

# County School System Student Code of Conduct



Sumter County Board of Education  
Livingston, Alabama

Education is the ability to listen to almost anything without  
losing your temper or your self-confidence

**Sumter County Board of Education**

*www.sumter.k12.al.us*

## Table of Contents

<b>Topics</b>	<b>Page(s)</b>
<b>District Contacts</b>	<b>4</b>
<b>School Calendar</b>	<b>5</b>
<b>School Contacts</b>	<b>6</b>
<b>Equal Opportunity Statement</b>	<b>7</b>
<b>Registration/Compulsory Attendance</b>	<b>8</b>
<b>Introduction</b>	<b>9</b>
<b>Students Rights and Responsibilities</b>	<b>10</b>
<b>Student Registration Information</b>	<b>11-18</b>
<b>Attendance Policy and Regulations</b>	<b>19-26</b>
<b>Makeup Work/Assignment</b>	<b>26</b>
<b>Extracurricular Activities</b>	<b>27</b>
<b>Policy on Prohibited Sexual Harassment</b>	<b>28-31</b>
<b>Discipline</b>	<b>32</b>
<b>Use of Digital Devices During Test Administration</b>	<b>33</b>
<b>Technology Use Information</b>	<b>34-36</b>
<b>Student Bullying Prevention Act Policy</b>	<b>37-43</b>
<b>Anti-Harassment</b>	<b>44-49</b>
<b>Disciplinary Class I Minor Offenses and Actions</b>	<b>50-52</b>
<b>Disciplinary Class II Intermediate Offenses and Actions</b>	<b>52-56</b>
<b>Disciplinary Class III Major Offenses and Actions</b>	<b>57-61</b>
<b>Disciplinary Class IV Major Offenses and Actions</b>	<b>62-65</b>
<b>Disciplinary Policy for Student with Disabilities</b>	<b>66</b>
<b>Guidelines of Dress and Grooming</b>	<b>67-69</b>

<b>Topics</b>	<b>Page(s)</b>
<b>School Bus Code</b>	<b>70-72</b>
<b>Parental Responsibility for Attendance &amp; Behavior</b>	<b>72-74</b>
<b>Safety Plan Suicide Protocol</b>	<b>75-79</b>
<b>Acknowledgement Form</b>	<b>80</b>

*Physical Address:* 716 Country Club Road  
Livingston, Alabama 35470

*Mailing Address:* Post Office Box 10  
Livingston, Alabama 35470

(205) 652-9605 - Office  
(205) 652-9641- Fax

***Superintendent of Schools***

Dr. Anthony Gardner

***Board Members***

Ms. Tommie Campbell, President  
Mrs. Daisybelle Thomas-Quinney Member  
Mrs. Julene Delaine, Member, Vice President  
Mrs. Janette Brassfield-Payne, Member  
Ms. Darla Spencer, Member  
Mr. Glenn Harris Jr., Member

***District Administration***

Chief Fiscal Officer.....Jackie Meeks  
Superintendent Secretary/Human Resources.....Elzora Howell  
Director of Child Nutrition.....Heather Shambry  
Director of Curriculum and Instruction.....Melissa Woods  
Federal Programs Coordinator.....Hermania Woods  
Director of Maintenance.....Tony Brown  
Director of Transportation.....Larry Stanton  
Director of Special Services.....Mary Whitehead  
Technology/Testing Coordinator.....Elijah J. Bell  
Director of Truancy and Safety.....Ray Evans

*Sumter County Public Schools  
2019-2020 SCHOOL CALENDAR*

Date	Event	Day
7/31/2019	New Teacher Orientation	Wednesday
8/01/2019	Inservice/Institute	Thursday
8/02/2019	Inservice (In-School)	Friday
8/05/2019	Inservice (In-School)	Monday
8/06/2019	School Opens	Tuesday
9/02/2019	Labor Day (School Closed)	Monday
9/05/2019	1 <sup>st</sup> Nine Weeks Progress Reports	Thursday
9/30/2019	10 <sup>th</sup> Grade Pre-ACT Testing Window Opens **	Monday
10/1/2019	12 <sup>th</sup> Grade ACT WorkKeys Test Given **	Tuesday
10/07/2019	Inservice (Parent Visitation In-School) (No Students)	Monday
10/08/2019	1 <sup>st</sup> Nine Weeks Report Cards	Tuesday
10/15/2019	12 <sup>th</sup> Grade ACT WorkKeys Make up Test Given **	Tuesday
10/18/2019	10 <sup>th</sup> Grade Pre-ACT Testing Window Closes **	Friday
11/08/2019	Fall Break (School Closed)	Friday
11/11/2019	Veteran's Day Holiday (School Closed)	Monday
11/12/2019	2 <sup>nd</sup> Nine Weeks Progress Reports	Tuesday
11/25-29/2019	Thanksgivings Holiday (School Closed)	Monday-Friday
12/20/2019	First Semester Ends	Friday
12/23/2019-1/03/2020	Christmas Holiday and New Years (School Closed)	Monday-Friday
1/6/2020	Inservice (No Students)	Monday
1/7/2020	School Re-Opens for Students	Tuesday
1/7/2020	2 <sup>nd</sup> Nine Weeks Report Cards	Tuesday
1/20/2020	Dr. Martin Luther King Jr. Holiday (School Closed)	Monday
1/21/2020	ACCESS 2.0 and Alternate ACCESS for ELLs Window Opens **	Tuesday
2/11/2020	3 <sup>rd</sup> Nine Weeks Progress Reports	Tuesday
2/17/2020	Presidents' Day/Weather Day/Inservice (No Students)	Monday
3/2/2020	ACAP Alternate Assessment Begins (2 <sup>nd</sup> -8 <sup>th</sup> Grade) **	Monday
3/10/2020	11 <sup>th</sup> Grade ACT With Writing Test Given (Option 2) **	Tuesday
3/10/2020	3 <sup>rd</sup> Nine Weeks Report Cards	Tuesday
3/20/2020	ACCESS 2.0 and Alternate ACCESS for ELLs Window Closes **	Friday
3/23-27/2020	Spring Break (School Closed)	Monday-Friday
3/31/2020	ACT With Writing Make-up Test Day	Tuesday
4/1/2020	ACT WorkKeys Retest Option Given **	Wednesday
4/6/2020	ACAP Summative Assessment Window Opens (2 <sup>nd</sup> -8 <sup>th</sup> Grade)	Monday
4/10/2020	ACAP Alabama Alternate Assessment Ends (2 <sup>nd</sup> -8 <sup>th</sup> ) **	Friday
4/10/2020	Good Friday (School Closed)	Friday
4/20/2020	4 <sup>th</sup> Nine Week Progress Reports	Monday
4/21/2020	11 <sup>th</sup> Grade ACT With Writing Make-up Given (Option 2) **	Tuesday
5/1/2020	ACAP Summative Assessment Window Closes (2 <sup>nd</sup> -8 <sup>th</sup> Grade) **	Friday
5/20/2020	Second Semester Ends	Wednesday
5/21/2020	Last Day for Students	Thursday
5/22/2020	Inservice (In-School) (Please Note: Final Report Cards Should Be Mailed By This Date)	Friday
5/22/2020	Last Day for Teachers	Friday

## *Sumter County Schools*

Dr. Cynthia Jemison, Principal  
Kinterbish Junior High School  
5586 Kinterbish 10  
Cuba, AL 36907  
(205) 392-4559 Office  
(205) 392-4749 Fax  
[cfjemison@sumter.k12.al.us](mailto:cfjemison@sumter.k12.al.us)

Mrs. Devin Embry-Mitchell, Principal  
Livingston Junior High School  
P.O. Box 370  
1351 N Washington St.  
Livingston, AL 35470  
(205) 652-2125 Office  
(205) 652-2174 Fax  
[dembry@sumter.k12.al.us](mailto:dembry@sumter.k12.al.us)

Mr. Celester Bolden, Principal  
York West End Junior High  
School  
P.O.Box 127  
515 Lincoln St.  
York, AL 36925  
(205) 392-5901 Office  
(205) 392-4700 Fax  
[cbolden@sumter.k12.al.us](mailto:cbolden@sumter.k12.al.us)

Mr. Bruno Simmons, Principal  
Mrs. Kimberly Parker-Pace, Assistant Principal  
Sumter Central High School  
13878 US Hwy 11  
York, AL 36925  
(205) 652-1501 Office  
(205) 652-1513 Fax  
[bsimmons@sumter.k12.al.us](mailto:bsimmons@sumter.k12.al.us)  
[kpace@sumter.k12.al.us](mailto:kpace@sumter.k12.al.us)

Ms. Clyvie Prichett, Director  
Bell-Brown Career Technical  
Center  
P.O. Box 1380  
111 MLK Parkway  
Livingston, AL 35470  
(205) 652-9469 Office  
(205) 652-9487 Fax  
[lprichett@sumter.k12.al.us](mailto:lprichett@sumter.k12.al.us)

Alternative School  
Livingston Junior High School  
P.O. Box 370  
1351 N Washington St.  
Livingston, AL 35470  
(205) 652-2125 Office  
(205) 652-2174 Fax

# The Sumter County School System

Sumter County Public School System is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, color, religion, or national origin, or against qualified handicapped persons and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of Sumter County Public Schools to be in accordance with Title IX of the Education Amendments of 1972, which provides that: "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Inquiries concerning this policy may be directed to Hermania Woods, Federal Programs and Title IX Coordinator at [hlittle@sumter.k12.al.us](mailto:hlittle@sumter.k12.al.us) or 205-652-2271 xt.1212; 504 Coordinator, Mary B. Whitehead at [mbwhitehead@sumter.k12.al.us](mailto:mbwhitehead@sumter.k12.al.us) or 205-652-9605 xt.1101

The Sumter County School System is obligated to provide an educational atmosphere in which high performance can be achieved within a framework of high expectations. This task can be achieved only if an appropriate amount of time and resources are given to maintaining an environment of discipline conducive to the teaching/learning process.

Parents and students are urged to be supportive of this Code of Conduct and committed to the concept of providing an opportunity to learn in an atmosphere that is free of disruptive behavior.

## **Registration Procedure**

### **Compulsory Attendance and Entrance Age**

All persons between the ages of six and seventeen years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.



# **SUMTER COUNTY PUBLIC SCHOOLS CODE OF STUDENT CONDUCT**

## **Introduction**

The belief of the Sumter County Board of Education is that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distraction, friction, and disturbances, which interfere with the effective functioning of the student, class, and school. The Board hopes to nurture a friendly, yet businesslike, atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal of the Board of Education in student discipline is to modify behavior while maintaining a school environment which provides maximum learning opportunities for all students.

As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions. However, the procedures identified in this document shall apply to all students in grades K-12.

---

## **JURISDICTION OF THE SCHOOL BOARD**

Sumter County School District students and their property are subject to all the rules and regulations of the Sumter County Board of Education during the school day, during school-sponsored activities, while on School Board property and in its facilities, while being transported on school buses to school-sponsored events, field trips, athletic functions and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school and during after-school hours where student conduct could have a detrimental effect on the health, safety and welfare of other students and the school, or where conduct could otherwise disrupt the educational process.

The Code of Student Conduct may be applied to students involved in off-campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment, or which otherwise adversely implicates the legitimate educational or administrative interests of the school.

The Sumter County Board of Education may take all necessary action to ensure that all facilities are safe and secure and that this Code of Student Conduct is enforced. Such action may include the inspection and search of Board facilities any property brought onto Board facilities. Students and others may be asked to walk through a metal detection device or allow a search of personal property during their attendance at any Board-related event or when entering Board property. Any person who refuses will be denied admission to the

Board facility and will be required to leave the premises immediately. The Board will also utilize a narcotic detection dog to deter individuals from bringing illegal narcotics onto school property. The dog will be utilized to conduct routine, random searches on school property, school lockers, school classrooms, and school parking area. Anything on or in Board property is subject to inspection by the Board to enforce this Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state, or local law.

---

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

- Students are entitled to attend school and participate in school programs activities in an environment which is conducive to learning and free of distraction and disruption occasioned by the violation of school rules or generally accepted standard behavior.
- Students are entitled to exercise rights secured to them under the First Amendment to the United States Constitution, including the right to freedom of speech, religious expression, and assembly, subject to the imposition of reasonable restrictions on the time, manner and place of such activities.
- Students are expected and required to know and follow the rules of conduct as set forth in this Code of Conduct, to show respect for the person, property and rights of fellow students, faculty and staff, and other persons with whom they come into contact as students, and to attend school in accordance with state law and board policy.



