Hair should be clean and well-groomed. Students must wear their hair above their eyebrows (the student’s vision must not be hindered and the teacher/administrator must be able to see the student’s eyes.) The student may

not dye their hair or style their hair in a way that distracts or hinders the education of others (ex. Fluorescent colors, distracting hues or excessively high styles which block the vision of others.) Administrators will handle distractions to learning on a case by case basis. Since some violations may not be immediately correctable, those students may be allowed to continue their work on class objectives in a setting which minimizes the disruption. After administrative approval, the student may return to their regular setting when the distraction is corrected.

15. Book bags and backpacks are not allowed in grades 7-12.

16. Coats may not extend below the knee.

The Principal will be the final authority on the appropriateness of student choices in grooming and dress.

Disciplinary Action – Elementary Students (K-4)

Violations of the dress code are to be considered minor violations and dealt with accordingly.

Disciplinary Action – Middle and High School Students (5-12)

First and Second Violations: The student will be removed from class and, if possible, the parents will be contacted. The student will be considered unexcused from class for whatever time it takes the student to conform to the dress code.

Subsequent Violations: All subsequent violations will be considered as intermediate violations dealt with accordingly. See Classifications of Violations and Sanctions; Code of Student Conduct

Review Procedure: The Superintendent, on an as-needed basis, shall appoint a committee composed of students, teachers, administrators, and parents to review and offer suggestions for modification of the School System's Dress and Grooming policy.

Appendix N

HEAD LICE PROCEDURES

The procedure below shall be followed when a student is found to have live head lice:

1. If live head lice are discovered, the student will be sent home for treatment and will not be allowed to return to school until all live lice are removed.
2. The parent/legal guardian/custodian of a student sent home for treatment must accompany the student back to school for re-admittance along with proof of treatment. Proof of treatment consists of the product container/box along with a dated sales receipt.
3. The School Nurse or designee will inspect the student's hair upon return to school. If no live lice are present, the School Nurse will write a pass to the teacher allowing re-admittance to class.
4. Failure of the parent/legal guardian/custodian to bring the student back for re-admittance within three (3) school days will require the local school principal to report the matter to the Attendance Officer.
5. If a student has frequent recurrence of lice infestation, the School Nurse shall confer with the Principal and, if necessary, the Attendance Officer for further action.

If a student is found to have nits:

1. The student will be allowed to stay the remainder of the school day.
2. The parent/guardian must accompany the student back to school for re-admittance along with proof of treatment.
3. The School Nurse will inspect the student's hair. If no live bugs are found, the student may stay for class. If nits are found, the student will be allowed to stay and the School Nurse will educate the parent/guardian regarding removal of nits.

Appendix O

GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

Students are prohibited from carrying prescription or nonprescription drugs on their person while at school. Therefore, if a student's school attendance is dependent on being allowed to take medication during the school day, the following regulations and responsibilities shall apply:

1. Parent/Legal Guardian/Custodian

a. A Parental Permission and Physician Statement/Authorization must be obtained from the school office and completed by parent/legal guardian/custodian before medication will be administered. The Parental Permission and Physician Statement/Authorization and medication must be registered with a designated school official.

b. When a student must take medication during school hours, any special method of administration, storage instructions, and side effects must be communicated by the parent/legal guardian/custodian to a designated school official.

c. Prescription medication, on school property, including school buses, must be in the original container, properly labeled (pharmacy label) with the student's name, physician's name, date of original prescription, name of medication, and dosage; delivery of controlled substances will be by the parent to the school.

d. Nonprescription medication, on school property, including school buses, must be in the original container, with label and dosage clearly visible.

e. It is the responsibility of the parent/legal guardian/custodian to notify a designated school official of any change of address and/or phone number. This is imperative in case an emergency arises.

2. School Administration

a. A Parental Consent Form and Physician Statement/Authorization must be completed by a parent/legal guardian/custodian and registered with a designated school official for each medication given at school. (See attached Permission Form.) At the beginning of the school year and/or before any medication is given at school, written authorization to the school administrator or designee to administer or assist in the administration of the medication must be given.

b. Prescription and nonprescription medication on school property must be registered with a designated school official and kept in a secure area under the supervision of a designated school official or designee. Controlled substances must be kept in a secure area under the supervision of a designated school official or designee.

c. NOTE: The parental/legal guardian/custodian or parent-designated responsible adult must deliver all medications designated "controlled substances" (such as Ritalin) to the school administrator or designee. Students must NOT deliver controlled substances to the school.

