



Preparing Tomorrow's Leaders Today

**2017-2018**  
**Student/Parent Information Guide**  
**and**  
**Student Code of Conduct**

# TABLE OF CONTENTS

## INTRODUCTION

Board of Education Members	2
Equal Opportunity Statement	2
Letter from Superintendent	3
Central Office Departments	4
School Calendar	5
Report Card/Progress Report Dates	5
Semester Exam Schedule	5
Standardized Test Dates	6

## SCHOOL ADMISSION AND ATTENDANCE

Age of Admission	6
Enrollment Documentation	6
Homeless/Migrant/Non-English Speaking	
Immigrant/Disabled/Foster Students	7
Legal Custody Definitions	7
Transfer Students	7
Agency Enrollment/Transfer Requests	8
Foreign Exchange Students	8
Attendance	8
Attendance Awards	8
Absences	8
Excessive Absences	9
Unexcused Absences/Truancy	9
Check-ins/Check-outs	10
Credit Not Awarded for Excessive Absences	11

## CURRICULUM, ACTIVITIES & STUDENT SERVICES

Curriculum	11
Special Education	11
Gifted Education	11
Homebound Services	12
Students with Service Animals	12
Pre-Kindergarten Programs	12
Guidance and Counseling	12
Programs for English Language Learners	12
Promotion/Retention Standards	12
Summer School	13
Report Card Grades	13
Conduct Grades	14
Class Rankings/Weighted Grades	14
Parent Conferences	14
Parent Portal (INow/Chalkable/Power Schools)	15
Graduation Requirements	15
Honor Roll	16
Academic Honor Clubs	16
Honor Graduates	17
Dual Enrollment	17
Alternative Credit	18
Cooperative Education	18
Academic Eligibility for Athletics and	
Extra-Curricular Activities	19
Regaining Eligibility Status	19
Athletics and Cheerleading	19
Virtual School/Homeschool Athletics	20
Field Trips	20
School Fees	20
Textbooks	21
Sporting Event Charges	21

## SAFETY, HEALTH AND WELLNESS

Asbestos	21
Food Safety	21

School Nurses	22
Drug Abuse Prevention	22
Medication at School	22
Communicable Diseases	23
Head Lice	24
Anaphylaxis Preparedness	24
Student Drug Testing	24
Use of Tobacco Products	25
Safety Drills	25
School Opening and Closing	25
Visitors	25
Volunteers and Chaperones	25
Student Harassment Prevention	25
Suicide Prevention	26
Discrimination, Bullying, Sexual Harassment	
Complaint Procedures	26
Title IX	27
Child Nutrition	27
Breakfast and Lunch Prices	28
Book bags/Backpacks/Oversized Purses	28
Cell Phones	29
Bus Safety and Student Transportation	30
Bus Transportation Discipline	31
Student Drivers	31
Electronic Transcript Delivery System	32
Internet Safety and Internet Use Agreement	32
Interrogations	34
Search and Seizure	34
Civil Liabilities and Criminal Penalties	35
Bomb Threat	35
Drug, Alcohol, Weapon, Physical Harm	
or Threatening Physical Harm	35
Pistol Possession/Driver License Act	35
Teacher Assault	35
Tobacco Products	35
Vandalism	36
Weapons in School	36
Gun Free School Act	36
Non-Sufficient Funds (checks)	36
<b><u>ROLES, RIGHTS, AND RESPONSIBILITIES</u></b>	
Privacy Rights of Students, Parents and	
Student Records	36
Family Educational Rights and Privacy Act	37
Directory Information	38
Student Grievances and Complaints	39
<b><u>STUDENT CONDUCT, SUPERVISION AND DISCIPLINE</u></b>	
Student Dress Code – Grades K-3	39
Student Dress Code – Grades 4-12	39
Due Process	41
Administrative Discipline Options	42
Corporal Punishment	42
Detention	42
Saturday School	42
External/Internal Suspension	42
Alternative Education Placement	43
Disciplinary Probation	43
Referral for Expulsion	43
School Bus Suspension	43
Classification of Conduct Violations and Sanctions	44-52
Early Warning Conduct Intervention	53
Board Meeting Schedule	54
Receipt of Handbook (tear-out page)	55

## ST. CLAIR COUNTY BOARD OF EDUCATION MEMBERS

<u>Board Member</u>	<u>Email Address</u>	<u>Phone Number</u>	<u>District</u>
Scott Suttle, President	scott.suttle@sccboe.org	205-640-1455	Moody
Randy Thompson	randy.thompson@sccboe.org	205-594-7370	Ashville/Steele
Angie Cobb	angie.cobb@sccboe.org	205-629-5288	At-Large
John DeGaris	john.degaris@sccboe.org	205-594-4369	Springville
Allison Gray	allison.gray@sccboe.org	205-915-1297	Odenville
Bill Morris	william.morris@sccboe.org	205-966-0940	At-Large
Marie Manning	marie.manning@sccboe.org	205-884-0383	Ragland

### EQUAL EDUCATION OPPORTUNITY STATEMENT

**EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the St. Clair County Board of Education that all students, without regard to status (e.g., homeless, limited or non-English proficient, immigrant, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, age, marital status, race, religion, belief, national origin, ethnic group, disability, sexual orientation, or other protected status and will provide equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning the school systems compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the persons listed below.

Federal Programs: Greg Cobb/Coordinator – 410 Roy Drive, Ashville, AL 35953	205-594-2025
Title IX: Joe Goble/Athletic Coordinator – 410 Roy Drive, Ashville, AL, 35953	205-594-2056
IDEA: TBD/Special Ed Coordinator – 410 Roy Drive, Ashville, AL 35953	205-594-2029
Section 504: Debra Carroll/504 Coordinator – 410 Roy Drive, Ashville, AL 35953	205-594-2055

Dear Parents, Faculty, and Staff,

As we begin the 2017-2018 school year, I want to extend to you my sincere appreciation for the important roles that you have played in preparing our students for a new school year and for the educational experiences and support that you will provide to enhance and enrich their lives during the coming months. Each of you, parents, faculty, and staff, bring unique contributions to our efforts to help all children to become successful in school and in life.

As parents, you have the awesome responsibility of creating a home environment that assists students in coming to school well-prepared and ready for instruction in the classroom. Our teachers, who are highly qualified and caring educators, must ensure that all children are treated with understanding and acceptance and are provided the best instruction to meet their individual learning needs. The support staff will offer valuable services to strengthen the learning environment in our schools.

With this combined support, I expect our students to come to class with an eagerness to learn and excel. All students should obey school rules by being respectful, responsible, and resourceful there by earning self-respect. I encourage all of our partners in education to work together to promote a successful school year for our students. As a team, we will continue to raise the bar of excellence and strive to constantly improve and reach our goal of providing our youth the best possible education.

This handbook is a great resource to share with our partners and communicate the guidelines for reaching our goals. The Student/Parent Information Guide and Code of Conduct will assist parents and their children, faculty, and staff in understanding general school policies and conduct standards. A collaborative effort of our partners, with approval by the Board of Education, this handbook will inform you of students' requirements and responsibilities.

We welcome your active participation in our efforts to create safe school environments where learning takes place in an orderly process. If you have any questions or concerns, please contact your school administrator. I welcome you to an exciting year and offer a heartfelt thank you for the support you provide children in the St. Clair County Schools.

Sincerely,

*Jenny Seals*

Superintendent of Education

The Student/Parent Information Guide and Code of Student Conduct is designed to assist students and parents in understanding the daily operations of our schools and ensure a safe, secure environment for teaching and learning.

**CENTRAL OFFICE ADMINISTRATIVE DEPARTMENTS**

**MAIN OFFICE**

St. Clair County Board of Education  
 410 Roy Drive, Ashville, AL 35953  
 205-594-7131 FAX 205-594-4441

Contact	Department / Position	Extension	Contact	Department/Position	Extension
	Special Education Coordinator		Nancy Kimsey	Administrative Assistant Superintendent	2277
	Homebound Services	2267			
Jan Bailey	School Improvement/Pre-K K-5 Curriculum	2215	Teresa Martin	Receptionist	2270
Hope Bice	Preschool Case Manager Special Education	2260	Candace Mitchell	Secondary Special Ed Assistant Transition Director	2224
Debra Carroll	504 Promotion Coach	2221	Toni Perrin	Secretary/Bookkeeper Child Nutrition Program	2272
Greg Cobb	Federal Programs Coordinator	2257	Sandy Ryan	Clerk Special Education	2225
Rachel Fowler	Child Nutrition Program Director	2214	Gena Seals	Administrative Assistant Special Education	2268
Rita Fuller	Federal Programs Administrative Assistant	2274	Jenny Seals	Superintendent Of Education	2277
Joe Goble	Facilities/Athletics Bids	2278	Nona Vickers	Gifted Migrant Director	2281
Pam Haughawout	BCBA Special Education	2223	Gina Wilson	Assessment Counseling	2275
Kevin Hathcock	Student Services Coordinator	2278			

**CENTRAL OFFICE ANNEX OFFICE**

175 College Street, Odenville, AL 35120

Contact	Department / Position	Extension	Contact	Department/Position	Extension
Andie Dorsett	Secretary Accounts Payable	2273	Melinda Splawn	Personnel Director	2263
Amy Martin	Finance Officer Local School Accounting	5693	Russ Stewart	Technology Director	2258
Sheryl Mize	Finance/ Payroll	2261	June Thomason	Personnel Administrative Asst.	2262
Laura Nance	Chief School Financial Officer	2266	Donna Washington	Secretary Payroll & Insurance	2271
LaShon Self	Lead Nurse	2266			

## **2017-2018 SCHOOL CALENDAR FOR STUDENTS**

### **August**

09 First Day for Students

### **September**

04 Labor Day (school closed)

### **October**

09-11 Fall Break (school closed)

### **November**

10 Veteran's Day (school closed)

20-24 Thanksgiving Holidays (no students)

### **December**

19 Last Day of 1<sup>st</sup> Semester

### **January**

04 Students Return

15 MLK Holiday (school closed)

### **February**

19 President's Day (school closed)

### **March**

26-30 Spring Break (school closed)

### **April**

27 Weather Day (school closed)

### **May**

24 Last Day of 2<sup>nd</sup> Semester

## **REPORT CARD AND PROGRESS REPORT DISTRIBUTION DATES**

	<b>Grading Period</b>	<b>Days</b>	<b>Progress Reports End</b>	<b>Progress Reports Delivered</b>	<b>Report Cards Delivered</b>
1	August 9 – October 13	44	Sept. 8, 2017	Sept. 11, 2017	Oct. 13, 2017
2	October 16 – December 19	41	Nov. 9, 2017	Nov. 13, 2017	Jan. 5, 2018
3	January 4 – March 9	45	Feb. 2, 2018	Feb. 5, 2018	March 9, 2018
4	March 12 – May 24	48	April 20, 2018	April 23, 2018	May 24, 2018

## **SEMESTER EXAM SCHEDULE**

All courses 9-12 will administer semester exams on the date(s) scheduled using a morning exam schedule. Students with an average of 80 or above AND a maximum of 3 EXCUSED absences for the semester are exempt from semester exams. Any student who has an UNEXCUSED absence will NOT be exempt. College visits do not count toward absences.

### **1<sup>st</sup> Semester Exam Schedule 2017-2018 School Year**

#### **Seniors**

Same schedule as Grades 9-11

#### **Grades 9-11**

Periods 1, 3, & 5 Dec 15

Periods 2, 4, & 6 Dec 18

Period 7 & Make-Up Exams Dec 19

#### **ECTC**

Same as above

### **2<sup>nd</sup> Semester Exam Schedule 2017-2018 School Year**

#### **Seniors**

Distance Learning Lab **May 16-18**  
May 15

#### **Grades 9-11**

Periods 1, 3, & 5 May 22

Periods 2, 4, & 6 May 23

Period 7 & Make-Up Exams May 24

#### **ECTC**

Same as above

## **STATE TESTING SCHEDULE**

<u>Name of Test</u>	<u>Testing Dates</u>
ACT <i>WorkKeys</i> –Internet Version	December 1, 2017- February 28, 2018
ACT <i>WorkKeys</i> –Pencil/Paper Version	February 21, 2018
ACT <i>WorkKeys</i> –Pencil/Paper Version - Makeup	March 7, 2018
ACCESS 2.0/Alternate ACCESS 2.0	January 22 – March 23, 2018
State Assessment (grades 3-8, & 10)	April 9 –May 4, 2018
Alabama Alternative Assessment	March 5 – April 13, 2018
ACT plus Writing – Pencil/Paper Version	TBA
ACT plus Writing - Pencil/Paper Version Makeup	TBA
ACT plus Writing – Online Format	April 3 – April 12, 2018

## **SCHOOL ADMISSION AND ATTENDANCE**

Students are admitted to the St. Clair County School System based upon an application submitted by the parent/guardian to the school for which they are zoned under such rules and regulations as the Board may prescribe.

### **AGE OF ADMISSION**

Children entering kindergarten must be five years old on or before September 1<sup>st</sup>. Children entering first grade must be six years old on or before December 31<sup>st</sup>. Students requesting admission who are over 17 years of age may be denied enrollment. Code of Alabama (1975) § 16-28-4

### **ENROLLMENT DOCUMENTATION**

All students enrolled in the St. Clair County School System must live with a legal custodial parent/guardian. Extenuating circumstances must be approved by the superintendent. Students enrolling in the St. Clair County School System shall provide the following information:

- Proof of Age – this may consist of a valid birth certificate, a valid passport or other official document **listing date and place of birth, such as a health certificate or notarized statement.**
- Valid Social Security Card – disclosure of a student’s social security number is voluntary. The number is used as a student identifier. It will be solely used for state and local statistical purposes.
- Proof of Immunization
- Copy of Parent Driver License- this is voluntary. It is used for identification purposes for the security of our students.
- Proof of Custody when warranted (see definitions on next page)
- 2 Proofs of residence: (examples on next page, but not limited to)
  - Copy of lease or mortgage agreement
  - Copy of current utility bills in a parent’s name (power, gas, water, telephone, etc.)
  - Property Tax Notice, Voter Registration Card

**HOMELESS, MIGRANT, NON-ENGLISH SPEAKING, IMMIGRANT, DISABLED, and FOSTER**

Children who are zoned to attend the St. Clair County Schools and who are homeless, migrant, non-English speaking, immigrant, disabled, or foster will have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

- Residency requirement • Lack of birth certificate • Legal custody requirements • Language Barriers
- Lack of Social Security Card • Lack of immunization records • Transportation • Disabilities • Lack of school records or transcripts

School administrators, with the assistance of local government agencies, shall take necessary steps to assist families obtain documentation necessary for school admission.