## Sumter County Public Schools

Students entering the Sumter County School System for the first time, regardless of grade level, will be required to submit a certified birth certificate, documentation or other proof of residency, and such other registration materials as school officials may reasonably require, including but not limited to a certificate of immunization or an exemption as prescribed by the Department of health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant or homeless students. [Referenced: Sumter County Board of Education Policy Manual, p. 61]

### STUDENT ENROLLMENT

#### Documents Required for School Admission

Any student entering the Sumter County School System, regardless of grade level, shall be required to submit the following:

- 1. Parent/Guardian Photo ID – Valid Alabama drivers or nondriver's license, or Military ID**
- 2. Student's birth certificate-** proof of age and verification of legal guardianship- if different from birth certificate
- 3. A current State of Alabama Certificate of Immunization**

**Mandatory Immunization Law**- Each child enrolled in daycare, Head Start, and public or private school in Alabama must have a valid Alabama Certificate of Immunization on file at the facility that they attend. The certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the state if the parent presents a vaccine record from the provider. For students who are moving to Alabama, out of state vaccine records must be transferred to the Alabama Certificate of Immunization prior to enrollment in daycare, Head Start, or school entry. This may be accomplished by taking a vaccine record from the provider to the local county health department, or if a physician in Alabama has been chosen by the family, the record may be transposed by the physician.

*The State of Alabama does not recognize philosophical, moral or ethical exemption from vaccination. A medical exemption may be used by a physician or an Alabama Certificate of Religious Exemption may be obtained from the local county health department. Attendees of daycare and Head Start must be age-appropriately vaccinated against Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Haemophilus Influenza Type B, Polio, and Chickenpox.*

**4. Two proofs of residence** – At least one primary proof of residence is required annually at registration and may be requested throughout the school year. All documents submitted as proof of residence must contain the parent or legal guardian’s physical address in order for the school to verify that the residence is in zone. **(No Post Office Box address will be accepted)**

### **B. Provision for Determining Residence of Students**

At the beginning of each school year and with each residence change, the school shall obtain from the parent/guardian at least one (1) of the items described below to demonstrate residence at the address given. The documentation should be kept as a part of the student record. Proof of residency may be requested again within 90 days of the start of school, the beginning of a new semester, and/or any time the principal deems necessary.

### **C. Forms of Acceptable Proof of Residence**

**Required- TWO documents that reflect a student’s physical residence – Must submit at least one primary proof**

#### **Primary Proofs of Residence:**

1. Utility Bills or Deposit Receipts- for electric, gas or water service only. Must be current- within 30 days- for electric, gas, or water service- No disconnect notices allowed
2. Apartment or Home Lease/ Mortgage-Statement

Apartment or Home Lease- Official Document- only to be used if all utilities are included- Monthly mortgage statement- must be current- within 30 days

#### **Secondary Proofs of Residence:**

1. Property Tax Records or Deeds- Tax Receipt, Property Deed (Please blacken out any personal financial information)
2. Income Tax Records- Correspondence from the IRS
3. Correspondence from Social Security Office
4. Correspondence from other U.S. government agencies- (Department of Human Resources, Food Stamp Office)
5. Employment Records- Paycheck stub issued from employer showing physical address of employee within the last 30 days

#### **D. Parent/ Custody Issues**

Due to the possibility of custody issues involving students, all Sumter County Public School System employees will follow the procedure as outlined below relating to non-custodial parents access to student records and visitation. School system employees should not be placed in the position of reading and attempting to interpret divorce decrees to resolve custody issues. The student enrollment card, as completed by enrolling parent, should govern issues related to pick up, visitation etc. of students at school. The non-custodial parent has the right to receive copies of the child/children's educational records including, but not limited to, a copy of report cards unless such rights have been specifically revoked by a court order or other legally binding document. Any specific custody issue should be forwarded to Sumter County Public Schools' board attorney along with a copy of the enrollment information and custody paperwork- for review and final interpretation. The primary purpose of our schools is to provide a safe learning environment for all students with our focus on instruction. The schools should not become the environment for parental custody disputes.

ALABAMA APPLICATION FOR STUDENT ENROLLMENT

PLEASE PRINT

Must be completed by Parent/Legal Guardian

PLEASE PRINT

DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_  
 LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SEX-Circle One: MALE FEMALE HOME PHONE \_\_\_\_\_  
 PHYSICAL ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 STUDENT LIVES WITH - Circle One PARENTS MOTHER FATHER GUARDIAN:RELATION \_\_\_\_\_  
 \*SOCIAL SECURITY NUMBER (voluntary) \_\_\_\_\_

PARENT(S) / GUARDIAN (verification shall be in accordance with local school board policy)

MOTHER/GUARDIAN _____	Address _____
Email Address _____	Cell Phone _____
EMPLOYER _____	Work Phone _____

FATHER/GUARDIAN _____	Address _____
Email Address _____	Cell Phone _____
EMPLOYER _____	Work Phone _____

SPECIAL INFORMATION ABOUT CUSTODY \_\_\_\_\_

EMERGENCY CONTACT: (PLEASE LIST NUMBERS OTHER THAN YOUR OWN)

EMERGENCY #1	EMERGENCY #2
CONTACT _____	CONTACT _____
Relation _____ Phone _____	Relation _____ Phone _____

<b>THESE PEOPLE HAVE PERMISSION TO CHECK MY CHILD OUT OF SCHOOL</b> (In accordance to school system check-out procedures)		
1. _____	Relation _____	Phone _____
2. _____	Relation _____	Phone _____
3. _____	Relation _____	Phone _____

NAME AND ADDRESS OF LAST SCHOOL ATTENDED : \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

\*Disclosure of your child's social security number (SSN) is voluntary. If you elect not to provide a SSN, a temporary identification number will be generated and utilized instead. Your child's SSN is being requested for use in conjunction with enrollment in school as provided in Ala. Admin. Code §290-3-1.02(2)(b)(2). It will be used as a means of identification in the statewide student management system.

January 2015

### Ethnicity and Race

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please answer BOTH Question 1 AND Question 2**

**Question 1: Is this student Hispanic/Latino? CHOOSE ONLY ONE ETHNICITY:**

- NO, not Hispanic/Latino
- YES, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

*\*The above question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following Question 2** by marking one or more boxes to indicate what you consider your student's race to be.*

**Question 2. What is the student's race? CHOOSE ONE OR MORE:**

- AMERICAN INDIAN OR ALASKA NATIVE.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- BLACK OR AFRICAN AMERICAN.** A person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- WHITE.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Office use only:	
Ethnicity – Choose only one: <input type="checkbox"/> NOT Hispanic/Latino  <input type="checkbox"/> Hispanic/Latino	Race – Choose one or more: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Date:	Staff Signature:



**Sumter County School System**

---

**Important Information Concerning  
Student Privacy Rights**

During the school year your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often, stories about what is happening at school will feature students. We also might want to use your child's name or may get a great photograph or videotape of your child that we'd like to use in a school district publication or presentation.

The Family Education Rights and Privacy Act (FERPA) permits school districts to release "Directory Information" to certain people or institutions, such as the news media, unless the child's parent or guardian requests that such information not be released. "Directory Information" includes the following:

- Student name, address and phone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Publishing student names in the school newsletters or other publications

Sumter County School System will not release student information for commercial or other purposes. The purpose of a release will always be related to the conduct of school business.

If you do NOT want us to release "Directory Information" and/or publish your child's photograph, and/or release videotape of your child, please complete and return the form below as soon as possible. OTHERWISE, IT IS NOT NECESSARY TO TAKE ANY ACTION. If you have any questions, please call \_\_\_\_\_.

© TransACT 2017 v 22



---

**Sumter County School System**  
**Directory Information & Photographs**  
*Please print - Return one form for each child.*

**Directory Information**

- Do not release any "Directory Information" on my child.  
or  
 Do not release "Directory Information" on my child, but you can include my child's name in the school newsletter and school directory.

**Photograph/Videotape**

- Do not release my child's photograph/videotape to the news media or use my child's photograph in any District-wide printed publication (such as the calendar).

**Class Photograph**

- Do not release my child's individual class photo for use in the school annual or yearbook.

Child's Name: \_\_\_\_\_ School/Grade: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 03/05

© TransACT 2017 v 22  
Lynnwood, WA 98036  
18253



Please Respond  
in English

English  
Family Education Rights and Privacy Act  
(FERPA) Annual Notice for Release of  
School Directory Information High School

**Sumter County School System**  
**Family Education Rights and Privacy Act (FERPA)**  
**Annual Notice for Release of School Directory Information**  
**High School**

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the release of personally identifiable information from your child's educational records. The exception is that the school may release some student information without written consent when the information is designated "Directory Information". The school may not release "Directory Information" if you have advised the district in a way that follows school district procedures that you do not want this information released. Using this form to make this request follows school district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a performance program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football, which may include height and weight of team members.
- the school or district website

Directory Information can also be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing programs, evaluating programs, or enforcing state or federal laws
- a court by order of a subpoena (legal request)

The school district has designated the following as Directory Information:


Two federal laws require school districts that receive assistance under the *Elementary and Secondary Education Act* as amended (2015) to provide military recruiters, upon request, with three Directory Information categories. Those categories are the names, addresses, and telephone listings of students. The school district must provide this information unless parents have notified the district that they do not want their child's information released without their prior written consent.

If you do not want the district to release Directory Information about your child without your prior written consent, you must notify the district in writing by \_\_\_\_\_ (mm/dd/yyyy). Please complete the lower portion of this form and return the entire form to your child's school if you do not want your child's directory information released.

**Parent or Guardian: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.**

I do not want my child's Directory Information released and request one of the following:

- Do not release my secondary student's directory information at any time.
- Do not release my secondary student's directory information without my prior written consent.

Name of Student: \_\_\_\_\_ School \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Name of Parent or Guardian: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Sumter County School System  
Livingston, AL 35470**

School Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Room No.: \_\_\_\_\_

**Health Information**

The following information is considered confidential and is for use of teachers, principal, school nurse/health staff, or other staff who will be in contact with and responsible for your child during the school day. If you prefer talking personally to the school nurse/health staff regarding any of the following statements, please mark here \_\_\_\_\_ and she will contact you.

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Signature: \_\_\_\_\_

**CHECK ANY OF THESE CONDITIONS WHICH YOUR CHILD HAS:**

Cancer                       Kidney/Bladder Disease                       Vision Problems                       ADD  
 Diabetes                       Convulsions, Seizures                       Hearing Problems                       ADHD  
 Heart Disease                       Orthopedic/Bone                       Social/Emotional/Behavioral Concerns  
 Autism                       Bowel Concerns                       In Counseling  
 Allergy To: \_\_\_\_\_ Severe Yes \_\_\_\_\_ No \_\_\_\_\_  
 Asthma Provoked by \_\_\_\_\_  
 Severe Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have medical insurance? Yes \_\_\_\_\_ No \_\_\_\_\_ What kind? \_\_\_\_\_

Has above condition been diagnosed by a medical doctor? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the doctor's name? \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

May we obtain this information? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please sign a release of information obtained from the school secretary.

What does the child do to manage their own condition? \_\_\_\_\_

How can the teacher help with this at school? \_\_\_\_\_

What symptoms should we report to you? \_\_\_\_\_

Takes Medication Daily at \_\_\_\_\_ Home \_\_\_\_\_ School

Medication is: \_\_\_\_\_

For: \_\_\_\_\_

**IF YOUR CHILD MUST RECEIVE MEDICATION WHILE AT SCHOOL, AN "AUTHORIZATION FOR MEDICATION" FORM MUST BE COMPLETED AND SIGNED BY THE ATTENDING PHYSICIAN AND PARENT(S) OR LEGAL GUARDIAN(S) OF THE CHILD (chapter 195-182) . YOU CAN OBTAIN THESE FROM THE SCHOOL SECRETARY**

Permission for hearing test? \_\_\_\_\_ Yes \_\_\_\_\_ No (#912)

Provide any information not included above which you think we should know about your child's physical, mental, or emotional health which might affect school performance or require special consideration (i.e., limitations in activities, etc.).

\_\_\_\_\_  
 \_\_\_\_\_

OFFICE USE ONLY							
Alert Flag	78	Health Code <sup>1</sup>	125	Health Code <sup>2</sup>	125	Health Code <sup>3</sup>	125

Rev. 04/03

© TransACT 2017 v 22  
 Lynnwood, WA 98036  
 18253

# Attendance Policy and Regulations

The Sumter County Board of Education believes that regular school attendance is of crucial importance for educational achievement, that learning experiences that occur in the classroom are essential components of its learning process, that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction, and, therefore, that each student should attend school every day. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a democratic society. Therefore, the Board endeavors to secure, in compliance with Alabama law, the prompt and regular attendance of students and to secure their proper conduct, and to hold their parents, guardians or other persons in charge or control of students responsible and liable for such student's nonattendance and proper conduct.

