



# **Student Handbook & Code of Conduct**

**2024-2025**

**Grades K-12  
A Statement of Policy  
Adopted by the Elmore County Board of Education  
July 2024**

*Due to changes in the federal and state law throughout the year, there may be revisions to this document.*

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# ELMORE COUNTY STUDENT CODE OF CONDUCT

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## OVERVIEW

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students, parents, and school personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in the Elmore County Schools, they will be expected to assume greater responsibility for their actions as they increase in age and maturity. This Student Code of Conduct is issued to each student and teacher, and the procedures will be followed until necessary revisions are approved by the Board of Education. (Ala. Code §16-28A-3). The procedures described in this Code of Conduct shall apply to all students, parents, and school personnel except those students with disabilities that are subject to relevant state and federal laws.

In an effort to assist students, parents, and school personnel in developing and maintaining an environment conducive to learning, these procedures will serve as a basis for increasing communication between home and school and for providing a framework for educational progress by all students in our schools.

The Elmore County Board of Education will comply with *Ala. Code* § 16-28-12 which states that 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 this written policy, shall be guilty of misdemeanor, and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days.

Any student enrolled in schools in Elmore County who accumulates more than the maximum number or excused or unexcused absences in a class/homeroom during a semester/school year may be denied credit for that class or retained at that grade level.

### **Students enrolled in the Elmore County Public Schools should:**

1. Arrive at their designated school at the appropriate time.
2. Report to all classes promptly.
3. Prepare assigned work and participate in all learning activities as directed by teachers.
4. Respect individuals and their property.
5. Refrain from the use of profanity.
6. Abide by rules of good citizenship.
7. Obey the laws of the city/county, state, and federal governments.
8. Obey all reasonable or proper orders, directives, or instructions of school personnel.
9. Dress appropriately for school (See Dress Code).

## ACADEMIC HONESTY

### **Cheating**

It is expected that all academic work completed by any student in the Elmore County School System will be his/her own work. Elmore County Schools will not tolerate cheating in any form. Students will not engage in any act of deception or falsification of work project. This includes, but is not limited to:

- Cheating by receiving unauthorized aid or assistance.
- Giving or receiving of unfair advantage on any form of academic work to include use of electron device(s) to text/take pictures of/convey exams and/or answer sheets.

- Possessing materials that invalidate any academic course work either during or prior to the work being assigned (test or course work).

Any student completing any academic work dishonestly will receive a zero for that assignment with no opportunity to make it up. The teacher will also contact the parents/guardians of the student and inform them of the student's actions.

Students who provide information and/or commit cheating will be disciplined in accordance with Class I Offense AK. The teacher will also contact the parents/guardians of the student and inform them of the student's actions.

### **Plagiarism**

Teachers in all subject areas, especially those assigning research, must inform and instruct students regarding plagiarism and the seriousness of the offense. A variety of resources are available for teacher and student use to aid in preventing plagiarism such as the following websites:

- <http://smallseotools.com/plagiarism-checker/>
- <http://www.duplichecker.com/>

According to the *Merriam-Webster Online Dictionary*, to "plagiarize" means:

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source

All the following are considered plagiarism:

- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

### **DRESS CODE**

The Board is aware that personal dress and appearance constitute individual expression, and within certain limits, wishes to allow students the freedom to express themselves in their own unique manner. The faculty and administration of each school shall encourage all students to be aware that dress and personal appearance may, in a very real manner, influence the image and attitude others have on the student as an individual. Therefore, the Board shall require each student to consider reasonable judgment, tact, and decency in the selection of clothes for school and personal appearance.

**The administration of each school shall maintain absolute authority in making subjective judgment concerning a student's dress and personal appearance. Dress code violations will be dealt with according to the Elmore County Code of Conduct. (Class II Offense BV)**

In general, all students must dress appropriately for school. Dress and appearance must not present health or safety problems or cause disruptions.

**Students in the Elmore County School System shall wear the following:**

1. Clothing conducive to learning and respectful of the learning environment
2. Clothing which fully covers the shoulders, cleavage, abdomen, and back
3. Clothing that is appropriate to student's size

4. Pants/slacks at the natural waistline
5. Shoes appropriate for the activity and safety: class, gym, shop, etc.
6. Skirts and dresses no more than two inches above the knee
7. Shorts that are mid-thigh

**Students are prohibited from wearing the following:**

1. Sunglasses in the building except with a doctor's prescription
2. See-through, skintight and/or revealing clothing, yoga pants, or spandex. Jeggings or leggings may be worn if shirt length is approximately mid-thigh.
3. Open or chain belts, belt buckles not buckled, electronic belts or buckles, or cap "fish hooks"
4. Unfastened overalls
5. Pants/slacks with the appearance of sagging
6. Hats, caps, headgear, and any other head cover in the buildings on campus
7. Curlers, picks, combs, or chop sticks
8. Bandannas or sashes anywhere as a part of a dress
9. Clothing with holes more than two inches above the knee and/or with skin showing.
10. House shoes/slippers are inappropriate unless approved by the school administration.
11. Clothing depicting unacceptable and/or inappropriate decals, slogans, or pictures; profanity; language containing or referring to suggestive or immoral behavior; gang activity; alcohol, drugs, or tobacco
12. Any clothing and/or headgear which directly or by innuendo disrespects (or is perceived to disrespect) a student's race, color, religion, gender, national origin, or disability and/or creates, supports, or promotes a hostile learning environment contrary to the anti-harassment policies of the Board of Education (including negative feelings, disharmony, racial or religious discord, intimidation, embarrassment and/or fear)
13. Trench coats or Matrix coats, pajamas, blankets or stuffed animals shall not be worn at school or brought to school
14. Costumes of any kind are prohibited without specific principal permission.
15. Face covering including the hair is prohibited without medical approval.