**LEGAL CUSTODY DEFINITIONS**

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s)' of record right to have knowledge of and participate in the child's schooling. **We do not accept custody papers that have only been notarized. Custody papers MUST be through the court.**

When the parent of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

**HARDSHIP LETTERS/REQUEST FOR TRANSFER LETTERS**

All letters of hardship and transfer letters must be submitted annually to the superintendent. The letters must be on file in the superintendent's office by the last day of each school year.

**TRANSFER STUDENTS**

Transfer students shall be admitted upon presentation of the most recent report card or a release form from the last school attended. The principal or principal designee is responsible for contacting the last school the transferring student attended to secure a transcript and other applicable records. The parent of any student eligible for special education services should inform school officials or designee. Consent for special education services must be signed by parent. Special education services will commence in accordance with regulations of IDEA. Placement and admission of students transferring from non-accredited settings, from alternative schools, and correctional centers, who are subject to disciplinary sanctions, on probation or in need of transitional placement, shall be considered on a case-by-case basis by the local school administration. The local administration will contact the Juvenile Probation office to investigate proper placement upon admission.

Students transferring within or withdrawing from the St. Clair County Schools must complete withdrawal/transfer request forms, available in the school office. A student age 17 or over who withdraws may not return to the regular school program during that semester without official permission from the superintendent or designee. Pending investigation of the request, the student may be assigned to an alternative program before being allowed to return to the regular school program.

Additionally, the Alabama Department of Public Safety shall deny a driver's license or learner's permit to any person under the age of 19 who is not enrolled in school or who has not received a diploma or certificate of graduation.

#### **AGENCY ENROLLMENT/TRANSFER REQUESTS**

Students requesting to enroll in the St. Clair County School System through the Department of Human Resources and Juvenile and/or Family Court will be referred to the superintendent's office or designee for enrollment validation. The appropriate officials from the agencies listed above will accompany the student to the office and must have the following:

- Academic records, including special education records
- Transfer or withdrawal forms
- Immunization record
- Any other record deemed appropriate for enrollment

#### **ADMISSION OF FOREIGN STUDENTS AND EXCHANGE STUDENTS**

Foreign students may be admitted in grades 9-12. A maximum of three (3) foreign exchange students will be allowed to enroll at each high school. The superintendent may grant permission to enroll more than three (3) students upon the request of the school principal. The standards for successful completion of a course and the granting of credit for the course shall be the same for foreign exchange students as they are for resident students.

#### **ATTENDANCE**

Regular school attendance contributes to academic achievement and facilitates the student's ability to succeed. Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-aged child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensure their proper behavior and attendance are subject to fines and imprisonment under state law. (Code of Alabama 1975 §16-28-12, §, 16-28-40).

#### **ATTENDANCE AWARDS**

Each local school is responsible for recognizing students who maintain attendance according to the following standards:

- ★ **Perfect Attendance – Gold Certificate**  
Zero absences for the year/ zero check-in/out for the year/ zero tardies for the year
- ★ **Excellent Attendance – Silver Certificate**  
Student attends school each day but has no more than two (2) excused check ins/outs or one of each
- ★ **Outstanding Attendance – Bronze Certificate**  
Student has no more than three (3) excused absences, check ins/outs

#### **CLASS ATTENDANCE AND ABSENCES**

In order for an absence to be "excused", parents/guardians must present to the school principal or designee a written explanation of a student's absence within three (3) days of the absence. Failure to present a written explanation (within the "Excused Absences" guidelines, below) will cause the absence to be recorded as unexcused. Absences for official school events are considered excused.

School attendance is required of all enrolled children in grades K-12. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences are either excused or unexcused. **Note: It is the parent's responsibility to provide the school with their correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.**

**"Excused Absences" are defined as the following:**

Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian

Examples include but not limited to the following:

- serious family illness
  - family emergency
  - legal appointments with documentation
  - religious holidays
7. Individual College visits are limited to two per year. Proper documentation must be provided to principal.

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. It is the responsibility of the student to request makeup work the day the student returns to school and return the make-up work on the deadline day. Once a student has returned to school and requested the make-up work, the student shall have two (2) days for each day of excused absence to complete and return make-up work once the student has been given the assignment(s) by the teacher. Example: A student returns to school on Tuesday after being out 1 excused day and request work. The teacher gives assignments on Wednesday. The student would have two days (Thursday and Friday) to complete work and turn in on Monday.

For absences related to field trips, see page 20.

### **EXCESSIVE ABSENCES**

*Excessive absence* is defined as any absence above **(10) days for a student in grades K-12 per school year**. Days of absence beyond 10 days must be documented by a physician's statement or by a court order to be considered excused. A parent/guardian note of explanation is not acceptable for absences after the tenth (10<sup>th</sup>). Absences without physician or court documentation beyond these numbers shall be considered unexcused absences.

### **UNEXCUSED ABSENCES/TRUANCY**

Unexcused absences are those for which no acceptable written explanation is provided by the parent/guardian, or for reasons other than those noted above in "Excused Absences" section or those

after (10) days per year for which no physician or court documentation is provided. Schoolwork missed due to unexcused absences may not be made up.

The St. Clair County School System participates in cooperation with the St. Clair County District Attorney and the St. Clair County Juvenile Court in the Early Warning Program for Attendance Intervention and the Early Warning Program for Behavior Intervention to assist families in achieving good school attendance and students in maintaining good conduct.

The first referral to the Early Warning Program is initiated by the school when a student has **three (3)** unexcused absences. The legal custodial parent/guardian shall be notified in writing of the referral and shall be required to attend an Early Warning Program conference with a judge and juvenile probation officer. Students over the age of 12 are required to attend with the parent/guardian.

When a student has **five (5)** unexcused absences, a second referral to the Early Warning Program is initiated by the school system. The legal custodial parent/guardian shall be notified in writing to attend a conference to include the student, a juvenile probation officer, and designated school officials.

When a student has **seven (7)** unexcused absences, the school shall file a petition in Juvenile Court which may result in charges against parents/guardians and/or court-ordered supervision (CHINS designation) of the student.

Once a student has been referred to Early Warning Program, the school cannot dismiss the truancy or accept excuses until the student and /or parent has attended Early Warning.

High school administrators are required to report to the Alabama Department of Transportation any student who has accumulated more than 10 consecutive or 15 cumulative unexcused absences during a single semester. Any student with the above absences is subject to having their driver's license or permit suspended. A student must have 45 days without an unexcused absence before the school can issue a letter to have the license/permit reinstated.

#### **CHECK-IN/CHECK-OUT PROCEDURES**

Students arriving late to school (checking-in/this includes tardies to school) or leaving school early (checking- out) may do so only with the parent physically coming to the school or a verified written permission of the parents/guardians turned in to the office upon students' arrival. Students must attend 51% of the day to be counted present for the day. High school students must be present 51% of each period in order to be counted as present for that class. WHEN POSSIBLE, SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AFTER SCHOOL HOURS.

**EXCUSED CHECK-INS, CHECK-OUTS AND TARDIES INCLUDE** student illness with doctor excuses, serious family illness, death in the immediate family, inclement weather, legal reasons with documentation, emergency conditions as determined by principal and/or Superintendent, or prior permission of the principal.

Sanctions may include ISS, detention, Saturday School or other sanctions determined by local schools or other sanctions as deemed necessary by administrator. In high schools, excessive check-ins, check-outs and/or tardies may warrant revocation of driving privileges.

**CREDIT NOT AWARDED FOR EXCESSIVE ABSENCES**

Any student in grades 9-12 who accumulates excessive unexcused absences in any course may not receive credit in that particular course. A student may not exceed fifteen (15) unexcused absences per class per year. Credit may be allowed with permission from the principal or his/her designee (school administrator or Problem Solving Team). Administration may require absences to be certified in writing from the appropriate person which may include a physician's statement. This may become a part of the student's permanent record relating to attendance. Students may be allowed or required to make arrangements for alternative educational instruction through a Board recognized program.

**CURRICULUM, ACTIVITIES AND STUDENT SERVICES**

**CURRICULUM**

The St. Clair County School System provides high quality educational experiences and effective instruction in core academic subjects and a variety of elective programs and extracurricular activities. All schools in the system will use the English Language Arts (ELA), Social Studies, and Math Career and College Readiness Standards adopted by the Alabama State Department of Education as the core of instruction. Science will use the Alabama Course of Study until state adopted.

**SPECIAL EDUCATION**

Special education services are available for eligible students from birth to age 21. Schools provide a free and appropriate education for students eligible for special education services according to *IDEA* regulations and the *Alabama Administrative Code*. Parents/guardians of students enrolled in St. Clair County Schools may request services and/or evaluation for services from the school. Parents/guardians of students that are not currently enrolled may request special education services and/or evaluation for services through the Central Office @ (205) 594-7131 ext. 2268. Concerns or issues regarding special education should be directed to the local school principal first. If the concerns or issues are not resolved, the parent/guardian should call the Special Education Coordinator @ (205) 594-7131 ext. 2267.

**GIFTED EDUCATION**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These 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 or guardians, peers, self or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

To make a referral, contact the gifted specialist at your child's school.

### **HOMEBOUND SERVICES**

A student with an injury or illness that requires absence from school for 10 or more consecutive school days, may request to be considered for homebound services through their school. Homebound forms are available from the school.

- The parent/guardian should complete the *Parent Homebound form* requesting services. The parent/guardian must have the student's medical doctor complete the *Homebound Medical form* requesting services. The *Homebound Medical form* must be mailed by the doctor to the address on the form to the attention of the Homebound Coordinator. **Medical forms will not be accepted via fax or hand delivery.**

### **STUDENTS WITH SERVICE ANIMALS**

St. Clair County BOE will comply with federal and state laws regarding the use of service animals.

### **PRE-KINDERGARTEN PROGRAMS**

The St. Clair County School System provides full day Pre-Kindergarten classes for selected four-year-old students through a grant from the Alabama Office of School Readiness. Applications for participation in a Pre-K program may be requested from the Central Office (205) 594-7131 ext. 2215.

### **GUIDANCE AND COUNSELING**

All St. Clair County schools have certified guidance counselors. The guidance/counseling programs provide classroom, small group and individual instruction in peer relationships, character development, study skills and career awareness. Guidance counselors may also assist students and families with issues that may limit or interfere with learning as well as with post-secondary opportunities and educational enrichment activities. Parent education materials, referral information for social service agencies, scholarship applications and many other valuable resources are available from school guidance counselors.

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

Parents/guardians of students eligible for services for English Learners (EL) will be notified by school officials. Program services, parent options and additional resources will be communicated by school personnel. Participation in the EL program and student progress in English proficiency will be monitored throughout the school year with regular reports to parents. Parents/guardians of non-English proficient students who need enrollment assistance and/or translation of school information may contact the school principal or the Central Office (205) 594-7131.

### **PROMOTION/RETENTION STANDARDS**

All students must meet the state age requirements of admission. When a student is enrolled after the beginning of the final quarter of the school year, promotion/retention decisions will be made on a case-by-case basis by the principal and teacher(s). **See Credit Not Awarded for Excessive Absences – pg. 11.**

#### **Grades K-4**

To be promoted to the next grade, a student in grades K through four must pass reading and mathematics to grade level standards. The process of making decisions as to promotion and retention of students in grades K through four should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal.

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student should be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

**Grades 5-8**

Students enrolled in grades five (5) through eight (8) must pass reading (literature), language and math along with either science or social studies each year in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

**Grades 9-12**

For students to be permitted to move to the next higher grade level, the standards must be met as follows:

Tenth Grade – students who have earned six (6) Carnegie units will be classified as tenth graders.

Eleventh Grade - students who have earned twelve (12) Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have earned seventeen (17) Carnegie units will be classified as twelfth graders.

**Special Education Students**

Special education students should attain the highest individual goals possible. These goals are determined by each student's Individualized Education Plan (IEP) as well as state and local policies and guidelines.

However, a special education student may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., in order for a special education student to be placed at the sixth (6<sup>th</sup>) grade level, he/she must have been enrolled in school for at least five (5) years.

**Summer School**

A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

Summer school is offered to students enrolled in Grades 5-12 who have failed core classes.

Acceleration opportunities are available for students entering Grade 9-12. These include Driver's Education/Health as well as state approved elective web-based ACCESS classes for credit.

Students must provide their own transportation to and from the summer school program.

Tuition requirements and other information on Summer School can be found at [www.sccboe.org](http://www.sccboe.org).

**REPORT CARD AND PROGRESS REPORT GRADES**

The report card and the progress report is a mechanism for reporting student achievement.

<b>ACADEMIC GRADING SCALE (Grades 1-12)</b>				
A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F= 59 and below
A = 94-97	B = 84-87	C = 74-77	D = 64-67	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	
NOTE: PRE-AP, AP and DUAL ENROLLMENT CORE COURSES MAY EXCEED 100				

<b>Kindergarten Grading Scale (see report card for expanded explanations)</b>	
<b>3</b>	Meeting Standards
<b>2</b>	Partially Meeting Standards
<b>1</b>	Not Meeting Standards

**Conduct Grades**

Conduct grades may be assigned and reported based on the conduct rating at the local school. Conduct grades are not used in calculating grade point averages (GPAs) or to determine eligibility for Honor Rolls or academic awards

**Class Rankings and Weighted Credit**

The St. Clair County Board of Education maintains that high schools should keep accurate records concerning class ranking of each student. This is especially important for 12<sup>th</sup> graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.

Class rankings for senior students shall be determined on a four (4) point scale as follows:

A=4 points B=3 points C=2 points D=1 point (Only core academic classes will be weighted)

1 extra quality point will be awarded to Advanced Placement courses and Dual Enrollment core courses with a grade of A, B, or C. Students who complete all AP or dual enrollment requirements will be awarded an additional 10 numerical points to the final average.

.5 extra quality point or 4.5 for an A, 3.5 for a B, etc.... will be awarded to Pre-Advanced Placement courses, Honors classes, and math courses meeting or exceeding requirements for Algebra II with Trigonometry, Pre-Calculus and Physics. Students who successfully complete one of these courses will be awarded an additional 5 numerical points to the final average.

Final class rankings shall be calculated as soon as all grades have been posted of the senior year. Calculations will be carried out four decimal places with no “rounding”.

**PARENT CONFERENCES**

Parental involvement and support is extremely important; therefore, parent –teacher conferences are most important in maintaining and improving the learning atmosphere. Parents should maintain regular communication, concerning their child(ren)’s progress and conduct, with the school authorities. Parents wanting to confer with teachers or administrators are asked to call the school and arrange an appointment. Parents should not come to talk with a teacher during his/her class time. The recommended times for a conference are before school, after school, or during a teacher’s planning period. No exceptions will be made.

**PARENT PORTAL**

If you received a parent portal login last year, your password may need to be reset. If this is the case, go to the [www.sccboe.org/parentportal](http://www.sccboe.org/parentportal). If you have an additional student(s) in school this year and would like to have them all under one login, please request the local school to add this child to the existing account.