EXCEPTION: Students diagnosed with asthma may be allowed to carry their inhalers on their person and to self-administer the medication as directed by the physician. Students with other exceptional medical needs may present their documentation to their local school principal for arrangements as per State Code. In any case of self-medication, this arrangement will be allowed upon the written request of the physician and the approval of the principal.

d. When a student must take medication over a period of time, any special instructions, including unusual reactions or side effects of the medication, must be communicated in writing by the parent/legal guardian/custodian and understood by a designated school official. Parent/legal guardians/custodians are also requested to communicate their current address and phone number to a designated school official.

e. Documentation of the medication given to a student must be recorded on the Medication Administration Record (see attached procedure form). Information must include the student's name, grade, time of administration, name of medication, dosage, and signature of the appointed person giving medication to the student. The records are to be kept by the school in a secure area during the term for the purpose inquiry/reference by parental/legal guardian/custodian, physician, designated school official, or appropriate school officials.

f. Any left-over medication should be picked up by the parent/legal guardian/custodian by the last day of the school year. Any medication not picked up will be properly disposed of by the school nurse.

g. A designated school official is available for consultation in regard to the administration of medication to a student and should be contacted in unusual or difficult situations for consultation and advice.

h. The student must come to the office or designated area at the specified time for the administration of the medicine.

i. Medication will be given as specified until the parent/legal guardian/custodian requests in writing to discontinue the medicine or the supply is depleted.

j. Poison Control numbers should be posted by telephones in case of medication error:
1-800-462-0800 or 1-800-292-6678.

It shall be the responsibility of the parent/legal guardian/custodian, student, and school officials to abide by the contents of these procedures.

It shall be the responsibility of the principal to ensure that parents/legal guardians/custodians are properly notified of the basic provisions of this policy through presentation in the Student Handbook.

Appendix P

STUDENT TRANSPORTATION/SCHOOL BUS CONDUCT

All transportation programs shall be operated in accordance with provisions of The Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The policies listed below shall be followed by students when being transported via Board-owned vehicles, including activity buses:

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their destination, except in cases of emergency and upon notification of the bus driver by written note, signed by the student's parent(s)/legal guardian(s)/custodian(s) and school principal.

6. Students should not have their arms or any parts of their bodies out of the windows at any time.
7. Students should remain seated until the bus comes to a full stop. Do not move around while the bus is in motion.
8. The bus driver has full authority over the students while they are riding the bus; he/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. Violations will be reported promptly to the local principal by the driver.
9. Profane, indecent, or abusive language will not be permitted.
10. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent/legal guardian/custodian.
11. No food, candy, drinks, etc. are allowed on the bus.
12. Students are not allowed to bring handheld electronic games or CD players on the bus.
13. The principal is authorized to suspend a student's transportation privilege to which transportation is provided by the Board due to misconduct or misbehavior while in route to and from school.

Student transportation for selected activities is provided by the Board as a service to the students of the School System. The Board reserves the right to deny a student or students the privilege of being transported at public expense, provided the policies and school rules and regulations outlined above are not followed. Regular procedures are as follows: 1st Notice – Note home; 2nd Notice – Phone call from office; 3rd Notice – 3 day bus suspension; 4th Notice – 1 week bus suspension; 5th Notice – 2 week bus suspension; 6th Notice – bus suspension for the remainder of the year. Fighting and other Class II infractions which interfere with the safe operation of the bus may warrant immediate bus suspension on the 1st occurrence.

Extenuating circumstances must be approved by the principal or his/her designee.

Appendix Q

METAL DETECTORS

To provide and maintain a safe and secure environment for students, staff and authorized visitors, the Board may employ the use of metal detectors. Stationary and/or mobile metal detectors may be used. Training shall be provided for authorized persons on the use/maintenance and storage of said equipment and on laws and procedures for conducting searches. Particular circumstances may call for private hand-held metal detectors searches. All metal detector searches shall be conducted by Board employees. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.

Appendix R

PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

The Board hereby advised parents/legal guardians/custodians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 73-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the School System. Applicable sections of The Code of Alabama now reads as follows:

Section I – Title 16, Code of Alabama, 1975, is amended to read as follows:

“(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private 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 accordance with a 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 guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the school he or she attends or should attend, or of the tutor who instruct or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(B) 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 a 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 in the suspension of a pupil, shall be reported by the principal to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such suspected violations to the district attorney within ten (10) days. Any principal or Superintendent of Education or his or her designee intentionally failing to report such 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 the public schools.”