## Compulsory Attendance Age - Code of Alabama 1975 (Section 16-28-3)

Every child between the ages of 6 - 17 must attend a public school, private school, church school or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of the *Code of Alabama 1975 (Section 16-28-3)*, provided such child complies with the enrollment and reporting procedure specified in the *Code of Alabama 1975 (Section 16-28-7)* of the code.

### **A. Attendance**

All students must attend school or must be instructed privately unless the student holds a certificate of exemption. In accordance with state law, a student in the following categories may obtain a certificate of exemption by the Superintendent of the Sumter County Board of Education.

1. A person whose physical or mental condition prevents attendance or makes attendance inadvisable. Such physical or mental incapacities must be certified by the County Health Officer or a licensed practicing physician.
2. A person 17 years of age or older.
3. A person who has completed the course of study of the public schools of the state as now constituted.

Any student not holding a certificate shall be required to attend. Parents are legally responsible for ensuring that their children attend school as prescribed above. Any parent who does not comply with the compulsory attendance laws may be subject to criminal prosecution.

All other absences are unexcused and will be marked accordingly in the attendance register. If a student's absences exceed five days in a nine-week grading period and there is a reason to believe the student was not too ill to attend school, the student may be required to submit a doctor's statement verifying the illness in order for him/her to receive credit for the nine weeks grading period. No passing grade for a nine weeks will be given to a student whose unexcused absences exceed three days. Additionally, no passing grade for a semester will be given to any student whose unexcused absences exceed five days for that semester. No passing grade will be given to any elementary student whose unexcused absences exceed ten days in a year.

Ten absences per semester shall be considered the maximum number of absences allowed for students to receive a passing grade in a class or course. Any absences over ten will be coded unexcused unless there is a verified medical condition or illness that requires additional absences from school. Documentation on this medical condition shall be on file in the school's main office. Attendance in each individual class will be counted to determine if the absence maximum has been exceeded for that class

## **Absenteeism**

An absence is defined as nonattendance in a regularly scheduled class or activity. To be counted present, a student must be present more than 50% of the allotted time period.

## **School Absences**

Regular school attendance is imperative to each child's educational progress. Accordingly, each student is expected to attend school every day school is in session. The Board recognizes that absences from school is sometimes necessary, but absences from school will only be allowed for good and justifiable reasons.

## **Excuses**

In accordance with Alabama law, parents/legal guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home with **two (2) days** following the absence signed by the student's parent/legal guardian for each absence and present it to the Principal or his/her designee. After a total of

ten (10) absences in a school year for elementary and middle school students, the parent/legal guardian of the student will be required to provide medical or legal documentation for absences to be excused. After a total of five (5) absences in a school year for high school students, the parent/legal guardian of the student will be required to provide medical or legal documentation for absences to be excused. All written excuses shall be retained for the remainder of the school year in the Principal's office or other approved location.

## **B. Written Explanation for All Absences Required**

Every student who is absent from school must present to the **school's principal, his/her designee, and teacher** a written explanation or doctor's excuse for the absence. The written explanation/doctor's excuse must be turned in upon the day of return or no more than three days after the absence. After three days, if no written explanation/doctor's excuse is received, the absence is viewed as unexcused. A parent may request from the principal permission for a student to be absent prior to the date of the absent (Examples: funeral, religious reasons, hospitalization). Any student who is absent and who did not receive permission before the absence(s), must submit a written explanation of the absence(s) from the parent, guardian, or other person having control of the student to school officials upon the student's return to school. **NO THAN FIVE (5) WRITTEN EXPLANATIONS will be accepted per semester.**

The **principal** will have the opportunity to review the written permission request/explanation for the absence to determine whether the absence shall be excused or unexcused. The following are considered permissible reasons to have an absence excused.

### **LAWFUL (Excused) Absences**

When a student must miss school, the parent or legal guardian must supply documentation regarding the reason for the absence to the school upon the student's return to school. Absences are listed as unexcused until documentation is received.

Documentation will not be accepted after thirty (30) days without prior approval from a School Administrator or the Attendance Team.

All student absences shall be designated as either excused or unexcused. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

- Student illness/hospitalization;
- Death in the immediate family;



- Inclement weather which would be dangerous to the life or health of the student to attend school as determined by the Principal;
- Legal quarantine
- Prior permission of the Principal and consent of the parent/legal guardian;
- Emergency conditions as determined by the Principal or Superintendent;
- Absence to observe traditional religious of a local, national, or international origin when verified by the student's minister or religious leader;
- Medical/dental appointment (if possible schedule appointments after 12:00 P.M.)
- Participation under subpoena as a witness in a court proceeding
- Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the Principal
- Pregnancy and related conditions or parenting, when medically necessary.

Absence for reasons other than those defined above shall be considered as unexcused. Any student seventeen (17) years of age or older who has not registered within five (5) school days of the beginning of a new school term will be denied admission unless extenuating circumstances are approved by the Superintendent or his/her designee. An exception can be made for a special education student in an Individualized Education Program (IEP) meeting.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up any tests or other work missed. The teacher will determine when work is to be made up.

The student is responsible for finding out what assignments are due and completing them within the specified time period. All other absences are unexcused and will be marked accordingly in the attendance register. If a student's absences exceed five days in a nine week grading period and there is reason to believe the student was not too ill to attend school, the student may be required to submit a doctor's statement verifying the illness in order for him/her to receive credit for the nine weeks grading period. No passing grade for a nine weeks will be given to a student whose unexcused absences exceed three days. Additionally, no passing grade for a semester will be given to any student whose unexcused absences exceed five days for that semester. No passing grade will be given to any elementary student whose unexcused absences exceed ten days in a year. Ten absences per semester shall be considered the maximum number of absences allowed for students to receive a passing grade in a class or course. Any absences over ten will be coded unexcused unless there is a verified medical condition or illness that requires additional absences from school. Documentation on this medical condition shall be on file in the school's main office. Attendance in each individual class will be counted to determine if the absence maximum has been exceeded for that class.

## **UNLAWFUL (UNEXCUSED) ABSENCES**

For students who are entitled to attend public school and who have enrolled in a public school, unlawful absence is defined as:

- A student's willful absences from school with or without the knowledge of the parent;
- A student's absence from school for any reason other than those listed under "Lawful Absences"; or
- When students are not permitted to attend school because they lack proper immunization.

The principal or principal's designee must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated three unlawful absences in a school year. After not more than six (6) unlawful absences, the principal or principal's designee must notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education.

## **MANDATORY ATTENDANCE AND TRUANCY**

Unexcused absences may include any reasons not covered above. Students are considered truant after the tenth (10<sup>th</sup>) unexcused absence. Upon the tenth (10<sup>th</sup>) unexcused absence, a conference is required to develop an attendance improvement plan. Truancy charges may be filed against the student, the parent, or both if unexcused absences continue.

After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal may notify the district attorney and the director of social services of the county where the child resides.

## **SCHOOL RELATED ACTIVITIES**

All classroom activities are important and difficult, if not possible to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school or Sumter County School District;

2. School approved job shadows and other work-based learning opportunities (prior approval by the principal)
3. School-initiated and scheduled activities;
4. Athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. Completions of Alternative School Program. Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. **The student is responsible for finding out what assignments are due and completing them within the specified time period.**

### **EXCESSIVE ABSENCES (TARDY)**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. **Students are expected to be at school on time and to be present at the scheduled starting for each class.**

Students who are excessively tardy to school or class may be suspended for up to two (2) days for such offenses. The principal shall notify parents and take all other steps required for excessive absences.

Each principal will establish a school attendance team to monitor school-wide attendance and design interventions to reduce individual student excused and unexcused absences. Schools will collect and review data regularly to make decisions about individual interventions, targeted group interventions, and school-wide incentives for improved attendance. If a student is absent from school for five (5) or more days in a semester, the attendance committee shall consider whether a specific plan to improve attendance is necessary.

The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work when developing a plan. Interventions could include: 1) parent education/counseling sessions; 2) individual/student counseling; 3) referral to appropriate community agencies; 4) positive behavior supports for students and parents; and 5) assigned time to make-up missed work. Students may be required to attend afterschool, Saturday School (high school level), or summer school to make up missed days.



## **Noncompliance of Attendance and Loss of Credit (Grades 9-12)**

Students enrolled in grades 9 - 12 who are absent from one (1) or more courses for 10 consecutive days for unexcused reasons or 15 days total for unexcused reasons during a full-credit, two-term (18 weeks) course, shall be denied credit for the course(s) in which the unexcused absences have occurred. These students will receive Noncompliance/No Credit (NC) designation on all records. Students enrolled in grades 9 - 12, who are absent from one (1) or more courses for 5 consecutive days for unexcused reasons for 8 days total for unexcused reasons during a half-credit, one-term (9 weeks) course, will be denied credit for the course(s) in which the unexcused absences have occurred. They will receive a Noncompliance/No Credit (NC) designation on all records. Further, students 17 years or older will be withdrawn from school for the remainder of the term if they are absent from school 10 consecutive days for unexcused reasons or 15 days total for unexcused reasons during a term. An exception may be made for a special education student in an Individualized Education Plan (IEP) meeting. An appeal may be made in writing to the local school principal within three (3) days from the date of notification of the loss of credit. The decision of the local school Principal may be appealed to the Superintendent or his/her designee in writing within three (3) days after the hearing at the local school.

## **Student Absences and Participation in School Activities**

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work. Students who are absent from school for an excused or unexcused reason shall NOT be allowed to participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, band, scholars' bowl, beauty walk, etc.).

## **Truancy**

Truancy is the habitual and unlawful absence from school. In accordance with the *Code of Alabama*, the parent/guardian is responsible for requiring any student under his/her control or charge and under 17 years-of-age to attend school (Policy 5.43).

## Early Warning Truancy Prevention Program

The Early Warning Truancy Prevention Program (EWTPP) requires that a weekly report be submitted to the Student Services department for all students between the ages of 6 and 17 having unexcused absences. It further recommends that the parent/legal guardian be notified of their child's third unexcused absence. Upon the occurrence of a fifth unexcused absence, the parent/legal guardian and student are required to attend an EWTPP conference. At the conference, the parent/legal guardian and student are informed of the State's compulsory attendance laws, court procedures, and consequences of further unexcused absences (Policy 5.43).

Any student who accumulates excessive absences in any course will not receive credit for that particular course. A student may not exceed ten (10) unexcused absences per semester. If the maximum number of absences is exceeded, credit for that course may be allowed only if the superintendent or his/her designee determines that the excessive absences were due to medical reasons as certified in writing by a licensed physician. Moreover, in such cases, the superintendent or his/her designee may require additional documentation relating to absences and may require the student to make arrangements for alternative educational instruction through a Board-recognized program. All decisions of the superintendent shall be final. On the other hand, if exceeded absences are not verified by a licensed physician or superintendent, the student has failed that semester.

### **E. Makeup Work/Assignments**

A student shall have the opportunity to **make up** examination(s) or assignment(s) that occurred **during an excused absence**. Makeup work must be completed as soon as possible after returning to school. **It shall be the responsibility of the student or the student's parent(s) or guardian to arrange with each teacher to make up work.** A teacher may require the student to make up work after school hours, in which case advance notice will be given to allow the student to arrange for necessary transportation.

## EXTRACURRICULAR ACTIVITIES

Extracurricular activities are organized and supervised activities conducted under the authority of the school system or an element thereof. These activities primarily involve students in programs other than a classroom situation, and for which **no credit** separate from an approved course, shall be given **towards graduation**. For example, extracurricular activities may include, but not limited to, athletics, school clubs, scholastic teams, musical activities, theatrical activities, student government, student publications, and other activities.

Participation in extracurricular activities is a privilege for students and is not a matter of right. Student participation in extracurricular activities may be restricted for any reason in accordance with state, federal and local law.

## STUDENT PUBLICATIONS

School-sponsored publications may be used as educational devices developed as part of the curriculum, primarily to benefit those who compile, edit, and publish them. School publications may also be extra-curricular activities.

Student publications may offer students the opportunity to share a variety of viewpoints; however, all publications must conform to the basic educational goals of the school. Accordingly, local school officials will retain final editorial control over the style and content of the publication and may govern the time, place, and manner of the distribution of the publication. No publication that causes substantial disruption of or interferes with school activities, school affairs, or the lives of others, will be allowed.