If you are a new parent to "Parent Portal", follow the instructions listed:

Please read the following information and instructions on how to gain access to your child's grades, attendance, discipline, as well as other important information

Talk to your child's school to receive a login. For verification purposes, you may need to provide the following information for each child attending St. Clair County Schools:

- Parent/Guardian's Name, Address, Phone Number
- Student's School Name
- Student's Name: First/Middle/Last
- Student's Last 4 digits of Social Security Number

For our student's protection, once your request is received, a verification of Parent/Guardian status will be completed via student data and a Parent Portal login will be assigned to you. You will receive an email with login instructions and information. This login will allow you to view data on all of your children that are verified through the information requested above.

It is imperative that all of the requested information above is submitted in your email request in order to receive timely responses. If all of the information is not included in the email, verification cannot be completed and your request will be returned. If you have any questions related to your child's academic, attendance, disciplinary and/or demographic information on Parent Portal, you will need to contact your child's school.

**GRADUATION REQUIREMENTS, DIPLOMAS, CERTIFICATES**

**Entering freshman**

The following are the minimum guidelines set forth by the State Department of Education. Elective credits will range from 2 1/2 to 6 1/2 additional credits based on the schools implementation of the 7 period school day. The school will drop 1 credit per school year until the school reaches 24 credits. Please contact your school counselor for credit requirements based on the year you entered as a freshman.

- |                                       |   |
|---------------------------------------|---|
| English- 4 Credits                    | Math- 4 Credits   |
| Social Studies- 4 Credits             | Science- 4 Credits  |
| Health- 1/2 Credit                    | L.I.F.E. Physical Education- 1 Credit                     |
| Career Preparedness- 1 Credit         | CTE/Foreign Language/Fine Art- 3 Credits (in combination) |
| Electives: 2 1/2 to 6 1/2 (see above) |   |

**Diploma with Advanced Academic Endorsement**

Students earning the Diploma with the Advanced Academic Endorsement must also complete all of the following requirements as set forth by the Board of Education: two foreign languages in the same

language, one math course above and beyond Pre-AP Algebra II with Trigonometry, 3 Dual Enrollment courses or 3 AP courses or a combination of 3 Dual Enrollment/AP courses.

### **Diploma with Advanced Career Technical Endorsement**

Students earning the Diploma with the Advanced Career Technical Endorsement must also complete all of the following requirements as set forth by the Board of Education: three CTE credits in a sequenced cluster or two CTE credits in a pathway and one related other course and one CTE credential.

**See each school for the specific classes meeting these diploma types.**

### **DIPLOMA PATHWAYS FOR STUDENTS WITH DISABILITIES**

Alabama has made substantial improvements to the options students have for earning the Alabama High School Diploma. Many of the changes impact students with disabilities. The following information serves to clarify information related to the new opportunities for earning the Alabama High School Diploma:

- Students with disabilities now have three pathways for earning the Alabama High School Diploma:  
*General Education Pathway*  
*Essentials/Life Skills Pathway*  
*Alternate Achievement Standards (AAS) Pathway*
- Students with disabilities may choose between the General Education pathway and the Essentials/Life Skills Pathway.
- Core content area course for students with disabilities can be General Education courses, Essential/Life Skills courses, or a combination of both.  
Students with significant cognitive disabilities who meet the criteria for the *Alabama Alternate Assessment* are eligible for the *Alternate Achievement Standards (AAS) Pathway*

### **PARTICIPATION IN GRADUATION CEREMONIES**

The St. Clair County Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall be based on the student meeting the requirements to receive an Alabama High School Diploma. Participation in the graduation ceremony is a privilege that may be revoked by the school administrator and the Superintendent if deemed necessary. Students must comply with specified school dress requirements as well as practice requirements in order to participate in graduation ceremonies.

### **HONOR ROLL**

St. Clair County elementary and middle schools designate academic honor roll students each grading period based on local school criteria. Conduct grades are not used in the calculation of All "A" or "AB" honor rolls in elementary and middle schools.

### **NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)**

NEHS is a student organization designed to recognize outstanding elementary students who demonstrate excellence in scholarship and responsibility. Chapters of NEHS work to develop leadership and promote service to the school and community.

Students' academic records are reviewed to determine scholastic eligibility. Students must have a 94 GPA in order to qualify for membership. Membership in a local chapter is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship and responsibility. Once selected, members have the responsibility to continue to demonstrate these qualities and to participate in chapter activities to build experience and improve skills in leadership and service. Each member is required to participate in two service projects each school year.

### **BETA CLUB**

Students must obtain an overall 88 academic average for placement and maintain an overall A-B academic average with no term average below 80. A member who receives a term average below 80 will be given a probationary period of one term to bring the grade to an 80 or better. A term is defined as eighteen (18) weeks.

Beta Club members must not receive suspension for any reason (external suspension or alternative school placement) to remain in good standing. Students will be suspended for one calendar year from the Beta Club for any of the following reasons: Cheating – Insubordination - Use/possession of alcohol/drugs, including tobacco - Non-payment of dues - Other serious rule violations as determined by school administration

Students may be reinstated in the Beta Club if they meet all requirements for Beta Club membership during the one-year suspension. Failure to meet all Beta Club standards during the one-year suspension will result in dismissal. Each Beta Club is responsible for adopting a constitution and by-laws that address procedures to implement these guidelines. Beta Club constitutions and by-laws are available at each school.

### **HONOR GRADUATES**

The following criteria shall determine honor graduates of St. Clair County High Schools:

- 1) A student must be enrolled in a particular school for the entire senior year to be eligible.
- 2) All students with a grade point average (GPA) of 4.0 or higher and who has earned a diploma with Advanced Academic Endorsement shall be designated honor graduates. GPA for the determination of honor graduates shall be calculated as soon as all grades have been posted of the senior year. GPA calculations shall be carried to the fourth decimal place with no "rounding".
- 3) In the event that no student in the graduating class has a GPA of 4.0 or higher, the top 10% of the class with GPAs of 3.5 or higher shall be designated as honor graduates.
- 4) The local school will determine how honor graduates will be recognized at the graduation ceremony.
- 5) The two (2) honor graduates with the highest numerical averages (in academic core courses including foreign language) shall each deliver an address at commencement. In the event that one or both students decline the opportunity to speak, the principal shall appoint another honor graduate to speak or no one at all.

### **DUAL ENROLLMENT**

The St. Clair County Board of Education has established dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and the participating postsecondary levels.

Criteria for participating in the dual enrollment program include the following:

- 1) The student will have a "B" average.
- 2) The student will obtain written approval of the principal and superintendent.

- 3) The student will be enrolled in Grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code Rule 290-8-9-.17 regarding gifted and talented students.
- 4) The student who is enrolled in Grade 10, 11, or 12 who does not have a "B" average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career/technical and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies and have an overall Grade Point Average of 2.5
- 5) The student shall take courses at a postsecondary/college level – not remedial courses.
- 6) The student enrolled in courses during the normal high school day on or off campus is responsible for his/her own transportation. The St. Clair County Board of Education is not responsible for transportation or its liability.
- 7) Three (3) semester credit hours at the postsecondary level shall equal one credit at the high school level in accordance with Alabama Administrative Code Rule 290-3-1-.02.
- 8) Dual enrollment students who take English 101 and/or 102 and wish to use 101 for 11<sup>th</sup> grade English and 102 for 12<sup>th</sup> grade English must satisfactorily complete a summer reading component for each class. U.S. History 201 and 202 can be used for dual enrollment credits in American History for grades 10 and 11. Please see school guidance counselors for more information.

#### **ALTERNATIVE CREDIT - AT RISK AND EXCEL-ERATE PROGRAMS**

High school students may be eligible to participate in an alternative credit for certain failed subjects. Students in need of an alternative credit may consult school guidance counselors, the school principal or call 594-7131 ext. 2215 to obtain information about alternative credit options.

#### **COOPERATIVE EDUCATION (WORK-BASED LEARNING)**

The purpose of cooperative education is to provide students with work-based experiences in licensed enterprises while developing responsibility, maturity, job competency, and decision-making skills. This work-based experience will be supervised by a work-place mentor and the Cooperative Education Coordinator. Participating in Cooperative Education is a privilege and a commitment.

The following is required to participate in Cooperative Education:

- Must be in the 12<sup>th</sup> grade.
- On track for graduation. (All necessary credits up to date and counselor approved)
- Have acceptable attendance, grade and discipline record.
- Must hold/maintain a valid Alabama driver's license and proof of liability coverage for the automobile.
- Must provide own transportation – cannot depend on other people for your transportation.
- Must have completed ONE career-tech course.
- Must be employed in an approved occupation which is not considered hazardous as defined by Federal and Alabama Child Labor Laws.
- Must maintain continuous employment during the entire school year. If a student quits their job or is terminated during the year, they may be removed from the program and placed in whatever courses are available at the school.

- Must complete 140 work hours for each class period that the student is released from school. (Released two periods a day requires 280 work hours; released three periods a day requires 420 work hours)
- An *Application for Enrollment* must be completed with three teacher recommendations.
- The *Cooperative Education Regulations and Policies* document and the *Employment Training Agreement* must be signed by the student and their parent or guardian.
- Students must abide by all school rules and regulations and consider themselves under the jurisdiction of the school while at their place of employment.
- Specific numerical averages for cooperative education will be determined by the Coordinator based on completion of reports and assignments, employment performance as indicated on employer evaluations, and other evaluations deemed necessary by the Coordinator and incorporated into the final grade.

If a student does not fulfill the designated requirements and meet the minimum hours of employment for each class period, a failing grade will be submitted with no credit earned. This failing grade will be calculated into the final grade point average of the student.

#### **ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as activities that are sanctioned by a public school which are not related to a student's academic requirements.

- All students promoted to the 7<sup>th</sup> grade are eligible.
- For students in grades 8-12 - Eligibility is determined by grades earned during previous school year/summer school.
- For students entering grades 8-9 - Students must have passed a minimum of five new subjects with a composite average of 70 and must have been promoted to the next grade.
- For students entering grades 10-12 Students must have passed a minimum of six units of work (including any four core courses) with a composite average of 70 for those six units during the preceding two semesters of attendance. Any four courses must be included in the six passed and averaged.
- A maximum of two units (subjects) may be earned in an accredited summer school and/or Credit Recovery
- All students must take and pass six units of work (ones not previously passed) during the current year (seniors on track for graduation fall under different guidelines).
- Non-traditional students include students who are home school students, virtual school students or students attending a charter school are eligible for athletics. Interested students should contact the school administration of the schools they are zoned if attending public schools.

#### **Regaining Eligibility Status**

- Students may regain eligibility at the start of each term using the last two term grades. For AHSAA purposes, a "term" is defined as two 9-week grading periods which equal one semester.
- Physical education may only count as one (1) unit per year.
- No more than two (2) units may be earned during summer school.
- If a subject is repeated in summer school, the higher numerical grade for the subject may be used to compute the composite grade average.

#### **ATHLETICS AND CHEERLEADING**

All athletic programs of the St. Clair County School System are conducted in accordance with the Alabama High School Athletic Association. All athletes and cheerleaders are subject to random drug

testing. Students must show written proof of adequate insurance coverage prior to engaging in practice or participation in any athletic program sponsored by the school. Students must submit to and pass a physical examination prior to engaging in practice or participation in any athletic program sponsored by the school. Cheerleaders follow the same eligibility requirements as other sports. Additional information on cheerleader eligibility, selection, purpose and goals may be found in the St. Clair County Cheerleading Constitution available at local schools or on the SCCBOE website.

**VIRTUAL SCHOOL/HOMESCHOOL ATHLETES**

Virtual school is an option for students in grades 9-12. Students must meet St. Clair County Board of Education Policy requirements in order to participate.

Homeschooled students who want to participate in public school athletics must comply with all state and local requirements.

**FIELD TRIPS**

Field trips serving an instructional purpose are important to the educational process. Any time students are taken off campus, rules and regulations must apply to make the trip safe for everyone.

- 1) Students going on school-sponsored trips are required to ride the bus to and from the appointed destination with all other students.
- 2) In unusual circumstances, with the permission of the principal, a student may ride in the car with his/her parents/guardians.
- 3) Parents serving as chaperones may accompany students on the outing. Other children are not allowed.
- 4) If space is a problem, parents must provide their own transportation.
- 5) Students whose parents are serving as chaperones are subject to the same rules as the rest of the class.
- 6) Students must pay in advance for field trips. These funds are requested in advance to pay for admission, buses, etc.
- 7) Out-of-State field trips must be approved by the St. Clair County Board of Education prior to the event.
- 8) Previously assigned assignments will be due the next school day following the field trip.

**SCHOOL FEES**

Secondary schools may charge reasonable fees for certain activities and for non-required courses. Fees are non-refundable after 2 weeks. Current fees are as follows:

Technology Maintenance	\$40 per semester
Eden Career Tech Center	\$30 per semester
Culinary	\$40 per semester
Science – Non-required Science Lab Fee	\$20 per semester
Driver Education	\$20 per semester
Art I, Art II, Art III	\$20 per semester
Family & Consumer Science (Home Ec)	\$30 per semester
Agri-Business	\$30 per semester
Shop – Industrial Arts	\$30 per semester
Band	\$20 per semester
Chorus	\$10 per semester
Distance Learning Lab	\$10 per semester
Gym Locker Rental	\$5 per semester

Locker Rental (\$7.50 per term)	\$15 per year
Parking	\$25 per year or \$15 per semester
Drama	\$20 per semester

**TEXTBOOKS**

Textbooks issued to St. Clair County students are the property of the State of Alabama and the school system. Students have responsibility for the proper care of textbooks. Proper textbook use and care include the following practices:

- Keep the book clean inside and out.
- Refrain from marking the book.
- Avoid tearing, turning down or damaging pages.
- Refrain from placing the book where it may become soiled or damaged by the weather.
- Use care when applying or removing book covers

The student and parents/guardians are responsible for any loss, abuse, or damage in excess of that which would result from normal use. Costs for replacement of lost textbooks and/or charges for damage to textbooks will be based on current replacement cost and must be remitted to the school.

Misuse of textbooks includes, but is not limited to, the following:

- One or more pages of content missing
- Water damage—cover/pages swollen or molded
- Marked with any kind of pen, pencil, crayon, ink, etc., on the inside or on the outside
- Defaced or marred by cuts, smears, etc.

**SPORTING EVENT CHARGES**

St. Clair County Schools charge admission for athletic events according to the schedule listed below. Tournament and Playoff Admission prices vary from regular schedule games. (Set by AHSAA)

Varsity Football-	Student Advance Ticket - \$5.00	Gate Admission - \$7.00
All Other Sports-	Students and Adults -\$5.00	

**SAFETY, HEALTH and WELLNESS**

All St. Clair County schools have current, approved school safety plans. Every effort will be made to keep students safe, secure and healthy while attending school. Students, employees, parents and visitors are to follow posted safety regulations, school rules, and federal and state law.