In an effort to implement and communicate the basic principles of the Act, the Board endorses the following operational procedures:

1. Parents/legal guardians/custodians and students shall be informed of the intent of Act 93-672 and Title 16-28-12 of The Code of Alabama through the printing of the basic principles in the student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.

The basic principles are as follows:

- a. Parents/legal guardians/custodians must enroll their children, i.e., all children between the ages of 6 and 17 who shall be required to attend school.
- b. Parents/legal guardians/custodians are responsible for the regular attendance of their children.
- c. Parents/legal guardians/custodians are to compel their children to properly conduct themselves in accordance with the policies of the Board related to student behavior.
- d. Parents/legal guardians/custodians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension from school and such suspension will be reported to the Superintendent and District Attorney by school administration.
- e. Parents/legal guardians/custodians will be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12-of Code of Alabama.
- f. Parents/legal guardians/custodians may be referred to the District Attorney’s office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

2. School principals and/or the Superintendent are responsible for reporting violations of this Act to the District Attorney’s Office. School principals and or the Superintendent are hereby informed that their intentional failure to report a suspected violation of this Act could result in their being declared guilty of a Class C misdemeanor. Such reports shall be made on the School System’s Notification of Suspension Form.

Appendix S

PARENTS RESPONSIBLE FOR DAMAGES TO SCHOOL PROPERTY

In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).

Appendix T

STUDENT DUE PROCESS PROCEDURES

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- or long-term suspension or expulsion are applied. Before application of disciplinary measures for violation of a Board policy or local school rule and regulation, the local school principal or designee shall ensure that students are accorded appropriate due process.

Appendix U

ELECTRONIC COMMUNICATION DEVICES (ECD)

Students are prohibited from having any electronic communication devices (ECD) in their possession or inside any Oxford City School building during the normal school day that is not properly registered or permitted by the building administrators. This prohibition of such devices includes using or powering the ECD. This policy includes, but is not limited to, cell phones, pagers, video/audio recorders, cameras, etc. Students found in violation of this policy are subject to disciplinary action and confiscation of prohibited items. Exceptions to this policy must be approved ahead of time by school administration.

Only those electronic devices properly permitted and maintained according to prescribed school system guidelines are permitted on any Oxford City Schools Campus. Devices must be registered properly at an individual school through written permission by a principal or designee. These registered devices may only be powered up and used according to the specific school procedures prescribed by the school administration.

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY: USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and or guardians aware of the prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

Appendix V

RESTRAINT AND SECLUSION

The Board prohibits the use of physical restraints except in situations where a student poses an imminent danger to themselves or others and when less intensive de-escalation techniques have been unsuccessful. The Board will provide training for all staff including specific teachers and administrators who may be called upon to physically restrain students. Parents will be informed of incidents involving the use of restraints. These incidents will be

documented on System developed forms. This data will be collected and reviewed annually by the Superintendent or designee. This written policy for restraint and seclusion will be included in the Code of Conduct and /or the Student Handbook.

Appendix W

PROBLEM SOLVING TEAM

Each Oxford City School designates a Problem Solving Team designed to meet the needs of general educational at-risk students that is composed of regular education teachers, administrators, counselors and others needed. This committee addresses discipline, drop-out, academic and behavioral student challenges. For more information contact your school counselor or principal.

Appendix X

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Oxford City Schools complies with the Family Educational Rights and Privacy Act (FERPA). A complete notification of parent and student rights may be obtained on the Oxford City School's website, www.oxfordcityschools.com, or by contacting Merry Albright at the Oxford City Board of Education, 402 Main Street, Oxford, AL 36203.

Inquiries or complaints regarding compliance with federal regulations may be directed to the Title VI & IX Coordinator Mr. Roy Bennett, or Section 504, Mrs. Marilyn Burke, Oxford City Board of Education, 402 Main Street, Oxford, AL 36203, phone 256-241-3140.

Appendix Y

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management plan may be reviewed at any school office at which a plan is required.

Appendix Z

GIFTED PROGRAM AND REFERRAL FOR SERVICES

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

Teachers, counselors, administrators, parents, guardians, peers, self or any other individuals with knowledge of the student's abilities may refer a student for gifted screening. Additionally, all second grade students will be screened for gifted referral. This screening process will analyze gifted behaviors, creative and academic talents. Students will be taught a series of lessons which will produce work samples and products that will be used in the screening process.

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

To make a referral for screening, contact the school's guidance counselor.

OXFORD CITY BOARD OF EDUCATION NOTICE OF NON-DISCRIMINATION

It is the policy of the Oxford City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The Oxford City Board of Education provides equal access to the Boy Scouts and other designated youth groups.