## SAFE AND DRUG-FREE SCHOOLS

The Sumter County School System is committed to providing a learning environment free from alcohol, drugs, controlled substances, and weapons. This Code of Conduct includes substances consequences for those who violate its provisions relating to drugs, alcohol, controlled substances, and weapons. The Board's policy is "**zero tolerance.**" The Board is sympathetic to assisting parents with the dispensing of both prescription and non-prescription/over-the-counter medications. Specific instructions concerning the dispensing of medications are available at the local schools. Failure to follow the local school directives can result in the student being disciplined under the Class IV section of the Student Code of Conduct. **The possession, use, sale, attempted sale, attempted possession or any other involvement with drugs, alcohol, controlled substances, or weapons will not be tolerated** and will subject the violating individual to immediate disciplinary action, up to and including, expulsion. Violation of Board and State policies, rules, and regulations involving drugs, alcohol, controlled substances, weapons, or physical harm to persons may subject the student, parent, or another individual to

criminal charges and restriction from entering the public schools of the State of Alabama. In accordance with state law, the Board also strictly prohibits an individual from bringing firearms to Board facilities or the possession of firearms in a Board facility, on Board property, on school buses, at Board or school-sponsored functions, or at any Board or school-related activity. Any violation regarding firearms will result in intervention by appropriate law enforcement authorities and may also result in the expulsion of the student from the school system.

## **POLICY ON PROHIBITED SEXUAL HARASSMENT**

As a type of unlawful sex discrimination, and as conduct that is inherently inappropriate in the educational setting, sexual harassment in all forms is prohibited in facilities, at functions, and programs owned, operated, or sponsored by the Sumter County Board of Education. Employees, students, and others who are harassed or who may have been sexually harassed are encouraged to reporting and complaint procedures approved by the Board. No adverse action will be taken against any employee or student making a good faith report or allegation of sexual harassment. Following an appropriate investigation, any employee found to have engaged in prohibited sexual harassment will be subject to disciplinary sanctions, including suspension or termination, and the Board will implement any additional corrective or remedial measures deemed appropriate under the circumstances.

Sexual harassment consists of un-welcomed sexual advances, requests for sexual favors, and any other physical or verbal conduct of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition (either explicitly or implicitly) of employment, educational opportunity or other benefits provided by the school system;
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, educational opportunities, or other benefits provided by the school; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working, learning or educational environment.

The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances.

1. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
2. Repeated unwelcome solicitation of sexual activity or sexual contact;
3. Unwelcome, inappropriate sexual touching;

4. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment or educational status.

Information about complaint reporting and resolution is available from the Superintendent or the Director of Compliance.

## **SEXUAL HARASSMENT COMPLAINT REPORTING AND RESOLUTION PROCEDURES for Students**

*(Sumter County Board Employees should refer to employee handbook)*

The following complaint reporting and resolution procedures apply to instances of actually suspected sexual harassment as defined and prohibited by law and Board policy.

### **A. STUDENT COMPLAINT RESOLUTION PROCEDURE**

#### **1. Reporting Harassment**

Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, assistant principal, or other school officials, who, in turn, should promptly apprise the Superintendent of the reported incident. A student may choose to make his or her report for sexual harassment to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, teacher, or another school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

#### **2. Local Investigation and Resolution**

Some cases are most appropriately resolved by investigation and disposition at the school site in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without resorting to or other complaining party, the student or his representative should contact the Director of Compliance immediately.

#### **3. Formal Complaints**

**Persons Responsible For Receiving and Investigating of Formal Complaints.** The Superintendent is the primary school system official responsible for receiving formal complaints of sexual harassment. If the Superintendent is unavailable or is the subject of the complaint, the student may present the complaint to other official designated by the Superintendent for that purpose.

## **Filing the Complaint.**

All formal complaints of sexual harassment should be submitted to the Superintendent. Because an accurate record of the charges is required to fully investigate a complaint, the complaint should fully describe all circumstances giving rise to the complaint and be signed by the complainant. Under no circumstances (e.g., disability, illiteracy, etc.), the Superintendent may assist the complainant in reducing the complaint to writing.

## **Investigation.**

After a formal complaint is received, the Board's representatives should promptly investigate the complaint, may review the results of any investigation with appropriate administrators, legal counsel, or other officials, should prepare factual findings and, if appropriate, recommend action on the basis of the investigation of findings. The complaining party or his/her representative will be informed of the disposition or recommended disposition of the complaint.

Review by superintendent or Board of Education. If the complainant is not satisfied with the action proposed to be taken in response to a complaint, he or she may request that the Superintendent further review the complaint. If necessary, the Superintendent to the Board of Education for further review and action. The Board will render a final decision on any appeal it considers as soon as is practicable.

### **C. CONFIDENTIALITY**

To the extent practicable, all reports of sexual harassment should be kept confidential. Complete confidentiality cannot be guaranteed.

### **D. RETALIATION IS PROHIBITED**

Any form of retaliation or adverse action taken in response to a good faith report of sexual harassment is expressly prohibited.

### **E. PROVIDING FALSE INFORMATION**

Any student who falsely, and in bad faith, accuses another of sexual harassment, or who otherwise knowingly provides false information regarding sexual harassment, may be subject to disciplinary action in accordance with the Student Code of Conduct.

### **F. PENALTIES FOR VIOLATION**

**Employees.** Any employee who sexually harasses a student, employee, or another person in violation of the Board's sexual harassment policy, or who impedes or refuses to cooperate with a Board investigation into allegations of sexual harassment, will be subjected to appropriate disciplinary action up to and including termination

**Students.** Any student who sexually harasses another student or person in violation of the Board’s sexual harassment policy, or who refuses to cooperate with a Board investigation into an allegation of sexual harassment, will be subjected to punishment in accordance with the Student Code of Conduct.

G. Superintendent may be reached at the following address:

**Sumter County Board of Education  
P. O. Box 10  
Livingston, Alabama 35470  
(205) 652-9605**

*The foregoing procedures are intended to provide an effective means of enforcing the Sumter County Board of Education’s strict prohibition against sexual harassment and to facilitate the reporting, processing, and resolution of sexual harassment complaints. Accordingly, they may be flexibly applied as appropriate and necessary to serve their intended purpose, and are not intended to limit the right or authority of the Sumter County Board of education to address or respond to complaints of sexual harassment or related misconduct.*

## **WRITTEN COMMUNICATIONS**

The Sumter County Board of Education and its employees may notify parents, guardians and students of information through written communications or phone using webcast. Although the Board may elect to use various methods of providing those communications to parents and guardians, it is the ultimate responsibility of each student to notify his or her parent or guardian of all written communications provided to him or her by the Board or a school. A failure to do so may result in disciplinary action against the student.

## **PROBLEM SOLVERS**

The Sumter County Board of Education utilizes a grievance procedure called “Problem Solvers.” Most situations are more appropriate for informal conciliation at the local school level. Accordingly, parents, students and other individuals are expected to attempt to resolve problems at the local level by dealing with instructors and administrative staff. If there is any parent, student, or other individual who is not satisfied with the local school resolution or is otherwise unable to resolve the problems at the local level, may utilize the Board’s Problem Solver Procedure as a means of appeal or formal complaint. This appeal will go directly to the Board’s Hearing Officer. Problem Solvers must be written and submitted on the Board’s Problem Solver form to the Board’s Hearing Officer within thirty (30) days of the action that has given rise to any complaint, or it will not be considered. For further information on the Problem Solver Process, contact the Board’s Hearing Office



**Sumter County Board of Education**  
**P. O. Box 10**  
**Livingston, Alabama 35470**  
**(205) 652-2271**

## **DISCIPLINE**

Violations of the Sumter County Board of Education's Code of Student Conduct are generally grouped into three classes: **Minor Offenses (Class I)**, **Intermediate Offenses (Class II)** and **Major Offenses (Class III)**. The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken.

Some problems are best handled by classroom personnel without resorting to the more formal procedures contained within this Student Code of Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral (Ex: Phone Call), or written contact with the child's parent or guardian, when feasible, and by scheduling conferences with parents, guardians and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the school's disciplinary team, the principal or his or her designee.

When a student is referred to the principal or his or her designee, the principal will then, through investigation, have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed to provide an explanation—to admit or refuse any charges—prior to any final disciplinary action taken after a timely investigation by the principal or designee.

For any offense which an in-school parental conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. No student will be allowed to return to school until the parent or guardian conference is held.

**For offenses which are being investigated as a Class III offense**, the principal or designee should apprise the student of the suspected or pending charges and should provide the student with an opportunity to admit or refute those charges. This procedure is called a "Disciplinary Hearing". It should be noted that any statement the student makes may be used to prove the student's culpability regarding the charge. Any charges involving school, drugs, weapons, aggressive behavior, or suspected crime may result in intervention by law enforcement authorities or by the Department of Human Resources. Any dangerous or illegal items may be confiscated and turned over to law enforcement authorities immediately.

Following the disciplinary hearing, investigation, and review of the facts surrounding the charge, if the principal or his/her designee finds the student to be guilty of the charges



scheduled under Class III Offenses, the student will be suspended, pending a hearing at the Sumter County Board of Education's Hearing Officer's Department. The administrative hearing officer will determine whether a student is guilty of the charge/charges and the appropriate disciplinary action which should be taken if a student is found to have committed the offense charge.

All suspensions subject to an administrative hearing will remain in full force and effect until either an administrative hearing is held or the student is expelled. School officials must contact the Hearing Officer and should forward a copy of the Due Process Referral Form for Class III Offenses and other pertinent information to the Hearing Officer. The hearing officer will contact the parents within five (5) days of the referral.

## **APPEALS**

Students charged and disciplined under Class I and Class II procedures will not have the right to appeal any decision beyond the local school level. However, students charged under the Class III schedule may request an appeal of the decision of the local school to the Hearing Officer. Appeal options may be discussed with the Hearing Officer at that time. However, the suspension will remain in effect until the matter is resolved.

## **USE OF DIGITAL DEVICES DURING THE ADMINISTRATION OF A SECURE TEST**

### **Student Policy**

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

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

**The Sumter County Board of Education personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication including the system's web page.**

## **Sumter County School District Student Use of Technology Agreement and Release of Liability Form**

The Sumter County School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement.

The district reserves the right to suspend access at any time, without notice, for any reason. The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement (Student Code of Conduct Acknowledgement Form) as an indication that they have read and understand the agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

### **Student Obligations and Responsibilities**

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.
9. The use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The student(s) will be held responsible for any damages or misuse they cause to any district issued equipment and may incur the following cost for repair/replacement:

1. Computer (Laptop/desktop computer).....\$600.00
2. Headset.....\$25.00
3. Charging cables.....\$45.00
4. Mobile Device (ios/window os/android).....\$600.00
5. Keyboard/Mouse.....\$25.00

Payments are to be made to the school or district office.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

## **Personally Owned Devices**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request. Reporting If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation -Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

### **Acknowledgements**

Student:

By signing the Acknowledgment Page at the end of this Sumter County Code of Student Conduct acknowledges that I (the student) have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

### **Acknowledgements**

Parents/Legal Guardian:

By signing the Acknowledgement Page at the end of this Sumter County Code of Student Conduct acknowledges that I (The Parent or Legal Guardian) have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement at the end of this student code of conduct, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

## ***Student Bullying Prevention Act Policy***

### Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

### Section 2: Definitions

In this policy, these terms shall have the following meanings:

(a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To Constitute Bullying, a pattern of behavior may do any of the following:

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

(b) "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

(c) "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

(d) "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action cause fear harm. The Intention May Be Communicated Through An electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

(e) "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

(f) "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student

(g) "Student" as used in this policy means a person who is enrolled in Sumter County public school system.

### Section 3: Description of Behavior Expected of Students

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required

(1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation;

(2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and

(3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristics of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

#### Section 4: Consequences for Violations

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

#### Section 5: Reporting, Investigation, and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon Receipt of The Complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence considering the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

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

#### Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each

school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

**Source:** Sumter County Board of Education, Livingston, Alabama

**Adopted:** January 22, 2019

**Legal Ref:**



## Common Forms of Bullying

[Please note that this is not intended to constitute an exhaustive list]

### Verbal Bullying:

Teasing Name-calling, Inappropriate sexual comments  
Taunting Threatening to cause harm  
Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

### Social Bullying

Exclusion – intentionally excluding a student  
Telling other students not to be friends with someone  
Spreading rumors about someone  
Embarrassing someone in public  
Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

### Physical Bullying

The victim's personal boundaries are violated:  
Hitting/kicking/pinching  
Spitting  
Tripping/pushing  
Taking or breaking someone's things  
Making mean or rude hand gestures  
Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

### Cyberbullying

Intimidating text messages or emails  
Rumors by email or social networking sites  
Embarrassing pictures and videos  
Trolling  
Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Helpful resources: "Best Practices in Bullying Prevention," found at <http://stopbullyingnow.hrsa.gov>.