**ASBESTOS IN SCHOOL BUILDINGS**

The St. Clair County Board of Education has complied with all the requirements set forth under federal and state statutes concerning asbestos. Management plans have been developed to establish guidelines for managing building materials containing asbestos.

**FOOD SAFETY**

Due to the increasing health risks for students with food allergies, the St. Clair County Board of Education requires any food that is being provided by a parent, guardian or other individual for celebrations, special snacks, field day events, or any school event where foods might be provided for classroom use must not be home-made and must come to the school in unopened, commercially-

prepared containers or packages. All food packages must have labels listing nutritional information and ingredients, as well as the method of preparation.

### **SCHOOL NURSES**

School nurses try to help children stay in school so they can learn. We do, however, follow Public Health Department guidelines to prevent the transmission of communicable diseases and conditions. Any student with fever, vomiting, diarrhea, head lice or an undiagnosed rash, will be sent home. This is for the protection of your child and other students. Visit the SCHOOL NURSE section on our website, [www.sccboe.org](http://www.sccboe.org), for health guidelines.

### **DRUG ABUSE PREVENTION**

Drugs include barbiturates, central nervous system stimulants, hallucinogenics, depressants, marijuana, synthetic drugs, and all other drugs to which the narcotic and drug abuse laws of the United States or the State of Alabama apply. The possession, selling, being under the influence of, or use of non-prescribed drugs is prohibited on campus, buses, in parked cars, on school grounds or at any school-sponsored activity of the St. Clair County School System.

The principal or his/her designee(s) shall report any violation of law concerning drugs to the superintendent and to the local police department (or Sheriff's Department) when applicable and cooperate with law enforcement officials in their investigation.

- A student convicted by any court of selling drugs on the premises of the St. Clair County Board of Education or at any school activity will be recommended for expulsion.
- The first school staff member to come in contact with indications of use or possession of dangerous or illegal drugs by a student(s) shall document the facts surrounding the situation. Documentation should include the student(s) name and address, location in the building or school premises where the evidence was found, and a brief summary of the facts surrounding the case.
- The staff member obtaining the evidence should immediately report to the principal or his/her designee.
- The student should be given the opportunity to submit written or oral statements and to call a witness into the conference with the principal or his/her designee.
- The principal or his/her designee shall place the evidence in an envelope in the presence of the student. The envelope should be sealed and signed by the principal and his/her designee(s), the staff member who found the evidence and the student.
- The principal or his/her designee(s) should then call the police or proper law enforcement official and request someone to pick up the sealed envelope in the presence of the alleged guilty student. The principal or his/her designee(s) should personally hand this material to the officer. The police officer will take the evidence for analysis and file the proper petition with the juvenile court or court of record.
- The parents/guardians are to be contacted and the matter discussed fully with them. The parents/guardians conference should be attended by the parents/guardians, staff member who documented the situation, student, principal or his/her designee(s), and in some situations, law enforcement officials.

### **MEDICATION AT SCHOOL**

In many cases it is not necessary to take medication during school hours. Check with your child's physician to determine whether an at-school dose of a particular medication is required. If, under

exceptional circumstances, a child is required to take oral medication during school hours, and the parents/guardians cannot be at school to administer the medication, only the school nurse or medication assistant shall administer the medication in compliance with the following regulations.

- 1) All medication (prescription or non-prescription) to be given at school requires written authorization of the parent and/or guardian. Medication consent forms are available from the school or may be found on the [www.sccboe.org](http://www.sccboe.org) website. Each medication given and each change in medication requires a new form.
- 2) School personnel are not allowed to keep bulk medications or take phone requests from parents/guardians. Only medication brought to school by the parents/guardians can be given.
- 3) All medication must be brought to school in original containers with a complete pharmacy label and/or manufacturer's label and an additional label with the child's name and dosage instructions. The medication form for over-the-counter medicine must be specific as to what the medicine is for—headache, menstrual cramps, arm pain, etc.
- 4) Each prescription medication must have a form signed by the physician and must be brought to school by a parent/guardian and given to the school nurse or medication assistant. The physician signed form must accompany the prescription medication. Any medicine brought to school without the form signed by the physician will not be given until the form is received.
- 5) If a child has a medical condition that requires medication to be administered under emergency conditions, such as asthma, allergies, diabetes, high blood pressure, etc., the parents/guardians must provide the medication (Benadryl, Epi-Pen, Glucagon, etc.) along with a Medication Consent Form signed by the physician.

The above regulations cover all prescription and non-prescription drugs, including but not limited to, Tylenol, Aspirin, etc. A copy of this regulation is provided to the parents/guardians upon the request for administration of the medication in school.

The self-administration of chronic medications is allowed under the following guidelines-

1. Medication must be a prescription. No over-the-counter medications can be self-administered.
2. Medication forms must be provided yearly with parent and physician authorization.
3. The school nurse must approve self-administration of medication.
4. If at any time a student is not felt to be capable of self-administration, and/or following school policy for use, self-administration of medication will not be allowed.

School nurses, or other school staff, are not permitted to administer any alternative medication that could be considered a drug, including "natural remedies," herbs, vitamins, dietary supplements, homeopathic medications, or medications from other countries without the following:

- 1) A written order from a health care provider authorized to prescribe in the state of Alabama. The written order must come on the authorized medication form required by the State of Alabama.
- 2) Verification that the product and requested dosage is safe for the student (considering the age, body weight & condition.)
- 3) Reasonable information about the therapeutic and untoward effects and interactions.

#### **COMMUNICABLE DISEASES AND CONDITIONS**

The superintendent has the authority to exclude from school in the St. Clair County School System for a period of time as may be prescribed by the local health department or physician, any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact.

In all cases, a statement of clearance from the Department of Health, a physician, or school nurse shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Before any medical information is shared with anyone in the school setting, a "Need to Know" review shall be made which includes the parents/guardians, student (if over 18), employee and his/her representative. All school employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

#### **HEAD LICE**

Students may not attend school with lice in their hair. A student will be sent home with instructions as to proper treatment when lice are found. The student may return at any time on the same day to be re-checked, but will not be allowed to return to class until he/she is free of lice.

To be readmitted, a parent/guardian must accompany the student to the school office to be examined for the presence of lice. No more than two consecutive absences will be considered excused due to lice. After two consecutive days, absences will be unexcused.

#### **ANAPHYLAXIS PREPAREDNESS**

Anaphylaxis is a severe, life-threatening allergic reaction that can develop within minutes of exposure to an allergen. It can occur the first time an individual is exposed to the allergen. St. Clair County Schools finds that an Anaphylaxis Preparedness Program is important to the safety and well-being of its students who are at risk of anaphylaxis as well as staff and visitors to St. Clair County Schools. More information may found at [www.sccboe.org](http://www.sccboe.org).

#### **STUDENT DRUG TESTING**

It is the objective of the St. Clair County Board of Education to assure that all students who wish to participate in competitive extracurricular student activities or drive to school be given the opportunity to do so in a safe, drug-free environment and that all students, while under the supervision of the school system, be completely free from the effects of the presence of illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to participate in competitive extracurricular programs or drive to school to submit to drug tests while under the supervision of the school system.

Any student who refuses to participate in a drug screening is considered positive and loses the right of participation in any St. Clair County Board of Education (SCCBOE) competitive extracurricular activity or drive to school for the remainder of the school year. Any Student who withdraws from the drug testing program during the year will lose all rights of participation in any SCCBOE competitive extracurricular activity or drive to school for one year from date of withdrawal. The student must also test negative for prohibited substances from an approved drug test before regaining privileges. The Board has the right to conduct random, unannounced drug screenings of students participating in competitive extracurricular activities/school driver as well as the right to conduct specific drug screenings of students whenever a school official observes circumstances which provide reasonable suspicion to believe that a student has used illegal drugs, or otherwise violated the substances abuse policy. Please refer to the drug policy and drug procedures for more details.

### **USE OF TOBACCO PRODUCTS**

All persons (students, employees, visitors, etc.) are prohibited from using tobacco and tobacco like products in any form (including electronic cigarettes) while on school property or at school-sponsored activities and/or events. School property includes schools, school campuses, school board-owned grounds, buildings, and vehicles.

### **SAFETY DRILLS**

Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, intruders, or other emergency condition. School safety plans and student handbooks at each school are developed according to current safety requirements and with advice of emergency preparedness officials.

### **SCHOOL OPENING, CLOSING**

Schools post official opening and closing times for school facilities. School personnel are on duty during school arrivals and dismissals and at school-sponsored activities to supervise students. Notifications of early dismissals, emergency closings, delayed openings or other emergency changes to school hours are provided through the media and school communication plans.

The time set for the official opening and closing of the schools of the St. Clair County School System are fifteen (15) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, school system personnel are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above except during school sponsored activities.

Parents/guardians are encouraged to cooperate with school officials to ensure that students do not arrive at school too early and are picked up promptly and safely after school and after school-sponsored events. In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school or extra-curricular activities (and within the specified time frame), the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

### **VISITORS**

For the protection of our students, employees and guests, all visitors, including parents, are required to go to the school office immediately and obtain an office badge upon entering the building and to report their presence and business.

### **VOLUNTEERS and CHAPERONES**

All volunteers and chaperones must follow board policy in regards to volunteering and chaperoning students. Volunteers and chaperones must be under the supervision of a board employee.

### **STUDENT HARASSMENT PREVENTION**

No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this policy are subject to disciplinary sanctions. Sexual harassment, bullying, and discrimination are prohibited in St. Clair County Schools.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the behavior has the effect of interfering or creating an offensive educational environment or when submission to, or rejection of such behavior is used as a basis for decisions affecting the student/employee. Questions or comments may be directed to

Kevin Hathcock - St. Clair County Board of Education  
410 Roy Drive, Ashville, AL 35953  
(205) 594-7131 Extension 227

### **SUICIDE PREVENTION**

St Clair County has adopted a Suicide Prevention Policy which includes training for certificated staff, education in suicide prevention for students, and procedures to follow in the event of a student attempting self-harm.

### **DISCRIMINATION, BULLYING and SEXUAL HARASSMENT COMPLAINT PROCEDURES**

Statutory definition of bullying (paraphrased; please see statute for exact language. {Ala. Code § 16-28B-3.})

Harassment: 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 association with someone who has a particular characteristic, if it falls into a category listed in state BOE\* or local board's model. To be harassment, conduct may (a) place student in reasonable fear of harm to person or damage to property; (b) have effect of substantially interfering with educational performance, opportunities, or benefits of a student; (c) have effect of substantially disrupting or interfering with orderly operation of the school; (d) have effect of creating a hostile environment in the school, on school property, on bus, or school-sponsored function; (e) have the effect of being sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

- 1) Any student/employee who believes he/she has been or is being subjected to any form of sexual harassment, discrimination or other harassment shall immediately report the matter to the school principal.
- 2) A student/employee may request to make his/her report to an administrator, teacher, and/or immediate superior of the same sex. The administrator, teacher, and/or immediate superior receiving the complaint should not be the person who is the subject of the complaint.
- 3) If the principal does not receive the complaint, he/she will be notified immediately. The principal/designee will investigate the complaint and notify the superintendent of his/her completed investigation. The superintendent or his/her designee and legal counsel will review the complaint for prompt and appropriate action, if warranted.
- 4) A written response of the student's complaint will be provided to the parents/guardians within ten (10) days of the date that the student first registered the complaint.
- 5) The student may appeal the decision within ten (10) days of the receipt of the decision by filing a written notice of appeal with the superintendent.
- 6) The superintendent shall present the decision and notice of appeal to the board at the next scheduled meeting of the board. The board shall make a final decision and notify the student and/or parents/guardians in writing of the board's decision within fifteen (15) days.
- 7) Students may also report bullying using the website [www.anonymoustips.com](http://www.anonymoustips.com).

### **TITLE IX**

Title IX is a federal anti-discrimination law which mandates recipients of federal funds, like school districts, to provide equal access to educational programs and services, regardless of gender, color, national origin, etc. The SCCBOE has appointed the principal at each school as the first point-of-contact for persons who have questions or concerns with Title IX issues. If such a concern arises and the local school principal does not provide a sufficient response to the concern, aggrieved persons may utilize the board's formal grievance policy, found in this book, in order to pursue a solution to their problem.

Although it is always preferable to attempt to solve problems at the local level, aggrieved persons also have the right to file a complaint with the United States Department of Education. Directions for completing such filings may be found at [www.ed.gov](http://www.ed.gov).

### **CHILD NUTRITION PROGRAM**

It is the policy of the St. Clair County Board of Education to provide the Child Nutrition Program to all students based on the parent's ability to pay. Eligible families are encouraged to take advantage of the free and reduced meal program. The system's eligibility for state and federal programs available to students is based on the number of children enrolled in the free and reduced price lunchroom program. The Child Nutrition Program now requires one free/reduced lunch form per family or household instead of one form per child. These forms are available in each school office, classroom or lunchroom year round. You may also complete an electronic form year round. Families are encouraged to visit [www.sccboe.org](http://www.sccboe.org), click on Child Nutrition, and then click on the EZ Meal App Icon to be directed to the on-line application. Families are required to complete a new lunch form each school year starting any day after July 1. The previous years' form expires thirty days after the start of each school year. Letters are mailed to households no later than 10 days after receipt to notify parents of the students' lunch status. Students will be determined to receive one of three options: Free, Reduced Price or Paid (due to income over the limit or incomplete application). Please read these letters carefully and notify our office if you believe there was an error or if there are students missing from your letter. Parents are responsible to pay for their children's meals when there is not a current application in place. Paid and Reduced Price Students who do not bring a lunch and have no money in their lunch account will be allowed to charge a meal. Parents are responsible for paying any charged meals in a timely fashion. Extra or a la carte items may never be charged. Local school principals will deal with disciplinary actions relating to failure to pay as they deem necessary.

The St. Clair County Board of Education Child Nutrition Program participates in the National School Breakfast, Lunch and Snack Program that operates under federal nutrition guidelines, as mandated by the National School Act of 1946 and the Child Nutrition Act of 1966 and its revision of 2010. These nutrition guidelines for schools are based on Recommended Dietary Allowances (RDA), student's caloric needs, and the Dietary Guidelines for Americans.

The St Clair County Board of Education will continue to participate in the Child and Adult Care Feeding Program which will allow us to serve an after school meal to children ages 18 and under at no charge. This meal will be available at the end of the instructional day. After School menus will be posted at participating schools.

School breakfast provides one fourth of an average American child's nutritional needs and school lunch provides one third of an average American child's nutritional needs based on their grade group. The St Clair County Child Nutrition program is delighted to offer a variety of vegetables & fruits as well as whole

grains, and low fat and fat-free dairy products in recipes and products designed to appeal to children & teenagers.

Research has shown that there is a crucial relationship between nutrition and health, and nutrition and learning. Experts also agree that most food preferences and dietary habits are formed during childhood. The St. Clair County Child Nutrition Program is committed to taking advantage of the opportunity during a child’s developmental years to promote and influence healthy food choices through school meals. If you have any questions concerning any aspect of the Child Nutrition Program, call 205-594-2022 to speak with the CNP Director, Rachel Fowler, MS, RD.

No adult meals or extra/a la carte items may be charged. A computerized program allows for advanced payment of all meals and extra sales. This practice is strongly encouraged as this will help the cashier line move faster and give students more time to enjoy meals. Students will be issued a card to use for meal purchases. If a student loses his/her card he/she will be given a replacement card at no charge. If the replacement card is lost, there will be a \$3.00 charge placed on the student’s account for each replacement card. Children may also use their unique four or five-digit pin number at the cash register. Cashiers are available in the lunchroom to accept payment on accounts between breakfast and lunch. Visit [www.sccboe.org](http://www.sccboe.org) and go to the Child Nutrition Department to find the EZ School Pay link if you want the ability to add funds to a student’s meal account online, as well as reviewing the account at no charge. A convenience fee will apply to online transactions.

School menus are sent home monthly with children grades K-8 and are also available on our website along with calorie and nutrition information.

Fast food items (in original containers) are not allowed in school lunchrooms. This rule applies to students, visitors and employees.

**2017-18 BREAKFAST & LUNCH PRICES**

Free	no charge
Reduced Price Breakfast	\$0.30
Reduced Price Lunch	\$0.40
Paid Student Breakfast K-12	\$1.25
Paid Student Lunch K-6	\$2.50
Paid Student Lunch 7-12	\$2.75
Adult Faculty/Staff Lunch	\$3.25
Visitor Lunch	\$4.00

For special School Breakfast pricing: Students must choose 3 or 4 out of 4 meal components: Meat or Substitute, Grains, Fruit/Juice, or Milk. **Students must choose at least ½ cup of fruit or juice.**

To receive special pricing for a School Lunch: Students must choose 3, 4 or 5 out of 5 meal components: Meat or Substitute, Grains, Fruit, Vegetable, or Milk. **Students must choose at least one full serving of fruit or vegetable.**

A la carte pricing and extra items are available for purchase if funds are available in your child’s account.

**BOOK BAGS, BACKPACKS and OVERSIZED PURSES**

Book bags, backpacks, and oversized purses (larger than 12” x 12”) are to be properly stored upon entering school buildings. Athletic bags must be stored in a central location during school hours. Rolling

backpacks or luggage bags are not allowed due to safety concerns. Exceptions will only be made with principal's permission due to medically documented limitations.

### **CELL PHONES/ELECTRONIC COMPUTING DEVICE/MUSIC DEVICES**

Cell phones and other electronic computing devices such as, but not limited to, digital cameras, camcorders, E-Readers, MP3 players, iPads, laptops, smart watches and headphones may be part of the instructional process, with prior administrative and teacher authorization. Otherwise, these devices may not be visible and must be turned "off" during the instructional day. Devices will need to be labeled with personal markings to physically identify your child's device from others. Additionally, a protective case for the device should be obtained. Students using personal devices should utilize SCCBOE network. Students are not allowed to use their own personal data plan on campus. If caught, this may result in loss of device privileges. **Teachers may require phones, watches and other devices be stored during testing, or any time during the school day.**

Students participating in field trips, extracurricular activities, and athletic events must contact their coach or sponsor for his/her rules involving electronic device use after school hours or on field trips. Coaches and sponsors will set their rules and establish consequences involving the use and/or misuse of these devices. **The St. Clair County School System shall not assume any responsibility of theft, loss, or damage of electronic devices.**

Possession of electronic devices by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. The St. Clair County School System shall not assume any responsibility of theft, loss, or damage of electronic devices.

If a student violates authorized use, school personnel

- will confiscate the cell phone, ECD or music device
- will require parents to retrieve the devices

Students committing violations

- will be subject to Class II appropriate discipline

A student who uses a cell phone, electronic device or music device in a manner to download indecent materials, text profane messages, uses a device to "text" answers to a test, makes a bomb threat, or commits any other act that violates Student Code of Conduct Class III Offense

- will be subject to the applicable Class III discipline for the particular offense.

The possession of a digital device is STRICTLY PROHIBITED during the administration of a secure test; if the device is used during the administration of a secure test, the device will be confiscated as is subject to search; and if the device is used during the administration of a secure test, the student's test may be invalidated.

### **UNAUTHORIZED USE OF CELL PHONES, ECD OR MUSIC DEVICES SANCTIONS**

FIRST OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:

- Local administrator will confiscate device.
- Student will be assigned consequences by local administration.
- Parent will be required to retrieve the device.

SECOND OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:

- Local administrator will confiscate device.
- Student will be assigned to 1 day Saturday school.
- Parent will be required to retrieve the device.

THIRD OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:

- Local Administrator will confiscate device.
- Student will be assigned to 1 day suspension.
- Parent will be required to retrieve the device.

FOURTH OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:

- Local Administrator will confiscate device.
- Student will be placed in alternative school for 5 days/second assignment to alternative school will be 10 days/third assignment to alternative school will be limited to 20 days.
- Parent will be required to retrieve the device.

**BUS SAFETY AND STUDENT TRANSPORTATION**

**THE CHARLES "CHUCK" POLAND, JR. ACT (ALABAMA ACT 2013-347) WAS PASSED MAKING IT ILLEGAL FOR ANYONE TO TRESPASS ON A SCHOOL BUS, OFFENDERS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW. PROSECUTION COULD RESULT IN FINES OF UP TO \$6,000.00 AND UP TO ONE YEAR IN JAIL.**

Due to the possible distractions to the bus driver by the use of cell phones, beepers, or other personal electronic communication devices, the use of these items will not be allowed on the school bus. Under emergency situations (i.e. mechanical break-down of the school bus, accidents, or other possible safety issues) the use of these items may be allowed.

Students, while in transit, are under the jurisdiction of the St. Clair County Board of Education. All rules and regulations of the Code of Student Conduct are applicable.

- 1) Refusal to obey rules as stated herein or to obey rules made by the principal will make the student liable to be reported to the school administration.
- 2) Students must be at the bus stop five minutes before the scheduled bus pick-up time.
- 3) Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play in the highway.
- 4) Students must not attempt to board or exit the bus while the bus is in motion.
- 5) Students must not extend any part of their bodies outside a bus window.
- 6) Students may only exit the bus at the designated bus stop unless written permission is received from the principal.
- 7) Students should avoid loud voices and unnecessary conversation with the bus driver.
- 8) Students must cooperate with keeping the bus clean and avoid all forms of vandalism.
- 9) Students may not transport materials, with the exception of books and other school equipment, without permission from the principal and/or his/her designee (balloons and/or glass objects are not allowed). Books, packages, coat, band instruments and other items should not be in the aisles or in the driver's compartment and should not be left on the bus. These items must be held in the child's lap and not occupy the seat of another child.

- 10) Tobacco (in any form) may not be used.
- 11) Students are expected to behave in a courteous manner. Horseplay is prohibited.
- 12) Bus stops will be centralized whenever practical.
- 13) Students must always exit the bus at the front door.
- 14) Bus drivers may assign seats.
- 15) Students may not ride another bus without written permission from the principal or his/her designee.
- 16) Students may not move within the bus while it is in motion.
- 17) Students are prohibited from eating, chewing gum, and drinking beverages on the bus.
- 18) Students may be videotaped while being transported on school buses.

#### Loading Procedures

- In the morning, students should wait safely off the roadway until the bus has stopped, traffic has stopped, the door is open, and the driver signals them to load.
- If it is necessary for students to cross the road to load or unload, they should cross at a point 12 feet in front of the bus, never behind the bus.

#### Unloading Procedures (for students crossing roads)

Students should utilize the following procedure for crossing the highway after disembarking the bus:

- Walk to a location at least 10-12 feet in front of the right corner of the bumper, but still remaining away from the front of the school bus
- Student should cross when clear and driver signals

#### Unloading Procedures (for students NOT crossing roads)

Students should exit the bus and walk to a safe location away from the bus stop area but still be visible to the bus driver.

### **BUS TRANSPORTATION DISCIPLINE**

- 1) Students will be reported to the school administration for school bus violations. All violations are applicable to the appropriate section of the Code of Student Conduct.
- 2) Students must obey instructions given by the driver. Bus drivers will give citations for minor offenses. Forms will be given to the student for a signature of the parents/guardians.
- 3) The principal or his/her designee will take appropriate action when a student receives a citation.
- 4) Students may be disciplined in the form of bus suspension/expulsion.
- 5) Parents/guardians of the student may appeal disciplinary action with an appeal directed to the Director of Transportation, Jerry Fuller, (205) 629-6255, PO Box 15, Odenville, AL 35120

### **STUDENT DRIVERS**

Student drivers will be limited to students in Grades 9-12. However, each high school has a limited number of parking spaces available and a fee is charged to obtain a parking permit. Students/Parents/Guardians should refer to the local school handbook for additional information on parking privileges. Driving is a privilege which may be revoked if tardies, check-ins and check-outs or unexcused absences are excessive.

Students providing their own transportation will be expected to observe the following rules:

- Students driving cars or motorcycles to school must park in the student parking lot.
- Cars should be locked after arriving in the morning.

- Students driving cars or motorcycles to school must register the vehicle with the principal.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the principal.
- An "Acknowledgment Concerning Use of Student Parking Lots" form must be completed, signed by the student and parents/guardians, and returned to the principal.
- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.

#### **ELECTRONIC TRANSCRIPT DELIVERY SYSTEM**

St. Clair County utilizes an electronic delivery service to send student transcripts. Transcripts are uploaded to this system and sent to colleges, universities, etcetera, upon student request. A charge may be incurred. See the Data Governance Policy for more information, see Section 8.71 in the Board Policy available at <http://sccboe.org/boepolicy>.

#### **INTERNET SAFETY AND INTERNET USE AGREEMENT**

Computers and computing resources are important tools for furthering the St. Clair County School District's educational mission. The Board's goal in providing these resources to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Using these resources is a privilege, not a right. Appropriate use regulations are provided herein to insure you are aware of the responsibilities you are about to acquire.

#### **Education, Responsibility, and Monitoring of Internet Access:**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. SCCBOE Internet is filtered through Alabama Supercomputer Authority.

Filtering, as required by the Child Internet Protection Act, will be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to others.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minor, minimized only for bona fide research or other lawful purposes.

It shall be the responsibility of staff members of the SCCBOE schools to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the SCCBOE technology team or designated representatives.

SCCBOE school staff will provide age-appropriate training for students who use SCCBOE Internet facilities. The training provided will be designed to promote SCCBOE's commitment to the following:

- 1) The standards and acceptable use of internet services as set forth in the SCCBOE Internet Safety Policy, also known as the "Acceptable Use Policy (AUP).
- 2) Student Safety with regard to:
  - a) Safety on the Internet;

- b) Appropriate behavior while online, on social networking web sites, and in chat rooms; and
  - c) Cyberbullying awareness and response
- 3) Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA)

**All Students Must**

- Follow teacher rules and guidelines
- Obtain teacher permission and supervision in order to use computer equipment
- Obtain teacher permission to use collaboration and communication tools
- Maintain computer security
- Ensure that passwords are chosen wisely and kept secret
- Respect all equipment and software
- Respect and obey copyright laws

**Students May Not**

- Share passwords or access another user's account
- Attempt to circumvent the SCCBOE filters
- Invade, violate, or compromise another user's privacy
- Change or delete another user's files
- Post anonymous messages or pose as someone else
- Play computer games that have not been approved for educational purposes
- Plagiarize materials
- Use computers for illegal or immoral activity
- Print excessively or unnecessarily
- Install, change, or delete software
- Tamper with hardware or software
- Deface, move, or steal equipment
- Spread computer viruses
- Access, produce, or distribute material that is considered damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing, or otherwise illegal or contrary to school policy
- Conduct or solicit business or privately advertise using the SCCBOE network

**Students Who Have Access to Mobile Devices (iPads, netbooks, and laptops) must**

- Take proper care of the device when using it
- Remove and put back device in a careful manner, noting where charging cables and cords belong
- Learn the basic skills of computer usage, including accessing the Internet and creating folders
- Immediately notify the teacher if something malfunctions or if the device was misused by the previous user

**Rights, Expectations, and Disciplinary Actions**

Your right to free speech and access to information applies to your use of the Internet. The district may restrict access to materials for valid educational reasons.

Users of SCCBOE technologies and Internet connections have no right to expect privacy with respect to such usage. The St. Clair County Board of Education reserves the right to monitor, inspect, copy, review, and store at any time without prior notice all usage of its computers and computer systems, including all internet and electronic communications and transmission of materials and information.

Students who violate the Internet Safety Policy will face disciplinary action in accordance with the student code of conduct. Actions and conduct online should mirror those in face-to-face interactions. As such, the misbehavior online will be treated with the same consequences that apply to face-to-face interactions. The consequences may include, but are not limited to computer account suspension or termination, administrative detention, suspension, dismissal, and/or expulsion. Users and their parents/guardians may be asked to compensate the school system for any fees incurred by the school relating to, or arising out of any breach of the AUP.

### **Limitations of Liability**

St. Clair County Schools makes no guarantee that the functions or the services provided by or through SCCBOE's network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a backup copy of crucial files. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.

Please see the SCCBOE Policy (5.7 and 5.71) for more detailed information regarding the use and storage of student data, school records, and other forms of information handled by the district.

### **INTERROGATIONS**

The school principal or the assistant principal must be notified prior to any interrogation of a student by a non-school authority. When law enforcement officials make it known that they wish to talk to a student while the student is under the supervision of the school, the student will be informed by the principal/assistant principal that he/she has three choices:

- 1) The student may converse by telephone with his/her parents/guardians.
- 2) The student may decline to talk with the officer(s) until his/her parents/guardians are present.
- 3) The student may talk with the officer(s) either in or outside the presence of a school official.

School officials will make every reasonable effort in all cases to notify the parents/guardians when officials ask to interview students at school. In those instances when a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parents/guardians. Other non-school persons, with the exception of DHR and/or parents/guardians(s), shall not interview students during school hours. No student shall be removed from the school without a warrant or pick-up order being officially served.

### **SEARCHES AND SEIZURE**

The St. Clair County Board of Education recognizes the applications of constitutional law to the area of student property. Therefore, all school administrators will follow the Alabama Code and the St. Clair County Policy.

Drug dogs shall be used periodically in order to maintain safe and drug-free schools.