# Sumter County Schools

## Complaint Form

School System: \_\_\_\_\_ School Name: \_\_\_\_\_  
Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

INFRACTION REPORTED BY: _____ STUDENT _____ PARENT/GUARDIAN _____			
<i>Date of Incident</i>		<i>Time</i>	
<i>Specific Location of Incident</i>			
DESCRIPTION			
OTHER INFORMATION			

The *Jamari Terrell Williams Student Bullying Prevention Act*, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

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

Student: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

## FORMS

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians and employees by publication on the Sumter County Board of Education's website and inclusion in the Board policy and the *Student Code of Conduct*. Copies of both the *Student Code of Conduct* and the Board Policy will be available in the principal's office, the library of each local school, and the Superintendent's office.

## **ANTI-HARASSMENT**

The Sumter County Board of Education is committed to protecting its students and teachers from harassment, violence, threats of violence, and intimidation. The Board believes that all students and teachers are entitled to a safe, harassment-free school environment in which both students and teachers can realize their maximum potential and engage fully in the learning/teaching process. Conduct that constitutes harassment, violence, threats of violence, or intimidation, as defined herein, is prohibited.

### **EXPECTED BEHAVIOR**

Students are expected to treat each other with courtesy, respect, and dignity, and to comply with Board policies. Students are to refrain from conduct that may humiliate, ridicule, defame, demean, or intimidate other students, or place them in fear of being subjected to violence, injury, harm to his or her person, or damage to his or her property.

### **PROHIBITED CONDUCT**

No student shall be subjected to harassment, violence, threats of violence, or intimidation, by employees, students or third parties, on school property, or on a school bus, while waiting for or departing from a school bus, or at a school-sponsored function or event. Any student who violates this policy will be subject to appropriate disciplinary action which may include any sanction, penalty or consequence that is available to school officials under the Student Code of Conduct. Any employee who violates this policy shall be subject to appropriate disciplinary action in accordance with Board policy and state and federal law.

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

- race
- color
- gender
- religion
- national origin
- disability
- age
- ethnicity
- genetic information
- pregnancy, childbirth or related medical condition
- socio economic status
- family background
- linguistic preference
- sexual orientation
- marital status

- political beliefs; or
- physical appearance

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

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

**B. “Violence”** means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

**C. “Threat of Violence”** means an expression of intention to inflict injury to another student or damage to the property of another student with the apparent ability to carry out that threat.

**D. “Intimidation”** means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

### **REPORTING INCIDENTS OF HARASSMENT**

Harassment may be reported by a student, parent, guardian, or other stakeholders to an administrator, teacher, counselor, or other staff members at the student’s school. At the option of the person reporting the incident, the report may be made either by name or anonymously either verbally or in writing. Reports of harassment also may be made by emailing or calling the Superintendent at 205/652-9605.

Any employee to whom harassment is reported must promptly document the report and forward it to the principal or designee. Any employee who witnesses an incident of harassment or who otherwise learns that a student is being harassed must promptly submit a written report to the principal or designee. The principal or designee shall ensure that proper documentation is maintained throughout the investigation and resolution of the matter.

If the reporting student or the parent or guardian of the student feels that the school is not taking appropriate steps to investigate or address the problem even after consulting the school principal, the student or the parent or guardian should contact the Superintendent.

Students who believe that another student at their school is being harassed are urged to inform a teacher, counselor, administrator or other staff member.

The District prohibits retaliation against any person who reports harassment or participates in an investigation of harassment. Schools shall keep reports of harassment confidential to the extent consistent with a thorough investigation.

An employee who fails to comply with the requirements of this policy may be subject to disciplinary action, up to including termination of employment.

## **RESPONDING TO INCIDENTS OF HARASSMENT**

School staff are expected to intervene immediately when they see a harassment incident occur or upon receipt of any report of harassment. The following actions will be taken when harassment is reported:

### **1. Investigation**

Upon receipt of any report of harassment, the principal or designee will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), and staff members and reviewing video surveillance, if available. School resource officers, school counselors, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. The school shall keep confidential the results of the investigation.

### **2. Notification**

At an appropriate time during or after the investigation, the parent or guardian of both the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

### **3. Disciplinary Action**

Any student in violation of this policy will be subject to appropriate disciplinary action which may include any sanction, penalty or consequence that is available to school officials under the Student Code of Conduct. In determining the appropriate disciplinary action consideration will be given to the record of the incident as a whole and to the totality of the circumstances, including the age, maturity level, and prior disciplinary history of the alleged offender during the current school year. If circumstances warrant, the school system, in its discretion, may report violations of this policy to the Sumter County Sheriff Department, or to an applicable city police department or Juvenile Court. Punishment shall conform with applicable federal and state laws as well as school discipline policies as set forth in the Student Code of Conduct.

### **4. Follow Up**

Follow up is important to the accused and the victim. Each school must implement a planned method to provide after-care and follow up and to reiterate to the school

tycommunity the previously stated prohibition on retaliation. If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of harassment and students who commit an offense of harassment.

## **PROHIBITION OF RETALIATION**

The Sumter County Board of Education encourage students, faculty, and staff to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of harassment. Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in legally protected activity, such as alleging harassment, making a complaint or assisting in an investigation of harassment. Examples of retaliatory actions include bullying, intimidation, threats, coercion, or action that would dissuade a reasonable person from filing a complaint or participating in an investigation of harassment.

Students and employees are protected against retaliation for his or her opposition to harassment as long as they have a reasonable and “good faith” belief that the complained of conduct constitutes harassment, even if it turns out the complainant was mistaken as to the legality of the conduct. It is a violation of the Sumter County Board of Education’s policy to retaliate against the complainant(s), respondent(s), witnesses or others involved in the review of such complaints. Any student, staff or faculty member who retaliates against another student is in violation of the Sumter County Board of Education’s anti-harassment policy and is subject to disciplinary action.

However, it is expected that this policy shall not be used to bring frivolous or malicious complaints against students, faculty or others. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

Persons who believe they have been retaliated against in violation of this policy should report the incident(s) to their principal or school counselor. If the person believes for any reason they cannot effectively communicate their concern through the building principal or counselor they can address the matter directly with the Director of Compliance or the Superintendent. Complaints of retaliation will be immediately investigated using the same procedure established for the investigation of complaints of harassment set forth in this Policy.

## **FORMS**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians and employees by publication on the Sumter County Board of Education’s website and inclusion in the Board policy and the Student Code of Conduct. Copies of both the Student Code of Conduct and the Board Policy will be available in the principal’s office and library of each local school, the office of the Director of Compliance, and the Superintendent’s office.



**SUMTER COUNTY SCHOOLS  
BULLYING OR HARASSMENT REPORTING FORM**

Directions: Bullying and harassment are serious acts and will not be tolerated. This is a form to report alleged bullying and harassment that occurred on school property; at a school-sponsored activity or an event off school property; on a school bus; or on the way to and /or from school, in the current school year. If you wish to report an incident of alleged bullying and harassment, complete this form and return it to the Principal at the student/victim's school. Contact the school for additional information or assistance at any time.

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_ School: \_\_\_\_\_  
                  Month    Day    Year

<b>Person Reporting Incident (Please print)</b>
<b>Name:</b> _____
<b>Telephone:</b> _____ <b>E-mail:</b> _____

1. Name of student victim: \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_\_

2. Name(s) of alleged offender(s) (if known): \_\_\_\_\_ School (If known) \_\_\_\_\_  
\_\_\_\_\_

3. Where did the incident occur (choose all that apply)?  
 On school property     At a school-sponsored activity or event off school property  
 Other                     On a school bus                     On the way to/from school

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying or harassment that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Electronic communication (specify) \_\_\_\_\_
- Other specify) \_\_\_\_\_

5. What did the alleged offender(s) say or do?

---

---

---

---

6. Do you have any information to share about why the bullying or harassment occurred?

---

---

---

---

---

7. Is there any additional information you would like to provide?

---

---

---

---

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DISCIPLINARY ACTIONS CLASS I MINOR OFFENSES**

- 1.01 Excessive distraction of other students**  
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. \*\*\*\*Examples: talking excessively, interrupting class functions, chewing gum, out of seat without permission, yelling out, provoking other students.\*\*\*\*
- 1.02 Unexcused Tardiness**  
Reporting late or departing early from school a total of four (4) times per semester (Grades K-12)
- 1.03 Inappropriate public display of affection**  
Including, but not limited to, embracing and kissing
- 1.04 Unauthorized absence from class or school**
- 1.05 Intentionally providing false information to a School Board Employee**
- 1.06 Horseplay/Running/Shoving**
- 1.07 Possession of Beeper, Cellular Phone, Tablet, or Other Similar Devices (with the exception of the “Bring Your Own Device” Policy)**
- 1.08 Use of Abusive, Profane, or Obscene Language or Gestures towards another student**
- 1.09 Inciting or Participating in minor student disorder**  
Initiating or leading disruption either in the classroom, hallway, etc. (Example: Food Fight)
- 1.10 Out of required school uniform as defined in the “Uniform Dress Code” section of the Student Code of Conduct unless authorized by the school administrator (Example: Dress Out Day).....Refer to page**

**NOTE: Parents will be notified immediately upon each class offense**

## CLASS I MINOR OFFENSES DISCIPLINARY ACTIONS

	1 <sup>ST</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4 <sup>th</sup> Occurrence	5 <sup>th</sup> Occurrence
<b>1.01</b> Excessive Distractions of Other Students	Teacher/Parent/ Student Conference	Teacher/Parent/ Student/ Conference with Administrator  Corporal Punishment  Saturday School (HS)	3 Days Out-of- School Suspension (OSS)	5 Days Out-of- School Suspension (OSS)	
<b>1.02</b> Unexcused Tardiness	Warning	Parental Conference	Detention  Saturday School (HS)	Referral to Administrator  Use of Tardy Monitoring Sheet	Referral to Truancy Officer  Use of Tardy Monitoring Sheet
<b>1.03</b> Inappropriate Public Display of Affection	Teacher/Student Conference	Counseling Referral	Detention  Saturday School (HS)	2 Days Out-of- School Suspension (OSS)	3 Days Out-of- School Suspension
<b>1.04</b> Unauthorized absence from class or school	Teacher/Student/ Parent Conference	1 Day Out-of- School Suspension (OSS)	3-5 Days Out-of- School Suspension (OSS)	Referral to Alternative School	
<b>1.05</b> Intentionally providing false information to a School Board Employee	Teacher/Student/ Parent Conference	1-2 Days Out-of- School Suspension	3-5 Days Out-of- School Suspension	Referral to Alternative School	
<b>1.06</b> Horseplay/Running/ Shoving	Warning by Teacher/Administrato r	Parental Contact	1-2 Days Out-of- School Suspension (OSS)	3-5 Days Out-of- School Suspension (OSS)	
<b>1.07</b> Possession of Beepers, Cell Phone, iPad, or other Wireless Device	Teacher/ Student Conference or Confiscation and return to parent	Confiscation and return to parent upon receiving \$25 fine	Detention  Confiscation and return to parent upon receiving \$50 fine	Confiscation and return at the end of the current school year	
<b>1.08</b> Use of Abusive, Profane, or Obscene Language or Gestures towards another student	Corporal Punishment by Principal or Designee/Parent Conference with administrator/Referra l to counselor	Parent Conference with Administrator  One day out of school suspension	Counseling Referral  1-3 Days out of school Suspension	Level II Disciplinary Action	
<b>1.09</b> Inciting or Participating in Minor Student Disorder	Teacher/Parent/ Student Conference	Teacher/Parent/ Student/ Conference with Administrator Corporal Punishment	3 Days Out-of- School Suspension (OSS)	5 Days Out-of- School Suspension (OSS)	

<b>1.10</b> Out of required school uniform as defined in the Student Code of Conduct	Warning and parent notified to bring correct clothing	1 Day Out-of-School Suspension	2 Days Out-of-School Suspension (OSS)		
---	---	--------------------------------	---------------------------------------	--	--