The student will be given a receipt for substances and items impounded. Such prohibited items shall include, but not be limited to, the following:

- Any weapon ● Drugs of any sort ● Alcoholic beverages ● Pornographic / Obscene materials ● or any other object, controlled substance or material which would be a violation or evidence of violation of federal or state law, board policy, or of local school rules and regulations

School officials may make reasonable searches of a student if there is reasonable suspicion to believe that the student is carrying articles that may endanger him/her or other individuals in the school, or that such articles possessed are contrary to law or the regulations of St. Clair County Board of Education policy. If a student is searched, a school official of the same sex shall conduct the search in a private setting with a third party of the same sex present.

Schools and school buses may use video surveillance cameras to enhance student safety and security.

#### **CIVIL LIABILITIES AND CRIMINAL PENALTIES**

In an effort to assure that parents are informed of their school-related responsibilities, the Alabama State Board of Education has mandated that parents receive notification addressing civil liabilities and criminal penalties for misbehavior by students on school property or against school employees. The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

**Bomb Threat:** It is a crime to falsely report an incident with knowledge that the information reported, conveyed, or circulated is false. To initiate or circulate a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances that are likely to cause evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm is a Class C Felony. Falsely reporting other kinds of incidences is a Class A Misdemeanor.

**Drug, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784):** The school principal shall notify the appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (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.

**Pistol Possession / Driver's License (Act 94-820):** Any person over the age of 14 years 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 the issuance of a driver's permit or driver's 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 is 16 or older possesses a driver's license on the date of the conviction, the driver's license will be suspended for 180 days.

**Teacher Assault (Act 94-794):** A person commits the crime of assault in the second degree (Class C Felony) if the person assaults a teacher or an employee of a public education institution with the intent to cause serious physical injury.

**Tobacco Products (Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education):** The use of tobacco products is prohibited on school property, including buildings, vehicles and any other property owned by the board of education.

**Vandalism (Act 94-819):** The parents/guardians or other person having control or custody of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property plus the court costs caused by an intentional, willful, and malicious act of the minor.

**Weapons in Schools (Act 94-817):** It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, billy, blackjack, bludgeon, or metal knuckles.

**Gun Free Schools Act (GFSA):** When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately:

- The student must be expelled and the expulsion noted on records transferred to any other school.
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement
  - Contact parents
  - Suspend from school immediately pending investigation
  - Complete an investigation as soon as possible with documented written report(s)
  - Expel student according to LEA policy
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 §16-1-24.3.
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

#### **NSF CHECKS**

All checks returned by your bank will automatically be forwarded by the SCCBOE's bank directly to Envision for collection. Envision will contact you in order to collect the face amount of the worthless check, plus the state allowed collection fee (currently \$30.00). If you do not properly respond or if Envision is unable to contact you, they may re-present your check to the bank electronically along with the applicable collection fees. If you have any questions regarding a NSF check, you may contact Envision at 1-877-290-5460 or email at [customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com).

## **ROLES, RIGHTS, AND RESPONSIBILITIES**

#### **PRIVACY RIGHTS: PARENTS, STUDENTS AND STUDENT RECORDS**

The St. Clair County Board of Education has adopted a policy guaranteeing the privacy rights of students and parents, in regard to student records, as required by the General Education Act, as amended. Parents and students of the St. Clair County School System are hereby notified of their rights as pertaining to the privacy and release of student records.

Privacy rights include the right:

- To inspect and review educational records of their children;
- To seek corrections, through an established process, of items in the record which are believed to be inaccurate and/or missing;
- To file a complaint with the appropriate state or federal officials when the district violates laws or regulations relative to student records;
- And to exercise control over other people's access to the records, except for information that is designated as directory information.

The St. Clair County School System maintains a number of different student records. The records maintained contain the following categories of information: attendance, scholastic programs and information, group test results, individual assessment data, health data, discipline records, emergency contact information, biographical data, screening data, directory information, data for placement in special programs, records pertaining to student attitudes and behavior, preschool screening records, census count of disabled students. Information shared with third party vendors is used only for setup purposes for educational and institutional programs.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are

- 1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

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

- 2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the St. Clair County Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the St. Clair County Board of Education decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the St. Clair County Board of Education as an administrator, supervisor, instructor, or support staff member

(including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the St. Clair County Board of Education to comply with the requirements of FERPA. The Office that administers FERPA is

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

Parents or eligible students may choose to file a complaint with the St. Clair County Board of Education concerning alleged failure to comply with the requirements of FERPA. The contact information is

Coordinator of Federal Programs  
St. Clair County Board of Education  
410 Roy Drive, Ashville, AL 35953

#### **DIRECTORY INFORMATION**

Directory information is defined as the information relating only to a student's or parent's name, address, electronic mail address, telephone number, dates of attendance, grade levels completed, class placement, birth date, place of birth, participation in officially recognized activities and sports, height, weight, diploma endorsements, honors and awards received, most recent education agency or institution attended and other similar information.

Directory information also includes the student's comments and observations as well as photographs, recordings, films, and video tapes of the student or in which the student is included, or is a part, for school publications or productions (includes all media, including websites, as well as live performances or presentations), and/or governmental agencies, publications or purposes, and/or the public media.

Parents or guardians of students who object to the disclosure of any or all of the items specified as directory information shall place written objections on file with the school principal prior to September 1 or within 10 school days of enrolling in school.

The principal of the school is the authorized custodian for the student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed to the principal of the school where the child is enrolled.

Please see the SCCBOE Policy (5.7 and 5.71) for more detailed information regarding the use and storage of student data, school records, and other forms of information handled by the district.

### **STUDENT GRIEVANCES AND COMPLAINTS**

Students have a right to assistance in handling grievances and complaints. The following steps are provided to guide students and parents/guardians in reporting problems and receiving formal resolution of grievances and complaints:

**Step #1:** Ask the teacher or person(s) who you feel treated you unfairly to discuss the grievance/complaint with you. This shall be done within ten (10) days of the day the situation occurred.

**Step #2:** If the problem is not resolved in step one, submit your complaint, in writing, to the principal within ten (10) days of speaking with the teacher or person(s) you feel treated you unfairly.

**Step #3:** The next step to resolving the problem is to contact, in writing, the St. Clair County Board of Education. This should be done within ten (10) days of the meeting with the principal. A meeting will be scheduled with the grievant and a school official will investigate. The school official will try to resolve the issue within twenty (20) business days and notify the grievant of his/her decision.

#### Contact

Superintendent  
St. Clair County Board of Education  
410 Roy Drive, Ashville, AL 35953  
(205) 594-7131 ext. 2277

**Step #4:** If a resolution is not reached, the grievant may notify the Superintendent within ten (10) days. A meeting will be scheduled by the superintendent with the grievant and he/she shall investigate with the other parties to bring a satisfactory solution to the problem. The Superintendent, working with the St. Clair County Board of Education Board Members, will inform the student and/or his/her parents/guardians in writing of his/her decision within twenty (20) days of the meeting.

## **STUDENT CONDUCT, SUPERVISION, AND DISCIPLINE**

The St. Clair County Board of Education promotes an environment where students can dress comfortably. Proper standards of dress and grooming are expected of all students at all times. As a general guideline, any manner of dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extra-curricular activities will not be allowed. **The school administration has the authority to determine whether or not a student is in compliance with dress code regulations.**

### **SCHOOL DRESS CODE-GRADES K-3**

The parents/guardians should supervise the manner of a student's dress. The student should be dressed so he/she can participate in all aspects of the total educational program including physical education. As a guideline for setting limits, please read the dress code rules for middle and high schools.

### **SCHOOL DRESS CODE-GRADES 4-12**

The parents/guardians should supervise the manner of a student's dress.

- 1) Headgear including, but not limited to hats, caps, headbands, sweatbands, bandanas, visors, do rags, hoods, and sunglasses, must be removed upon entering the school building and shall be properly stored.
- 2) Hair must be clean, combed, and well-groomed. Hair must not be in the eyes of the student or impair his/her vision. Appropriate safety precautions must be observed in all classes. If long hair is a safety hazard, students will receive directions from the teacher/instructor. Eye protection may be required in some classes. Whenever a student's hairstyle becomes a disruptive issue, the principal will address the problem on an individual basis. Etchings in the hair are unacceptable.
- 3) Facial hair must be well-groomed.
- 4) Insignias, buttons, and clothing that are suggestive (alcoholic beverages, tobacco, vulgarity, nudity, drug-related, etc.) are not permitted.
- 5) Clothing or other items that may inflame racial tension, incite a significant group of students in the student body, and/or depict any form of hatred/disrespect of others shall not be worn.
- 6) Any hairstyle, clothing or pattern of dress or other items that identify a student as being a member of a gang, or could be perceived as a threat or represent a hate or subversive organization are prohibited.
- 7) Bracelets or belts with spikes or studs are not allowed. Chains not exceeding 6" in length will be allowed to connect wallets to clothing.
- 8) No facial piercings other than to the ear or nose are acceptable. Piercing to the nose may only consist of a nose stud. Any other jewelry that might be a safety concern is not acceptable. Visible body piercing is not allowed.
- 9) Pants/jeans and other articles of clothing must be clean with no open holes showing skin above the knee. Pants/jeans must be worn at the natural waistline.
- 10) Revealing garments may not be worn at any time. This type of garment shall include, but not be limited to, short-shorts or cut-off shorts (see # 14), halters, racer back tops, midriffs (tops that show the midriff), tank tops (tops with less than 1 ½" straps), spaghetti straps, string straps, one shoulder strap, outfits with no back, see-through clothing, tops with low necklines, yoga pants, cut-up/sleeveless shirts, or any clothing apparel that exposes the mid-section and/or body below the armpits. Sweatpants and jogging pants are allowed as long as they are properly fitted.
- 11) Students must wear clothing in the manner for which it is designed. Pants/jeans must fit properly and be worn to fit at the waistline with the length no longer than mid-shoe level.
- 12) Over-sized, baggy clothing is prohibited (including shirts).
- 13) Students must wear proper undergarments.
- 14) Skirts, shorts, and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings, or other similar garment (i.e. jeggings), should be worn with the appropriate outer garment (i.e. t-shirts, shorts, dress, or skirt) and the outer garment must be at least mid-thigh length. Excessively tight leggings or jeggings will not be allowed.
- 15) Shoes must be worn at all times, and shoes designed to be laced must be laced and tied.
- 16) Baggy coats may not be worn inside any school building.
- 17) Shoes may not contain any type of wheel or roller blades.
- 18) Sleepwear/pajamas, house shoes, blankets or pillows are not allowed.

Local school administration provides guidelines for extracurricular uniforms. Uniforms may not meet all dress code requirements. Local school administrators have discretion to provide guidelines in these instances. Schools maintain the right to specify dress requirements for ceremonies or special school events. If this creates a hardship for students, the school administration must be notified within five (5) school days of the school event so that arrangements can be made to accommodate the student.

### **DUE PROCESS**

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School District. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

- 1) Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
- 2) Each local regulation shall be based on a Board policy.
- 3) All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
- 4) Both policies of the board and regulations designated by local school administrators shall be specific and precise.
- 5) No board policies or local school codes of conduct shall deny any student his/her constitutional rights.
- 6) Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
- 7) Authority exercised by administrators, teachers or school officials, shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.
- 8) Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the school district shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion. The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of board policies or school regulations, a student shall have the right of the following minimum due process procedures:

- 1) The student shall be given oral or written notice of the charges against him;
- 2) The evidence against the student shall be explained to him; and
- 3) The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the board shall afford the student the following:

- 1) The right to an administrative hearing;
- 2) The right to be represented by an attorney and to present evidence on his/her behalf;
- 3) The opportunity to question witnesses;
- 4) A written record at the hearing and a written record of the decision; and,
- 5) The right of appeal to the St. Clair County Board of Education.

A school may not unilaterally expel or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

### **ADMINISTRATIVE DISCIPLINARY OPTIONS**

Administrators have the following options available to them for punishment of students who violate the Code of Student Conduct as published in this handbook. The board has the right to grant administrators additional options. Any time a referral is submitted that warrants formal disciplinary actions, a reasonable effort will be made by the school to contact the parents/guardians by telephone during school hours, written notice delivered by the student, or by the US Postal Service.

It is the responsibility of the student to notify his/her parents/guardians of all written communications from the school. Failure to do so may result in further disciplinary action.

**Corporal Punishment:** Each teacher is held responsible for the discipline within his/her classroom. While corporal punishment should be used as a last resort, it is permissible under the following conditions:

- A student has been notified of the offense for which he/she is to receive corporal punishment and the student has been given an opportunity to explain his/her actions.
- Punishment must be administered by the teacher responsible for the student at the time of his/her misbehavior, the principal or his/her designee.
- Punishment must be witnessed by another certified faculty member.
- Punishment shall not be administered in the presence of other students.
- The use of corporal punishment shall at all times be reasonable and proper and must not be severe enough to cause bodily injury to the student.
- The person who administers the corporal punishment and the witness must document all cases of corporal punishment.
- Documentation must be filed in the administrative office.
- Parents/guardians must be notified in writing that their child has received corporal punishment.
- The paddle must have a smooth surface and be free of holes and/or cracks. The paddle may only come in physical contact with the student's buttocks. Physical contact is limited to three.

**Detention:** Each local school may assign students to detention for violation(s) of the Code of Student Conduct. Detention assignments may be held before or after school. Parents/guardians notices must be signed and filed in the school office.

**Saturday School:** Saturday School is established for students who violate the Code of Student Conduct. The student is assigned behavior modification modules reflective of the behavior(s) demonstrated. The local school administrators may assign students in Grades 4-12 to the program. The Saturday School allocation for each school is based on enrollment. Students are limited to three visits to Saturday School per school year.

**External/Internal Suspension:** **Short-term** Suspension (external or internal) is defined as the temporary removal of a student from his/her regular school program for a period of time that does not exceed ten (10) days. In certain instances, a long-term suspension (external or internal) of more than 10 days may be appropriate.

The St. Clair County Board of Education recognizes its authority to maintain good order and discipline within the schools of the district. Therefore, the Board of Education gives to the school principal the discretion to suspend a student for just cause. The principal shall promptly advise the superintendent of all such suspensions, stating the reason(s) for the suspension.

No suspended student shall be allowed to leave the school premises during the school day until a parent/guardian or other proper authority assumes responsibility for him/her. A student who has been suspended by a school principal shall not be eligible to enroll in another school in the district until such time that he/she is reinstated in the school from which he/she was suspended.

A suspended student or expelled student shall not be eligible to be present on school property, to attend on-campus or off-campus school-sponsored activities, to participate in any school-sponsored activity, or to enroll in any public school in the St. Clair County School System until the suspension or expulsion is properly cleared.

**Alternative Education Placement:** Students may be assigned to attend the Ruben Yancy Alternative School. The program is designed to decrease the number of students suspended for violating the Code of Student Conduct. Students must be referred by local school administrators with admission coordinated with the Alternative School staff. The program serves students in Grades K-12. Alternative Education Placement shall not be considered External/Internal Suspension, which punishment is defined below. A student assigned to Alternative Education Placement shall not be eligible to be present on school property, to attend on-campus or off-campus school-sponsored activities, to participate in any school-sponsored activity, or to enroll in any public school in the St. Clair County School System until his/her Alternative Education Placement is properly cleared.

Parents/guardians of students assigned to the program on a disciplinary referral must provide transportation. School administrators and parents/guardians must have an in-school meeting prior to the student attending the program. The student's referral to the program can be extended based on his/her behavior.

**Disciplinary Probation:** Students assigned Disciplinary Probation are allowed to temporarily return to the classroom and campus under conditions set by the principal and/or board and are assigned to the school specified staff member who will monitor the student's adjustment to the school environment.

- When a student is placed on disciplinary probation, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent of the reasons for probation and possible disciplinary action for probation violation.
- The notification shall include the procedures or action the student shall take to be removed from probationary status.

**Referral for Expulsion:** Expulsion is defined as the removal of the right and obligation of a student to enroll and attend a public school under the jurisdiction of the St. Clair County Board of Education.

The St. Clair County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. A student referred for an expulsion hearing may receive an immediate suspension of up to ten (10) days. The superintendent may extend a suspension or place a student in an alternative education setting pending the decision of the board to expel said student. If a student is suspended and recommended for expulsion, the local school principal shall notify, in writing, the parents/guardians and the superintendent of education and shall afford the student Due Process as provided in the Due Process section of the Code of Student Conduct.

A student expelled by the board may not return to any campus during the course of the expulsion. A school may not unilaterally expel or cease the provision of educational services to a disabled student.

**School Bus Suspension:** School bus suspension is defined as the denial of the privilege of riding a school bus, based on misconduct that transpires when the student is being transported at public expense. This

penalty shall be for a specified period of time to be determined by the principal/designee(s). Students will not be re-assigned or allowed to ride another bus during the time of suspension.

When a student is placed on school bus suspension, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent/designee of the reason(s) for suspension and possible disciplinary action for violation. The notification shall include the procedures or actions the student shall take to again become eligible to ride a public conveyance to and from school.

## CONDUCT VIOLATIONS AND DISCIPLINARY SANCTIONS

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into four classes that range from the least serious (Class I) to the most serious (Class IV). Appropriate school personnel shall investigate, verify, and determine classification of student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

This section includes a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases accordingly.

### Class 1 Violations

- 1.01** Distraction of other students
- 1.02** Illegal organizations (any on-campus participation in fraternities, sororities, secret societies, or other unauthorized clubs)
- 1.03** Unexcused tardiness – Reporting late to class
- 1.04** Non-direct use of profane language or obscene manifestations (Class 2.08)
- 1.05** Non-conformity of dress code
- 1.06** Disruption on a school bus
- 1.07** Inappropriate display of affection – including, but not limited to embracing/kissing
- 1.08** Refusal to complete class assignment, including continued failure to bring materials to class
- 1.09** Failure to follow directives from board of education employees (principal/administrator, teacher, counselor, teacher's aide, substitute teacher, bus driver, lunchroom worker, etc.)
- 1.10** Unauthorized use of school/personal property
- 1.11** Littering of school property
- 1.12** Inappropriate display of behavior in the school hall, classroom, lunchroom, gym, school bus or during any school-sponsored function. (including but not limited to horseplay, shoving, tripping, rudeness)
- 1.13** Failure to carry home (and return if requested) correspondence that requires parents'/ guardians' signatures
- 1.14** Chewing gum, food items, beverages and beverage containers (See individual school rules.)
- 1.15** Three (3) or more unexcused check-in/check-outs
- 1.16** Any other violation that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

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### Class 1 Disciplinary Sanctions

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Parent/guardian notification is required. The principal's discretion for the following sanctions will include but not be limited to the following:

- Conference with the student
- Verbal reprimand
- Withdrawal of privilege(s)
- Parents/guardians conference(s)
- Demerit(s)
- Temporary removal from class (including prohibiting the student from attending special events, i.e. field trips, etc.)
- Detention
- In-school suspension
- Corporal punishment
- Saturday School (Gr. 4-12 only - See pg. 42)
- Disciplinary probation
- School bus suspension (Less than 10 days)
- Other sanction(s) as approved by the St. Clair County Board of Education

### Class 2 Violations

- 2.01** Insubordination, defiance, disrespect to a board employee's authority; verbal/non-verbal refusal to comply with lawful directive of a board employee
- 2.02** Vandalism/property damage, including but not limited to malicious mischief, graffiti, or intentional damage to public property, i.e., desks, tables, bus seats, or real property of others. In all cases, the student/parents /guardians shall make monetary restitution for damages.
- 2.03** Theft of property valued at less than \$50.00
- 2.04** Gambling-any participation in games of chance (flipping coins, matching, etc.) for money and/or other things of value.
- 2.05** Possession of stolen property with the knowledge that it is stolen
- 2.06** Trespassing/illegal school entry – breaking, entering or remaining in a structure or conveyance without jurisdiction and/or supervision during the hours the premises are closed to the public
- 2.07** Direct use or repeated non-direct use of profane language/obscene manifestation (verbal, written, electronic, gestures directed toward another person) (Class 1.04)
- 2.08** Unauthorized absence from school and/or class
- 2.09** Written/verbal proposition – to engage in sexual acts
- 2.10** Touching of another person (offensive touching)
- 2.11** Possession of and/or use of matches or lighters
- 2.12** Use of an electronic pager, laser light pointer, or unauthorized communication device (includes electronic equipment – radios, stereos, CD equipment, MP3, headphones, and electronic games)
- 2.13** Dishonesty, cheating, providing false information to an employee of the St. Clair County Board of Education
- 2.14** Unsafe/unlicensed driving on school property or other violations of the school parking/driving rules
- 2.15** Engaging in any act that is deemed harmful, including but not limited to, practical jokes
- 2.16** Speech or other expression intended to insult or stigmatize (written, electronic or gestures) others on the basis of their sex, race, color, disability, religion, sexual orientation or national and ethnic origin
- 2.17** Violation of "Medication Policy"

**2.18** Violation of “Internet Use Policy”

**2.19** Any other violation the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

### Class 2 Disciplinary Sanctions

Parent/guardian notification is required. The principal’s discretion for the following sanctions will include but not be limited to the following:

- Temporary removal from class (including prohibiting the student from attending special events, i.e., field trips, etc.)
- Detention
- In-school suspension
- Alternative Education Program: First assignment to alternative placement is typically limited to 10-20 days placement. Second assignment to alternative program is typically limited to 20-30 days. Third assignment is typically limited to 45 days unless approved by the superintendent or superintendent designee.
- Out-of-school suspension (Parents/ guardians contact required before suspension)
- Referral to outside agency, including the criminal justice system
- Corporal punishment
- Saturday School (Gr. 4-12 only - see pg. 42)
- School bus suspension (more than 10 days)
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the St. Clair County Board of Education

### Class 3 Violations

- 3.01** Fighting on school grounds, school bus, school building or at school-related functions/events
- 3.02** Offensive touching of a sexual nature
- 3.03** Inciting/participating in major student disorder including, but not limited to, gang activity (leading, encouraging or assisting in disruption that results in destruction/damage of private property or personal injury to the participants or others)
- 3.04** Unjustified activation of fire alarm/ fire extinguisher
- 3.05** Tobacco products or tobacco-like products - possession, sale, use
  - 3.05a Possession of tobacco products or tobacco-like products
  - 3.05b Sale of tobacco products or tobacco-like products
  - 3.05c Use of tobacco products or tobacco-like products
- 3.06** Accessing or changing information in a school computer to endanger or cause harm to another individual
- 3.07** Discharging of an air-gun or any other device that expels a projectile with speed
- 3.08** Threatening language and/or Harassment that is not consistent with criminal activity directed to another individual’s harm, to employees or students of the St. Clair County Board of Education, their family or property, including the performance of such act
- 3.09** Indecent exposure which is socially unacceptable exposure of the human body, on school property or at a school-sponsored event/function
- 3.10** Extortion (the act of obtaining service, money, or information by the use of threats)
- 3.11** Aggressive contact that causes physical harm

- 3.12** Robbery - the taking of money or other property from the person or custody of another person by force, violence, assault, or putting in fear of same. Restitution will be required. (May subject the student to larceny)
- 3.12a Robbery with a weapon
- 3.12b Robbery with firearm/explosive device
- 3.12c Robbery without a weapon
- 3.13** Theft of property- the intentional unlawful taking and/or carrying away of property valued at \$50.00 or more when said property belongs to or is in the lawful possession or custody of another. Restitution will be required.
- 3.14** Burglary of school property
- 3.15** Criminal mischief
- 3.16** Prohibited item - Possession, sale, use, furnishing, or giving of a prohibited item including but not limited to firearm facsimiles, stun gun facsimiles, knives with blades two inches or smaller and imitation controlled substances
- \*Does not include item listed in Class 4 or 5 Violations
- \*See Search & Seizure on School Property
- 3.16a Possession-prohibited item not listed above
- 3.16b Sale-prohibited item not listed above
- 3.16c Use-prohibited item not listed above
- 3.16d Giving/furnishing-prohibited item not listed above
- 3.17** Bullying/Harassment (including cyber bullying)
- 3.17a Bullying/Harassment based on Sex
- 3.17b Bullying/Harassment based on Race
- 3.17c Bullying/Harassment based on Disability
- 3.17d Bullying/Harassment based on Sexual Orientation
- 3.17e Bullying/Harassment based on Religion
- 3.18** Any other offense that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

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**Class 3 Disciplinary Sanctions**

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Parents/guardians notification is required. The principal's discretion for the following sanctions will include but not be limited to

- Out-of-school suspension (Parents/guardians contact required before suspension)
- Alternative Education Program: First assignment to alternative placement is typically limited to 10-20 days placement. Second assignment to alternative program is typically limited to 20-30 days. Third assignment is typically limited to 45 days unless approved by the superintendent or superintendent designee.
- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the St. Clair County Board of Education

**Class 4 Violations**

- 4.01** Assault/Battery of another person (student, teacher, staff member, visitor, etc.) - In accordance with the Code of Alabama 1975 §13A-6-21, it is a Class C Felony to cause physical injury or

threaten to cause physical injury to teachers or other employees of the Board of Education. In accordance with the Code of Alabama 1975 §16-1-24(b)(c), the principal shall notify appropriate law enforcement officials when a student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.

- 4.02** Possession, Sale, Use, Furnishing, or Giving of a Weapon (knife, metallic knuckles, tear gas gun, throwing star, chemical weapon or device, pepper gas, or any other weapon, instrument, or object not deemed a Class 5 Violation.)

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.

(See Gun Free School Act)

- 4.02a Knife-Possession
- 4.02b Knife-Sale/Furnishing/Giving
- 4.02c Knife-Use
- 4.02d Other Weapon-Possession
- 4.02e Other Weapon-Sale/Furnishing/Giving
- 4.02f Other Weapon-Use
- 4.02g Other/Unknown Weapon-Possession
- 4.02h Other/Unknown Weapon-Sale/Furnishing/Giving
- 4.02i Other/Unknown Weapon-Use

- 4.03** Drugs/Drug Paraphernalia, Medication, Alcohol Unlawful sale, purchase, use/being under the influence of, furnishing/giving or possession of the following:

- a) Non-Prescription/Over-the-Counter Drugs
- b) Illegal Drug Paraphernalia
- c) Alcoholic Beverage

In accordance with Code of Alabama 1975 §16-1-24.1(b) (c), the principal shall notify the appropriate law enforcement officials when any student violates board policy concerning drugs and/or alcohol.

- 4.03a Alcohol-Possession
- 4.03b Alcohol-Sale
- 4.03c Alcohol-Use/Being Under The Influence Of
- 4.03d Alcohol-Furnishing/Giving
- 4.03e Non-Prescription/Over-the-Counter Drugs-Possession
- 4.03f Non-Prescription/Over-the-Counter Drugs-Sale
- 4.03g Non-Prescription/Over-the-Counter Drugs-Use/Being Under The Influence Of
- 4.03h Non-Prescription/Over-the-Counter Drugs-Furnishing/Giving
- 4.03i Illegal Drug Paraphernalia-Possession
- 4.03j Illegal Drug Paraphernalia-Sale
- 4.03k Illegal Drug Paraphernalia-Use/Being Under The Influence Of
- 4.03l Illegal Drug Paraphernalia-Furnishing/Giving

- 4.04** Pornography-possession, furnishing, or receiving

- 4.05** Arson – the willful and malicious burning of school property. In accordance with the Code of

Alabama 1975 §16-1-24.1(e) (2), parents/guardians are liable for damages to school property caused by their child/children.

- 4.06** Possession, use, or being under the influence of a Prescription Drug by a student with a valid prescription in violation of the Medication at School policy (see page 22) or in violation of the dosage and usage recommendations of the student's prescription. For purposes of this section, a Prescription Drug means any non-over-the-counter drug for which the student has a current, valid prescription from a health care provider authorized to prescribe medications in the State of AL.
- 4.07** Crimes as defined under the laws of the city, county, State of Alabama, or the United States.
- 4.08** Any other offense that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

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#### Class 4 Disciplinary Sanctions

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All six (6) steps listed below apply. Administrators should refer to **Due Process** Guidelines in order to preserve the constitutional rights of the student.

- Step #1 Principal shall notify law enforcement and JPO, if appropriate.
- Step #2 Principal shall contact parent or legal guardian; parent or legal guardian shall be notified, in writing, of the pending charge. The student shall remain suspended at home pending an administrative hearing or the Hearing Officer or Superintendent may assign alternative school placement, pending the investigation.
- Step #3 Principal shall notify the Hearing Officer of the offense. The Hearing Officer shall establish a time, place, and date of the pending hearing. Parent or legal guardian shall be notified of the time, date, and place of the hearing. If anyone other than the student and parent/legal guardian is to attend the hearing, Hearing Officer must be given a 24 hour notice; if not given notice, Hearing Officer may elect to reschedule hearing.
- Step #4 A formal hearing shall take place within five (5) business days unless otherwise stated by the Hearing Officer. Principal (or designee) shall furnish Hearing Officer evidence of the alleged offense, as well as pertinent information regarding the student's overall conduct, attendance, and academic record. In addition to the hearing before the Hearing Officer, a student served under IDEA or Section 504 shall have a hearing with his or her respective IEP/504 committee at the local school.
- Step #5 Parent or legal guardian may receive the disciplinary disposition at the time of the hearing OR the Hearing Officer may notify the parent or legal guardian, in writing, within three (3) business days of the hearing. Hearing Officer shall also notify alternative school director of the disciplinary disposition.
- Step #6 Appeals of the Hearing Officer's determination may be made to the Superintendent in writing within three (3) business days of the due process hearing. The appeal shall be limited to the Superintendent reviewing evidence and/or the audio recording of the hearing. Superintendent shall notify parents or legal guardians of his or her determination within a reasonable amount of time.
- Step #7 In the event that long-term suspension (more than 10 days) or expulsion of the student is recommended by the Hearing Officer and the Superintendent, the matter shall be referred to the St. Clair County Board of Education for further proceedings. In accordance with Board Policy, a student facing a long-term suspension or expulsion shall be entitled to a statement of the facts alleged against the student and proposed disciplinary action, an administrative hearing before the Board, the right to be represented by an advocate of the student's choice,

including legal counsel, and the right to present evidence, call witnesses, and cross-examine adverse witnesses.