## DISCIPLINARY ACTIONS CLASS II INTERMEDIATE OFFENSES

- 2.01 Disrespect to a Board employee**  
Any verbal or nonverbal conduct and/or behavior, whether it be obscene, profane, offensive language or gestures, directed toward a Sumter County Board Employee that is rude and discourteous.
- 2.02 Vandalism**  
Intentional and deliberate action resulting in injury or damages to public property or the real or personal property of another. In such case, the parent and/or guardian will be responsible for any monetary fees due to injuries or damages.
- 2.03 Stealing-Larceny-Petty Theft**  
The intentional, unlawful taking and/or carrying away of property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.
- 2.04 Gambling**  
The intentional, unlawful participation in gambling activities.
- 2.05 Possession of stolen property with the knowledge that it is stolen**
- 2.06 Use of obscene manifestations (verbal, written, gesture) directed towards another person.**
- 2.07 Trespassing**  
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart or refuses to do so.
- 2.08 Possession of Obscene, Pornographic, or Sexual Explicit Material(s)**
- 2.09 Multiple Class I Offenses**  
Three (3) Class I offense will result in a Class II offense
- 2.10 Fighting**  
Physical conflict between two or more individuals (e.g., fisticuffs). This offense carries an automatic three (3) day suspension. \*\*\* (Due to the inherent disruption of this offense, the suspension may take place immediately). \*\*\*
- 2.11 The use of a laser pointer or other similar devices**

- 2.12 Offensive Touching of Another Person**
- 2.13 Unsolicited Written or Verbal Propositions to Engage in Sexual Acts**
- 2.14 Possessing and/ or igniting Fireworks, Firecrackers or Smoke Bombs**
- 2.15 Unjustified Activation of a Fire Alarm System**
- 2.16 Continued Failure to Bring Materials, including homework, to Class/Complete Class Assignment**
- 2.17 Failure to Follow Directions Relating to Safety and Order in Class, School, or School-Sponsored Activities**
- 2.18 Possession and/or Use of Tobacco/Facsimile Products**
- 2.19 Distribution and/or Sale or Purchase of Tobacco/Facsimile Products**
- 2.20 Possession and/or Use of Matches or Lighters**
- 2.21 Intentional Threat on School District Employee or Agent**
- 2.22 Intentional Threat on a Student**
- 2.23 Use of A Device To Record A Fight**
- 2.24 Leaving School Grounds or the Site of Any School Activity Without Permission**
- 2.25 Refusal to Attend or Participate in Previously Assigned Discipline**
- 2.26 Unauthorized Use of Instructional Technology (Examples: Computer Lab, Library, Teacher’s Laptop, iPad, or Computer)**
- 2.27 Cheating and/or Copying the Work of Others**
- 2.28 Extortion**

**NOTE: Parents will be notified immediately upon each class offense.**

## CLASS II INTERMEDIATE OFFENSES DISCIPLINARY ACTIONS

	<b>1<sup>ST</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>4<sup>th</sup> Occurrence</b>
<b>2.01</b> Disrespect to a School Board Employee	Mandatory 3 Days Out-of-School Suspension (OSS)	Mandatory 5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.02</b> Vandalism	Restorative Justice  5 Days Out-of-School Suspension (OSS)	Pay Assessed Damages  10 Days Out-of-School Suspension	Referral to Alternative School  Expulsion	
<b>2.03</b> Stealing-Larceny-Petty Theft	Pay Assessed Value of Item Stolen  3 Days Out-of-School Suspension	Pay Assessed Value of Item Stolen  3-5 Days Out-of-School Suspension (OSS)	Pay Assessed Value of Item Stolen  Automatic 5 Days OSS  Alternative School Referral	Restorative Justice  6 – 10 Days Out-of-School Suspension (OSS)
<b>2.04</b> Gambling	Parent Conference  1 – 3 Days Out-of-School Suspension	5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.05</b> Possession of Stolen Property with the Knowledge That It Is Stolen	Return Property  3 Days Out-of-School Suspension	Return Property  5 Days Out-of-School Suspension	Referral to Alternative School	
<b>2.06</b> Use of obscene manifestations (verbal, written, gesture) directed towards another person	Verbal Warning Depending on Severity  If severe, corporal punishment or 1-2 days Out-of-School Suspension (OSS)	3-5 Days Out-of-School Suspension  Parental Conference	5 Days Out-of-School Suspension	Referral to Alternative School
<b>2.07</b> Trespassing	3 Days Out-of-School Suspension (OSS)	5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.08</b> Possession of Obscene, Pornographic, or Sexual Material(s)	1-3 Days Out-of-School Suspension (OSS)	3-5 Days Out-of-School Suspension (OSS)	Automatic 5 Days Out-of-School Suspension	
<b>2.09</b> Multiple Class I Offenses	3-5 Days Out-of-School Suspension	Automatic 5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.10</b> Fighting	3 Days Out-of-School Suspension (OSS)	5 Days Out-of-School Suspension	5 Days OSS  Referral to Alternative School	
<b>2.11</b> The Use of a Laser Pointer or Other Similar devices	Confiscate and Return to Parent	Confiscate  3-5 Days Out-of-School Suspension (OSS)	Confiscate/5 Days Out-of-School Suspension  Alternative School Ref..	



**CLASS II INTERMEDIATE OFFENSES  
DISCIPLINARY ACTIONS**

	<b>1<sup>ST</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>4<sup>th</sup> Occurrence</b>
<b>2.12</b> Offensive Touching of Another Person	1-2 Days Out-of-School Suspension (OSS)	3-5 Days Out-of- School Suspension (OSS)	5 Days OSS	Intervention and/or Prosecution by Law Enforcement
<b>2.13</b> Unsolicited Written or Verbal Propositions to Engage in Sexual Acts	3 Days Out-of-School Suspension (OSS)	Parent Conference  5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.14</b> Possessing and/or igniting Fireworks, Firecrackers, or Smoke Bombs	Parent Conference  3 Days Out-of-School Suspension (OSS)	5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.15</b> Unjustified activation of a Fire Alarm System	1 – 3 Days Out-of-School Suspension (OSS)  Corporal Punishment	3 – 5 Days Out-of- School Suspension (OSS)	Referral to Alternative School	
<b>2.16</b> Continued Failure to Bring Materials to Class/Complete Class Assignment	Parent Conference	In-School Suspension (ISS)/Administrative Conference  Corporal Punishment	1-3 Days Out-of-School Suspension (OSS)	
<b>2.17</b> Failure to Follow Directions Relating to Safety and Order	Parent/Teacher Conference  1 Day Out-of-School Suspension/Saturday School (HS)	2-3 Days In-School Suspension  Corporal Punishment	4-6 Days Out-of-School Suspension (OSS)  No Attendance to After- School Activities	Alternative School  Non Attendance to Any and All School Activities
<b>2.18</b> Possession and/or Use of Tobacco/Facsimile Products	Parent/Administrative Conference  3 Days Out-of-School Suspension (OSS)	Parent/Administrative Conference  4-6 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.19</b> Distribution and/or Sale or Purchase of Tobacco/Facsimile Products	Parent/Administrative Conference  3-5 Days Out-of-School Suspension	Referral to Alternative School  Expulsion		
<b>2.20</b> Possession and/or Use of Matches or Lighters	Parent/Administrative Conference  3-5 Days Out-of-School (OSS)	Referral to Alternative School		
<b>2.21</b> Intentional Threat on School District Employee or Agent	Parent/Administrative Conference  Mandatory 5 Days Out-of- School Suspension (OSS)	Referral to Alternative School		
<b>2.22</b> Intentional Threat on a Student	Parent/Administrative Conference  Mandatory 3 Days Out-of- School Suspension (OSS)	Parent/Administrative Conference Mandatory 5 Days Out- of-School Suspension (OSS)	Referral to Alternative School	

## CLASS II DISCIPLINARY ACTIONS

	<b>1<sup>ST</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>4<sup>th</sup> Occurrence</b>
<b>2.23</b> Use of A Device to Record and Post Any Unauthorized Incidents or Events, etc.	Parent/Administrative Conference Confiscation of Device (Return to Parent) 3 Days Out-of-School Suspension	Confiscation of Device (Return to Parent at the end of school year)  5-10 Days OSS	Confiscation of Device  Referral to Alternative School	
<b>2.24</b> Leaving School Grounds or Site of Any School Activity Without Permission	3 Days Out-of-School Suspension (OSS)  Behavior Contract	5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.25</b> Refusal to Attend or Participate in Previously Assigned Discipline	3 Days Out-of-School Suspension (OSS)	5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	
<b>2.26</b> Unauthorized Use of Instructional Technology	Suspension of Usage (10 – 30 days)  Conference with Teacher, Student, Administrator	Suspension of Usage (30 days)  1-3 Days Out-of-School Suspension (OSS)  Parent Conference	Referral to Alternative School	
<b>2.27</b> Cheating and/or Copying the Work of Others	Automatically Receive Grade of '0' on assignment  Parent/Teacher Conference	Automatically Receive Grade of '0' on assignment  2 Days Out-of-School Suspension (OSS)  Parent Conference	Automatically Receive Grade of '0' on assignment  5 Days Out-of-School Suspension (OSS)	
<b>2.28</b> Extortion	3 Days Out-of-School Suspension (OSS)  Parent Conference	5 Days Out-of-School Suspension (OSS)	Referral to Alternative School	

## **CLASS III MAJOR OFFENSES**

### **GRADES K-12**

Commission of a Class III offense by any student is punishable by suspension to the Sumter County Alternative School. Students should be aware that the hearing officer may recommend expulsion from the Sumter County School System for a Class III offense if, after investigation, the student is found guilty. Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate.

## **EXCEPTIONAL EDUCATION STUDENTS**

(See Exceptional Education Section)

### **MAJOR OFFENSES—CLASS III**

#### **3.01 Robbery**

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

#### **3.02 Burglary of School Property**

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

#### **3.03 Criminal Mischief**

Willful and malicious injury or damages at or in excess of \$200.00 to public property, or to real or personal property belonging to another.

#### **3.04 Aggravated Battery**

Battery upon students/fighting, intentionally causing great bodily harm, disability or permanent disfigurement: use of a deadly weapon

#### **3.05 Inciting or Participating in Major Student Disorder**

Leading, encouraging, initiating, or participating in (major) disruptions which result in the destruction or damage of private or public property or personal injury to participants or others. (Ex: Initiating A Fight or Altercation); DOES NOT INCLUDE STANDING AROUND WATCHING A FIGHT!!!

**3.06 Sexual Acts**

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

**3.07 Bomb Threat and/or Threats of Expulsion**

**3.08 Possession of a knife, including larger pocket knives, switchblades or hunting knives, or other objects as defined by state law to be deadly weapons or dangerous instruments; or the possession of any knife or other object which is used in a threatening as capable of inflicting physical harm.**

**3.09 Sabotage of a computer or computer system which results in, but not limited to, the following”**

- (A) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
- (B) Computer tampering which cause a major disruption in the educational process.
- (C) Distribution of restricted computer passwords
- (D) Introduction of unauthorized software into computer system.

**3.10 Threat to a School Board Employee**

Threatening to injure or to do harm of any kind to a School Board employee.

**3.11 Refusal by students to honor the lawful request made by the Administration**

**3.12 Being under the influence of drugs and/ or alcoholic beverages**

**3.13 Simple Assault on a School Board Employee**

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

**3.14 Possession or use of mace, pepper spray or other substances which has the potential to cause serious bodily harm.**

**3.15 Bullying**

Repeatedly forcing an individual to act by either physical force or intimidation. This includes threatening or intimidating students without actual physical contact and attempts to hurt another or actions which cause reasonable fear or immediate bodily harm. This also includes technology-related bullying such as cyberbullying, cyberstalking and sexting. *(See Complete Bullying Policy)*

**3.16 Harassment**

Continuous unwanted conduct on the grounds of race, gender, sexual orientation, etc. which has the purpose or effect of either violating the student's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. *(See complete anti-harassment policy)*

**3.17 Multiple Class II Offenses**

Three (3) Class II offenses will result in a Class III offense

**3.18 Lewd, Indecent, or Offensive Behavior**

**3.19 Defamation of Character**

**3.20 Stalking**

**3.21 Illegal Organization of A Gang/Use of Gang-Related Activities**

Organizing a group with the intent to do harm of any fashion to an individual or attempting to *control a territory*; use of hazing, putting graffiti on walls, etc.