**Class 5 Violations**

**5.01** Sexual Offense – Acts of a sexual nature which occur on school property, school buses, or when the student is in attendance at a school-related activity. These acts include, but are not limited to, battery, intercourse, rape, or attempted rape.

**5.02** Possession, Sale, Discharge/Use, Giving, or Furnishing of Explosive Device  
 In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education. (See Gun Free School Act)

- 5.02a Firearm Component-Possession
- 5.02b Firearm Component-Sale/Giving/Furnishing
- 5.02c Firearm Component-Use
- 5.02d Explosive/Incendiary/Poison Gas-Possession
- 5.02e Explosive/Incendiary/Poison Gas-Sale/Giving/Furnishing
- 5.02f Explosive/Incendiary/Poison Gas-Use

**5.03** Firearm - Possession of any firearm, including but not limited to, 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, with intent to do bodily harm on school system property, including a school bus, is a Class C Felony.

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.

(See Gun Free School Act)

- 5.03a Handgun-Possession
- 5.03b Handgun-Sale/Giving/Furnishing
- 5.03c Handgun-Use
- 5.03d Rifle/Shotgun/Long-Gun-Possession
- 5.03e Rifle/Shotgun/Long-Gun-Sale/Giving/Furnishing
- 5.03f Rifle/Shotgun/Long-Gun-Use

**5.04** Possession, Sale, Use, Being Under the Influence Of, Furnishing, or Giving of Prescription Drugs, Controlled Substances, or Illegal Drugs.

In accordance with Code of Alabama 1975 §16-1-24.1(b) (c), the principal shall notify the appropriate law enforcement officials when any student violates board policy concerning drugs and/or alcohol.

For purposes of this section, a controlled substance shall mean any drug categorized under the Controlled Substances Act (21 U.S.C § 812).

For purposes of this section, a Prescription Drug means any non-over-the-counter drug that requires a prescription from a health care provider in order to be validly dispensed in the State of Alabama.

- 5.04a<sup>1</sup> Prescription Drugs, Controlled Substances, or Illegal Drugs-Possession
- 5.04b Prescription Drugs, Controlled Substances, or Illegal Drugs-Sale
- 5.04c<sup>2</sup> Prescription Drugs, Controlled Substances, or Illegal Drugs-Use/Being Under The Influence Of
- 5.04d Prescription Drugs, Controlled Substances, or Illegal Drugs-Furnishing/Giving

- 5.05** Bomb Threat - Any such communication concerning school board property that has the effect of interrupting the educational environment. Any student found to have made a bomb threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.
- 5.06** Terroristic Threat - Any such communication concerning school board property that has the effect of interrupting the educational environment. Any student found to have made a terroristic threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student who counsels, advises, persuades, encourages, or dares another person to make a terroristic threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.
- 5.07** Possession, Sale, Use, Furnishing, or Giving of a Deadly Weapon. A student shall not possess, sale, use, furnish, or give a deadly weapon, during or after regulation school hours, on school grounds, on school buses, or at a school-sponsored event. A deadly weapon shall be defined as anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury.

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.

(See Gun Free School Act)

- 5.07a Deadly Weapon-Possession
- 5.07b Deadly Weapon-Sale/Giving/Furnishing
- 5.07c Deadly-Use
- 5.08** Crimes as defined under the laws of the city, county, State of Alabama or the United States.
- 5.09** Any other offense that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

<sup>1</sup> A student possessing a Prescription Drug pursuant to a current, valid prescription from a health care provider authorized to prescribe medications in the State of Alabama does not violate this section.

<sup>2</sup> A student using or being under the influence of a Prescription Drug pursuant to a current, valid prescription from a health care provider authorized to prescribe medications in the State of Alabama does not violate this section.

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### Class 5 Disciplinary Sanctions

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A student who commits a Class 5 violation shall be recommended for expulsion from the St. Clair County School System. In addition, Class 5 violations shall result in the notification of law enforcement officials as appropriate and required by law (see *Civil Liabilities and Criminal Penalties*, pg. 35). A student who commits a Class 5 violation shall be suspended from attending classes until a due process hearing is held. Administrators should refer to Due Process Guidelines in order to preserve the constitutional rights of the student. If a student is suspended and recommended for expulsion, the following procedure shall apply:

- Step #1 Principal shall notify law enforcement and JPO, if appropriate.
- Step #2 Principal shall contact parent or legal guardian; parent or legal guardian shall be notified, in writing, of the pending charge. The student shall remain suspended at home pending an administrative hearing.
- Step #3 Principal shall notify the Hearing Officer of the offense. The Hearing Officer shall establish a time, place, and date of the pending hearing. Parent or legal guardian shall be notified of the time, date, and place of the hearing. If anyone other than the student and parent or legal guardian is to attend the hearing, Hearing Officer must be given a 24 hour notice; if not given notice, Hearing Officer may elect to reschedule hearing.
- Step #4 A formal hearing shall take place within five (5) business days unless otherwise stated by the Hearing Officer. Principal (or designee) shall furnish Hearing Officer evidence of the alleged offense, as well as pertinent information regarding the student's overall conduct, attendance, and academic record. The purpose of this hearing is for the Hearing Officer to determine whether there is sufficient evidence to recommend the student for expulsion before the St. Clair County Board of Education. In addition to the hearing before the Hearing Officer, a student served under IDEA or Section 504 shall have a hearing with his or her respective IEP/504 committee at the local school.
- Step #5 Parent or legal guardian may receive the disciplinary disposition at the time of the hearing OR the Hearing Officer may notify the parent or legal guardian, in writing, within three (3) business days of the hearing. In the event the Hearing Officer determines that there is sufficient evidence to recommend the student for expulsion before the St. Clair County Board of Education, the student may be placed in the Alternative School pending an expulsion hearing before the Board of Education.
- Step #6 In the event the Hearing Officer determines that there is sufficient evidence to recommend the student for expulsion before the St. Clair County Board of Education, the Hearing Officer shall, within a reasonable time, furnish the student and his or her parent or legal guardian with written notice of the due process hearing before the Board. The notice shall contain:
  - a. Date, time, and place of hearing;
  - b. A statement of facts alleged against the student and proposed disciplinary action;
  - c. The student's right to be represented by an advocate of his/her choice, including legal counsel;
  - d. The student's right to present evidence, call witnesses, and cross-examine adverse witnesses.
- Step #7 Prior to expulsion, the Board shall consider whether the affected student is an appropriate candidate for assignment to the Board's Alternative Education Program. The Board's hearing relative to expulsion shall fully comply with the applicable due process criteria. The Superintendent shall notify, in writing, the student and his or her parent or legal guardian of the action taken by the Board.

## Early Warning Conduct Intervention

Procedures for out-of-school suspension or alternative education placement are listed below. Parents/Guardians should also refer to "Due Process" guidelines on page 40 . Early Warning is held at the Ashville Courthouse. Notification will be sent by letter from the Office of Juvenile Court.

### **1st Suspension/Alternative Education Placement**

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.
- 2) The parents/guardians or person having control or custody of the child shall schedule a school conference before the child will be re-admitted to his/her school. The conference participants will include the student, parents/guardians or person having control or custody of the child, administrator(s), counselor and others designated by the principal.
- 3) The superintendent of education shall be notified of the suspension/alternative education placement.
- 4) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement.

### **2nd Suspension/Alternative Education Placement**

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.
- 2) The child and the parents/guardians or the person having control or custody of the child shall attend the School Conduct Intervention Program (Early Warning) as required by Juvenile Court. The program is designed to assist parents by informing them of the provisions of the law and identifying resources.
- 3) The superintendent of education shall be notified of the suspension/alternative education placement.
- 4) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement.

### **3rd Suspension/Alternative Education Placement**

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.
- 2) The superintendent of education shall be notified of the suspension/alternative education placement.
- 3) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement and provided information relative to this and previous suspensions/alternative education placements.
- 4) An in-school conference shall be scheduled with a court representative(s), student, parents /guardians or person having control or custody of the child, administrator(s), counselor, and others designated by the principal.

**4th Suspension/Alternative Education Placement**

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.
- 2) The superintendent of education shall be notified of the suspension/alternative school placement
- 3) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement and provided information relative to this and previous suspensions/alternative education placement.
- 4) A CHINS (Child In Need of Supervision) Petition and/or warrant for the parents/guardians or person in control or having custody of the child will be filed. Special situations may result in legal proceedings being instituted.

**St. Clair County Board of Education Board Meeting Schedule**

All meetings of the St. Clair County Board of Education are open to the public. Meetings begin at 6:00 p.m.

Additional *“Called Board Meetings”* may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance.

*“Work Sessions”* will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance.

All work sessions and/or board meetings of the St. Clair County Board of Education are announced via email. If you would like to receive notice of board meetings, submit your request, via email, to [office@sccboe.org](mailto:office@sccboe.org)

**August 21, 2017**  
**November 13, 2017**  
**February 26, 2018**  
**May 21, 2018**

**September 18, 2017**  
**December 18, 2017**  
**March 19, 2018**  
**June 18, 2018**

**October 23, 2017**  
**January 22, 2018**  
**April 16, 2018**  
**July 16, 2018**

# 2017-2018 Code of Student Conduct Notice of Receipt

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

It is the intent of the St. Clair County Board of Education that each student and his/her parent/guardian receive a copy of the St. Clair County Board of Education *Code of Student Conduct* and the Individual School Supplement (responsibility of the base school). The faculty within each school is charged by the St. Clair County Board of Education to review the *Code of Student Conduct* with the student body. By signing this form, you are verifying receipt of the St. Clair County *Code of Student Conduct*.

**Code of Student Conduct** - I acknowledge that I have received a copy of the St. Clair County *Code of Student Conduct* that has been adopted by the St. Clair County Board of Education.

**Special Education** - I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in St. Clair County Schools.

**Textbooks** - I acknowledge that I have received information concerning the care of state-owned textbooks.

**Directory Information** - I understand that if I object to the disclosure of any or all of the items specified as directory information, I shall place written objections on file with the school by September 1 or 10 days after the time of the student's enrollment.

**Drug Testing** - I acknowledge that I have received information concerning random testing of students participating in extracurricular activities.

**Internet Use** - I understand that if I object to my child using the Internet and/or e-mail, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

**FERPA** - I acknowledge that I have received information regarding the Family Education Rights Privacy Act.

**Bus Safety/Student Transportation** - I acknowledge that I have received information concerning bus safety and student transportation.

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**My signature acknowledges receipt of St. Clair County *Code of Student Conduct* and individual school sections, which includes Special Education Information, Textbook Rules and Regulations, Release of Directory Information, Drug Survey Administration, Bus Safety/Transportation, Internet Use, and FERPA.**

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<b>Student Name (Printed)</b>	<b>Student Signature</b>	<b>Date</b>

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<b>Parent/Guardian Name (Printed)</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>

**Please complete and sign the  
Notice of Receipt form on the previous page.**

**Return to your child's school.**

St. Clair County Board of Education PURPOSE, DIRECTION, and BELIEFS

**St. Clair County School System Purpose:**

“Preparing Tomorrow’s Leaders Today”

**St. Clair County School System Direction:**

The St. Clair County School System will partner with parents and families to equip students with the knowledge and critical thinking skills needed to succeed in a global community.

**St. Clair County School System Beliefs:**

- We believe when the focus is on **learning**, students will succeed. Students who are **engaged** and have opportunities to **explore, explain, elaborate and evaluate** their own learning will develop the skills necessary for growth. This focus includes digital and project-based learning.
- We believe students benefit when provided a learning environment which is safe, nurturing and equitable and that inspires academic excellence through multiple learning pathways.
- We believe in a collaborative culture through professional learning communities.
- We believe that student achievement is most likely to occur when there is family engagement and a strong learning support system.
- We believe that student engagement through extra-curricular activities, including community service, teaches and develops character and life skills.

\*Revised during the months of March, April and May of 2017 through administrative planning meetings, faculty planning meetings, board meetings, work sessions and website surveys.

## ST. CLAIR COUNTY CONTACT INFORMATION

Ashville Elementary	33225 US Highway 231, Ashville, AL 35953	205-594-5242
Ashville Middle	33221 US Highway 231, Ashville, AL 35953	205-594-7044
Ashville High	33215 US Highway 231, Ashville, AL 35953	205-594-7943
Eden Career Tech	45 County Road 33, Ashville, AL 35953	205-594-7055
Margaret Elementary	200 Mustang Drive, Odenville, AL 35120	205-629-5034
Moody Elementary	1006 H.L. Blocker Circle, Moody, AL 35004	205-640-2180
Moody Middle	696 High School Drive, Moody, AL 35004	205-640-2190
Moody Jr. High	600 High School Drive, Moody, AL 35004	205-640-2040
Moody High School	714 High School Drive, Moody, AL 35004	205-640-5127
Odenville Elementary	420 Alabama Street, Odenville, AL 35120	205-629-6406
Odenville Intermediate	300 Burgess Drive, Odenville, AL 35120	205-629-2246
Odenville Middle	100 1 <sup>st</sup> Avenue, Odenville, AL 35120	205-629-2280
Ragland High	1060 Main Street, Ragland, AL 35131	205-472-2123
Ruben Yancy Alternative	466 10 <sup>th</sup> Street, Ashville, AL 35953	205-594-7492
St. Clair County High	16700 US Highway 411, Odenville, AL 35120	205-629-6222
Springville Elementary	75 Wilson Street, Springville, AL 35146	205-467-6550
Springville Middle	6691 US Highway 11, Springville, AL 35146	205-467-2740
Springville High	8295 US Highway 11, Springville, AL 35146	205-467-7833
Steele Jr. High	105 McHugh Street, Steele, AL 35987	256-538-5489
Central Office	410 Roy Drive, Ashville, AL 35953	205-594-7131
• Maintenance		205-629-6277
• Technology		205-594-2264
• Transportation		205-629-6255