## CLASS III MINOR OFFENSES DISCIPLINARY ACTIONS

	<b>1<sup>ST</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>
<b>3.01</b> Robbery	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.02</b> Burglary of School Property	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.03</b> Criminal Mischief	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.04</b> Aggravated Battery	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.05</b> Inciting or Participating in Major Student Disorder	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.06</b> Sexual Acts	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.07</b> Bomb threat and/or Threats of Expulsion	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.08</b> Possession of a knife of any sort	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.09</b> Sabotage of a computer or computer system	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.10</b> Threat to a School Board Employee	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion

## CLASS III MAJOR OFFENSES DISCIPLINARY ACTIONS

	1 <sup>ST</sup> Occurrence	2 <sup>nd</sup> Occurrence
<b>3.11</b> Refusal by students to honor the lawful request made by the Administration	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.12</b> Being under the influence of drugs and/or alcoholic beverages	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.13</b> Simple Assault on a School Board Employee	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.14</b> Possession or use of mace, pepper spray, or other substances which has the potential to cause serious bodily harm	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.15</b> Bullying	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.16</b> Harassment	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.17</b> Multiple Class II Offenses	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.18</b> Lewd, Indecent, or Offensive Behavior	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.19</b> Defamation of Character	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.20</b> Stalking	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion
<b>3.21</b> Illegal Organization of a Gang and/or Use of Gang-Related Activities	10 Days Out-of-School Suspension (OSS) Referral to Alternative School	Expulsion



## **CLASS IV MAJOR OFFENSES**

### **GRADES K-12**

Commission of a Class IV offense by any student is punishable by Expulsion from the Sumter County School System. Student(s) should be aware that the Superintendent and Board of Education will review each case involving expulsion before making a recommendation. Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate.

## **EXCEPTIONAL EDUCATION STUDENTS**

(See Exceptional Education Section)

### **MAJOR OFFENSES—CLASS IV**

#### **4.01 Stealing-Larceny-Grand Theft**

The intentional, unlawful taking and/or carrying away of property valued at \$400.00 or more belonging to or in the lawful possession or custody of another.

#### **4.02 Arson**

The willful and malicious burning of any part of School Board Property.

#### **4.03 Firearms**

Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile by the action of an expulsion; the frame silence; any similar destructive device.

#### **4.04 Drugs**

Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia (including, but not limited to, water pipes, roach clips, pot pipes, bongs, rolling papers), intent to use, buy, or sell drugs; being under the influence of drugs. “Drugs also include all illegal, controlled substances, and any other substance with a potential for abuse which might create a hazard to the user’s health or safety or the health or safety of another.

**4.05 Explosives**

Preparing, possessing or igniting on School Board property, explosives (including live projectiles) which have the potential to cause serious bodily injury or property damage.

**4.06 Battery upon a School Board Employee**

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

**4.07 Multiple Class III Offenses**

Three (3) Class III offenses will result in a Class IV offense

**CLASS IV MAJOR OFFENSES  
DISCIPLINARY ACTIONS**

	<b>1<sup>ST</sup> Occurrence</b>
<b>4.01</b> Stealing-Larceny-Grand Theft	Expulsion
<b>4.02</b> Arson	Expulsion
<b>4.03</b> Firearms	Expulsion
<b>4.04</b> Drugs (unauthorized possession, transfer, use or sale of)	Expulsion
<b>4.05</b> Explosives	Expulsion
<b>4.06</b> Battery Upon A School Board Employee	Expulsion
<b>4.07</b> Multiple Class III Offenses	Expulsion

## DISCIPLINARY ACTIONS

### \*\*\*DEFINED\*\*\*

This Code of Student Conduct prescribes that certain disciplinary action may be taken in response to student behavior. The following descriptions should provide general explanations of some of the ways discipline may be applied. However, the following is not exhaustive, and will not limit the discretion of the local school or Board employees regarding disciplinary alternatives.

- ❖ **Detention:** Assignment to a designated room on a campus, either outside the regular school day or during the regular school day, for a specified period of time. A failure to comply with school detention procedures will result in additional disciplinary action.
- ❖ **School Bus Suspension:** School bus suspension is the denial of the privilege of being allowed to ride a school bus based on conduct generally occurring while a student is riding, preparing to ride or traveling to ride a public bus.
- ❖ **Suspension:** Suspension is the temporary removal of a student from his/her regular program and from school. When suspended, a student is prohibited from entering into any Sumter County public school property and from attending or participating in school or Board-related activities (example, athletic events, cheerleading, plays, concerts, practices) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the student. Students under local suspension (not “Suspension to the Student Services Department”) will receive unexcused absences for all days missed due to the suspension and will not be entitled to make up work for the missed days. Once the suspension is complete or lifted, the student is allowed to continue with the normal day-to-day school activities during and after school that may include sports or field trips. Subsequently, if a student has received three suspensions within a semester, the school administrator may use his/her discretion relating to after-school activities. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.
- ❖ **Alternative Education Program (Alternative School):** Students disciplined under Class III procedures may be required to attend these programs in lieu of other disciplinary alternatives. Any student assigned to the Sumter County Alternative School will be prohibited from entering onto any Board property other than the location to which the student is assigned, and from attending or participating in any local school or Board activities which are not made a part of the student’s assignment in the program, whether on or off school or Board grounds.
- ❖ **Expulsion:** Expulsion is the removal of a student from the Sumter County School System. An expelled student shall not attend Sumter County Schools, enter onto

any Board property, or attend or participate in any school or board-related activities, regardless of the nature or location of the activity. Any student removed from the school system who is found in violation of the above will be considered trespassing. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The School Board has the sole authority to expel students.

- ❖ **Discipline—Exceptional Education:** With respect to students with disabilities as defined by law, application of the procedures and consequences specified in this Code of Student Conduct will be subject to appropriate modification when such modification is indicated or required by a student’s disability condition, individualized education (IEP) or other legal requirements. In all cases, this Code of Student Conduct shall be understood and applied so as to abide by laws and regulations governing the discipline of students with disabilities.
  
- ❖ **Corporal Punishment:** Corporal Punishment is defined as bodily punishment by use of a paddle on the buttocks and may be used as a disciplinary option as prescribed herein. It shall not be administered as punishment for failing grades, nor in the presence or sight of students engaged in instructional activities. Corporal punishment shall be administered by the principal or his/her designee. A certificated person other than the one administering the punishment shall be witness to all such incidents, preferably the same sex as that of the student. Parental approval or corporal punishment shall not be required prior to its administration; however, a parent’s written request to restrict the use of corporal punishment shall be respected.
  
- ❖ **Driving Privileges:** The driving of vehicles to school by students is considered a privilege. Driving privileges may be revoked at the discretion of the principal.

Please note: Student drivers must have a copy of proper auto-insurance documentation turn-in to the school office. Car keys must be turn-in to the office upon arrival at the school.

## **DISCIPLINARY POLICY FOR STUDENTS WITH DISABILITIES**

1. Prior to the administration of discipline to any student, the school official authorized to administer discipline shall ascertain, on the basis of reasonably available data, whether the student has been classified as a disabled student within the meaning of the Individuals with Disabilities Education Act (IDEA).
2. Students with disabilities shall be subject to imposition of reasonably disciplinary measures in furtherance of the school's legitimate interests in maintaining order and harmony in providing an atmosphere conducive to learning for all students. However, disciplinary decisions affecting disabled students shall be made with reference to and in consideration of the following factors as indicated by each student's Individual Education Plan (IEP):
  - a. The nature of the student's disabling condition and the appropriateness of the discipline contemplated in light of that condition;
  - b. The cause or causes of the disciplinary problem;
  - c. The disciplinary history of the child;
  - d. The availability and advisability of alternative disciplinary response to traditional ones;
  - e. Recommendations, if any from a teacher and appropriate exceptional education staff;
  - f. Such other rules and regulations governing disciplinary practices and procedures needed to comply with state and federal law, rules and regulations;
  - g. Environmental and other circumstances ordinarily taken into account in fashioning appropriate discipline for non-disabled students.
  - h. Guidelines and recommendations in the student's Behavior Intervention Plan (BIP) where applicable.
3. Suspensions of disabled students shall conform to generally applicable substantive and procedural criteria but shall not exceed ten consecutive school days without prior consultation with the Exceptional Education Department. Students with disabilities are responsible for adhering to the same rules of conduct as regular education students. Special education students should not be suspended for more than ten (10) days without a manifestation determination review. Students with disabilities may be suspended more than 10 days; however, they are entitled to receive a free and appropriate education on the eleventh (11th) day.

4. In no event shall disciplinary action resulting in permanent or indefinite cessation of educational services to disabled students be proposed or approved without prior consultation with the Exceptional Education Department.
5. **Refer to “Discipline of the Exceptional Education Student” compiled by the Exceptional Education Department.**

## **GUIDELINES OF DRESS AND GROOMING**

The policy of the Sumter County Board of Education is that grooming and personal appearance is essential on the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interests and welfare of the students or the purpose of the public school education. Therefore, students are to dress according to the uniform code. Students must be clean and well groomed.

### **STUDENTS ARE PROHIBITED FROM WEARING THE FOLLOWING:**

1. Hats, caps, headbands, sweatbands, bandanas, visors, hoods and/or hoodies, and sunglasses must be removed when entering any school board facility and placed in the locker, bookbag, or designated area and remain during the school day.
2. Hair must be clean and well groomed, and should not impair the vision of other students
3. Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled. **Pants** must be worn at the waist. Pant legs must not be hindered by tying of shoelaces, inserted in socks, rubber bands, or rolled up. **Sagging** of the pants **will not be tolerated**. **Shirts** must be tucked in. **Socks** must be worn under long pants, not over them with pants inside of socks or rolled up.
4. No button-down shirts may be worn over the official uniform shirt.
5. All pants, skirts, shorts, jumpers, capris, skorts, dresses shall be khaki (tan or light tan) or black twill and must be worn with the school shirt. (*See Uniform Dress Code*)

6. Articles of clothing must be appropriate for school wear. Skirts, shorts, jumpers, skorts, and dresses may be no shorter than two inches above the top of the knee, except that of students in K-3 may wear shorts appropriate for school. Slits in the skirt must meet the two inches above the knee regulation.
7. All shirts must be polo style and of school colors in which student is currently attending.
8. With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.
9. Students may be permitted to wear regular attire as an incentive as determined by the building principal.
10. Bracelets, belts, and other clothing with spikes, studs or chains are not allowed.
11. **Only clear or mesh book bags are allowed during the school day at each school facility.**
12. Insignias, buttons, and clothing which are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, drug activity, or demeaning to other persons are not to be worn at school.
13. Ear jewelry may be worn by females only. (Band-Aids may not be worn to conceal unauthorized jewelry). Nose jewelry is not to be worn by boys or girls while they are in school. Jewelry (stud, pins, etc.) may not be worn in any visibly pierced areas of the body, including, but not limited to, the tongue.

**\*\*Students who cannot afford a school uniform will be referred to local charitable organizations for assistance.\*\***

**Any student who fails to dress appropriately will not be allowed to attend class until proper clothing can be secured or other disciplinary actions taken (*See Level 1.10*).**

## **UNIFORM DRESS CODE**

=> **Shoes:**

All students in grades K-12 will wear low top gym shoes not to exceed above the ankles. Recommended shoes must be 90% black or 90% white in color. Other colors may be deemed appropriate if such colors represent school colors. Students are also permitted to wear brown, tan/dark tan, black shoes.

- **No Neon Colors**



- No house shoes/bedroom slippers
- No sandals or open-toe shoes, no boots of any kind
- Shoes must have closed heels, no back straps

=> **Skirts, Skorts, Shorts, Dresses, and Jumpers**

The length of skirts, skorts, shorts, dresses, and jumpers for all girls in grades 4-12 may be no shorter than two inches above the top of the knee, except that of students in K-3 may wear shorts appropriate for school. Slits in the skirt must meet the two inches above the knee regulation.

=> **Belts**

Belt buckles should be no more than 1/2 inch larger than the belt. **Belts must be black or brown.**

=> **Pants, Skirts, Jumpers, Skorts, Capris, and Shorts**

Pants, skirts, skorts, jumpers, capris, and shorts must be **khaki (tan or light tan) or black twill**. *No knit, stretch, denim, spandex, leggings, or dress slacks are to be worn as part of the school uniform (dress khakis are permissible)*

=> **Coats, Jackets, and Windbreakers**

Students are permitted to wear brown, tan/dark tan, blue or black coats, jackets, or windbreakers. Other colors may be deemed appropriate if such colors represent school colors. Coats, Jackets, or Windbreakers **should not** have insignias, buttons, patches or drawings. Coats, Jackets, or Windbreakers **should not** have any items suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, or drug activity.

**Pants must not have excessive pockets; no khaki jogging pants, pants must be loose at the leg, NO SKINNY Jeans**

\*\*NOTE: **Shirts** Long or short sleeve polo shirts of school color must be worn. **The color options are as follows: Sumter Central High School-red, black, and white, Kinterbish Junior High School- gold, purple, black, and white, Livingston Junior High School- royal blue, black, and white, York West End Junior High School-maroon, black, and white.**

# SCHOOL BUS CODE

## Responsibilities of Transported Students

The School Bus Code is a supplement to the Board's Disciplinary Code. **School rules will apply while students are being transported on school buses and while students are waiting at bus stops.** The violation of any school rule may result in suspension from the bus in addition to any other disciplinary action prescribed in this Code of Student Conduct.

- (1) Transportation services are available to all Sumter County students living within the school district.
- (2) Students will only be permitted to ride a bus different from the one to which they are assigned if written notice is given to the principal prior to the close
- (3) of the school day. The principal or his or her designee will then make a decision and/or provide the student with the proper bus pass.
- (4) There will be no transportation provided for students wishing to go to another address for occasional visits, parties, extracurricular activities, or other social events.

Video cameras may be placed on school buses to be used as an aid to monitor behavior. A camera shall not replace the discipline policy, the authority of the drivers, or the discretion of school officials.

Any carry on equipment (i.e., book bags, band instruments or uniforms, sports equipment science projects, school fundraiser items, etc.) must be held by the student owner or placed under the seat and must not interfere with either the seating or the safety of other students on the school bus.

## **DISCIPLINE OFFENSES PERTAINING TO TRANSPORTED STUDENTS**

Any student transported at public expense, are subject to the Sumter County Code of Student Conduct. Failure to comply with the following rules may result in an office referral. Offenses are grouped according to the seriousness of the violation.

**CLASS I:** Failure to comply with the following rules will result in a Class I Offense:

1. Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus.
2. Be at your bus stop ahead of the scheduled bus arrival time.
3. Wait until the bus comes to a COMPLETE stop before attempting to get on or off.
4. Do not use profane or indecent language.
5. Do not change seats or stand while the bus is in motion. Seat belts must remain buckled on buses for handicapped students.
6. Take no food, gum, ice cream, or drinks aboard the school bus.
7. Keep the regular order of seating as directed by the bus driver, principal and/or his/her designee as assigned.
8. Refrain from loud talking or yelling among students
9. Be silent when approaching or crossing railroad tracks.
10. Keep aisle and steps clear at all times.
11. No items should hang from book bags, backpacks or cases (i. e., key chains, toys, scarves, etc).

**CLASS II:** Failure to comply with the following rules will result in a Class II Offenses:

1. Enter or leave the bus only at the front door after the bus has come to a stop, except in the case of an emergency.
2. Do not fight or hit others.
3. Bring no weapon or prohibited object of any kind onto the bus.
4. Do not use tobacco in any form of expectorate on the bus, out the door, or out the window.
5. Throw no object, paper, or other material in or out of the bus at any time.
6. Keep head and hands inside the bus windows at all times.
7. Leave the bus only with the consent of the driver.
8. Do not tamper with the door handles/emergency windows and other safety equipment at any time unless told to do so by the driver.
9. Do not cut, scratch, write on, or otherwise deface any part of the bus.
10. Refrain from the use of aerosol spray/perfume.

**CLASS III:** See applicable offenses identified above and all offenses in the Code of Student Conduct.

The Principal or his/her designee has the authority to suspend a student from riding a bus if the behavior of the student represents a danger to the health and safety of those riding the bus. Upon receiving three citations for Class I or Class II offenses, the principal or his/her designee will take appropriate action. This may result in suspension from the bus.

Class I and Class II offenses may not be appealed beyond the local school level. System procedures for exceptional education students will be followed.

## **PARENTAL RESPONSIBILITY FOR ATTENDANCE AND BEHAVIOR**

### **Alabama Code Section 16-28-12**

**The person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.**

Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or work fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school on accordance with the written policy on school behavior adopted by the local board of education pursuant to the section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or shall attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a written copy of this section. The signature of the student and the

parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and require attendance by any child enrolled in public school. (*School Code 1927; & 305; Code 1940, T. 52, & 302: Acts 1993, No. 93-672, p.1213. & 1; Acts 1994, 1<sup>st</sup> Ex. Sess.; No. 94-782, p.70 &1*).

## **IT'S THE LAW!**

### **Parental Notification of Civil Liabilities and Criminal Penalties**

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

#### **Attendance and Conduct (Act 94-782)**

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

#### **Teacher Assault (Act 94-784)**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

#### **Drug Dealing (Act 94-783)**

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

#### **Drugs, Alcohol, Weapons, Physical Harm, o Threatened Physical Harm (Act 94-784)**

The school principal shall notify appropriate law enforcement official 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 charges are 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 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.

#### **Weapons in School (Act 94-817)**

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

#### **Vandalism (Act 94-819)**

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

#### **Pistol Possession/Driver’s License (Act 94-820)**

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

#### **Drop-Out/Driver’s License (Act 94-820 which amended Act 93-368 as codified in 16-28-40, Ala Code, 1975)**

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

## STUDENT SAFETY PLAN SUICIDE PROTOCOL

### REQUEST FOR ASSISTANCE

- Once a student has expressed harm to self and/or others ideation, the **counselor** will be notified immediately.
- If the counselor is not available, the **nurse (if available)** will be contacted to complete the Student Safety Plan Protocol.
- The counselor/nurse notifies the Principal/Principal's Designee **IMMEDIATELY**. If the Principal is not available, it is the Principal's Designee's responsibility to notify the Principal.
- All school campus administrators will be trained to complete the ***Student Safety Plan Protocol*** in the event that the counselor/nurse is unavailable. District social workers/personnel will be contacted **ONLY** if no one is available at the school to complete an assessment or if additional assistance is needed.
- All emergencies that require 911 assistance should be called in immediately to the Central Office at **205-652-9605** or the Sumter County Material Center at **205-652-2271** *Any serious injuries should be reported to your school nurse as soon as possible.*

### PARENTAL NOTIFICATION

**Note:** *The counselor/nurse/principal/principal's designee will remain with the student until the parent/guardian arrives.*

1. The counselor/nurse/principal/principal's designee will contact and meet with the parent/guardian immediately. The purpose of the emergency conference is to discuss the student's immediate psychological and safety needs, including supervision. Topics to be discussed should include:
  - a) current status of the student.
  - b) student's exact reference to harm self and/or others.
  - c) importance of parental role in providing supervision.
  - d) steps to be taken to supervise the student (to ensure safety): line-of-sight supervision, removing all means of harm (e.g. removal of weapons, pills, knives, belts, shoe strings etc.) from the student's access, importance of continuous observation, etc.
  - e) assist the student/family in seeking medical/mental health services as needed.
2. If the counselor/nurse/principal's designee cannot reach a parent/guardian by phone, they will call the emergency contacts that were provided by the parent/guardian. If the parent/guardian is unable to be located, the counselor/nurse/principal/principal's designee

will call **205-652-7984** (non-emergency police or Sheriff department) for assistance with locating parent/guardian.

- 3 If the student is taken to the hospital, the counselor/nurse/principal/principal's designee will accompany the child. Once the parent/guardian arrives, the counselor/nurse/principal/principal's designee may choose to remain but is no longer required.
- 4 Counselor/Nurse/Principal/Principal's Designee will ONLY provide the parent/guardian with a copy of the ***Student Safety Notice*** and the ***Notice of Emergency Conference Form***. The parent/guardian will be advised that it is in the best interest of the student to be evaluated/assessed by a medical doctor/mental health professional before returning to school to ensure that he/she is no longer at risk of harming self or others.
- 5 If a student does not live with his/her legal guardian, the primary caregiver and/or adult in the household must also be contacted, notified of the student's status and asked to assist the student in seeking medical/mental health assistance.
- 6 The parent/guardian will be asked to sign the ***Student Safety Notice*** and the ***Notice of Emergency Conference Form***. The parent/guardian will also be asked to indicate whether they will seek medical/mental health assistance for their child. This form acknowledges that the parent/guardian has been notified of his/her child's behaviors and the recommendations for treatment options. The form will be kept in a confidential file separate from the student's cumulative folder.
- 7 If the parent/guardian agrees to seek medical/mental health assistance, the counselor/nurse/principal/principal's designee will assist parent/guardian with making an appointment BEFORE the student and parent/guardian leave the school campus. In addition, student and parent/guardian will be notified that the student must participate in a mandatory readmit conference upon return to school.
- 8 If a student expresses thoughts of harm to self and/or others, and cannot be located in class or on campus, the counselor/nurse/principal/principal's designee will immediately be notified and will make every effort to locate the student. The principal/available administrator and parent/guardian will, also, be notified immediately.
- 9 All phone calls/conferences/attempts to notify are to be documented on the ***Student Safety Plan Disposition Form***.
- 10 When the student returns to school, the counselor/nurse/principal/principal's designee will conduct a mandatory readmit conference with the student and parent/guardian. At that time, appropriate clearance documentation (i.e., discharge form, doctor's note, mental health clearance form, etc.) will be collected from the parent/guardian. A copy of this documentation should be attached to the school's copy of the *Student Safety Plan Protocol* and be sent to Central Office, Student Support Services, Guidance Department, Attention: **Dr. Anthony L. Gardner**, in an envelope marked "**CONFIDENTIAL**".



## ASSESSMENT

1. The student will be informed that their thoughts cannot be treated as confidential **AND** will be shared with the student's parent/guardian and selected authorities.
3. Counselor/nurse/principal/principal's designee will complete the *Student Safety Plan Assessment Interview Form*.
4. The *Notice of Emergency Conference Form* and the *Student Safety Notice* will be completed and reviewed with the student and the parent/guardian. Provide the parent/guardian with a copy of both of these forms.
5. A copy of the *Student Safety Plan Assessment Interview Form* can be sent directly to the mental health provider if requested. **However, please do NOT give this assessment interview form to the parent/guardian.**

## FOLLOW-UP

1. The counselor/nurse/principal/principal's designee will send a copy of the completed packet (including clearance documentation) to Central Office, Student Support Services, Guidance Department, Attention: **Dr. Anthony L. Gardner**, in an envelope marked "CONFIDENTIAL".
2. During the **mandatory** readmit conference with the parent/guardian, the counselor/nurse/principal/principal's designee needs to obtain a copy of the release/discharge paperwork/medical clearance document showing that the student has been assessed by a medical/mental health provider.
3. If a designee, rather than the counselor, meets with the student and parent/guardian in the mandatory readmit conference, the counselor will conduct a follow-up conference with the student as soon as the counselor returns to campus.
4. The counselor will continue to monitor the student once a week for four weeks and as needed through contact with student/teacher and/or observation.

## SUICIDE PREVENTION

### **Suicidal Warning Signs**

- Gives away personal items
- Is very moody
- Family problems
- Physical/sexual abuse
- Loss of energy
- Peer rejection
- Drug abuse
- Neglect of appearance
- Sudden change (in anything)
- Asks legal questions about death
- Talks of life after death
- Ends a relationship
- Death of friend/family member

### **Major Warning Signs**

- Previous suicide attempt
- Current talk of suicide or making a plan
- Strong wish to die, preoccupation with death
- Recent suicide attempt by a friend/family member
- Impulsiveness and taking unnecessary risks

## Ways to Respond:

### DO

- Listen (not lecture). Listening will decrease the probability of going through with suicide.
  - Assess suicide potential. Ask specific questions.
  - Do you have a plan?
  - Are the means available?
  - Have you attempted suicide in the past? How? What happened?
- How do you see yourself in the future? (shows hope)
- Be supportive. Let students know you care and help can be sought.
- Talk openly and honestly about any statements the student has made.

### DON'T

- Ignore the problem (it won't just "go away")
- Keep the information secret. Verbal threats and plans are signals for help.
- Believe that if suicide is talked of, the threat won't be carried out. Suicide is very often talked about before it is committed.
- Be judgmental.
- Laugh it off.



Code Of Student Conduct Acknowledgement Form  
School \_\_\_\_\_  
School Year 20\_\_/20\_\_

\_\_\_\_\_  
**Student Name** **Grade**

The Code of Student Conduct can be found on the Sumter County Board of Education homepage at [www.sumter.k12.al.us](http://www.sumter.k12.al.us).

Copies are also available at the Sumter County Board of Education Central Office at 716 Country Club Road Livingston, Alabama 35470 and at each school campus.

I have read and understand the **Sumter County Board of Education Code of Student Conduct** and agree to abide by its principles and guidelines.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
**Student**

I have read and understand the **Sumter County Board of Education Code of Student Conduct** and agree to abide by its principles and guidelines.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
**Parent/Guardian**

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
**Parent/Guardian**

Parent(s)/ guardian(s) hereby acknowledge by our signatures that we have received and read, or had read to us, the foregoing Code of Student Conduct, Addendum and appendix.

Note: The student is to sign the previous statement. If the student lives with both parents/guardians, both are to sign the statement. If the student lives with only one parent/guardian, only one is to sign. A separate statement is to be signed for each student. (This Acknowledgement corresponds to an addendum added to the 2015 Code of Student Conduct)

\*\*Please sign this page and have the student return it to the homeroom teacher. Keep the accompanying information for future reference.\*\*