Exceptions may be made to any of the above when physical or other circumstances warrant or for certain groups during performances or special activities as authorized by the administration.

## TRANSPORTATION DEPARTMENT CODE OF CONDUCT AND SAFETY RULES

Safe transportation is the responsibility of school officials, parents, and students. The authority of school officials extends to and includes transportation of students. All students are expected to conduct themselves as good citizens and abide by the following:

1. Do not stand or play in a public road while waiting for your bus.
2. Be sure the bus is completely stopped before you board or get off your bus.
3. Keep head, arms, and hands inside the bus at all times.
4. Never use the emergency door except in an emergency.
5. Participate in no activity that may divert your driver's attention from driving.
6. Always remain in your seat until time to leave the bus.
7. In an emergency, remain in your seat until the driver tells you otherwise.
8. Assist the driver in assuring the safety and comfort of small children.
9. When getting off the bus, be sure the driver can see you at all times. Don't loiter.
10. Never eat or drink on the bus.
11. Absolute quiet is necessary at main intersections and railroad crossings.
12. Live, dead, or preserved animals or objects larger than 24" x 24" are not permitted on the bus. Band instruments, sports bags, etc. may be allowed on the bus at the driver's discretion.
13. Be at your designated stop five minutes prior to expected bus arrival.
14. The bus driver is in complete authority; extend to him/her your support and cooperation.

15. Always show courtesy and respect for the rights of others.
16. Do not deface or damage the bus in any manner; assist in keeping it clean.
17. Electronic communication and gaming device use is allowed if the device is not audible to others.
18. Vulgar language, profanity, or **loud noise** is prohibited.
19. Never throw any object in the bus or from the bus.
20. Students are expected to ride their assigned bus and board or get off at their designated stop, except by permission from the principal. In order to get off at a location other than his/her designated stop, a student must have two notes: one from his/her guardian and one from an adult at the alternate location.
21. Any activity that is not conducive to good conduct will not be allowed. Students unwilling to conduct themselves as good citizens may forfeit the right to ride a school bus.
22. Failure to identify self may result in suspension from the bus.
23. When a student is assigned to ECAP for a bus violation, that student is also suspended from the bus until the completion of their ECAP assignment. (Suspension from a bus includes suspension from all Elmore County route buses).

If parents decide to use the school system transportation to transport their child(ren) to and from school daily, it is the parents' responsibility to ensure someone is home to receive the student(s) in the afternoon. When an adult is not present to receive the child, the bus driver has been instructed to return the child to his/her school of attendance and contact a parent to pick up the child from school. The school system understands that emergencies occur, and situations may arise to keep you from making it home in time to receive your child from the school bus. The following procedures are in place regarding parents not being present at the time of bus drop off:

1. The first incident will result in a phone conference and/or meeting with the school administrator. A letter will be sent home to parents explaining the transportation procedures regarding an adult not being present at school bus drop off time.
2. The second incident will result in the student losing bus privileges for 10 days. A letter will be hand-delivered or sent via certified mail to parents explaining the transportation procedures regarding an adult not being present at school bus drop off time. The Department of Human Resources may be contacted.
3. The third incident will result in the student's bus privileges suspended for the remainder of the school year. A letter will be hand-delivered or sent via certified mail to the parents explaining our transportation procedures regarding an adult not being present at school bus drop off time, citing all three dates student was returned to the school and notifying them that their child's bus privileges are suspended for the remainder of the school year. The Department of Human Resources may be contacted.
4. For special education students who receive transportation as a related service, Elmore County Public Schools will adhere to the *Individuals with Disabilities Education Improvement Act*.

## SEARCHES BY SCHOOL OFFICIALS

### School Property

Desks and lockers are public property, and school authorities may make regulations regarding their use. They may be searched on a random basis at any time by the school principal or his/her designee. School officials shall also inspect or search lockers or desks if there is a reasonable cause to believe that articles are kept there that may endanger individuals in the school or that such articles possessed are contrary to law or the regulations of the Board.

## **Individuals**

School officials (school principal or approved designee only) may make searches of a student and/or personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. School officials may collect such articles. If a student is searched, it shall be in private by a school official of the same sex with a professional staff member of the same sex present. The student's parent(s)/guardian(s) shall be notified by the principal or his/her designated representative of the search as soon as practicable under the circumstances.

## **Automobiles**

School officials may search selected vehicles while on school property when there is reasonable cause to believe that the vehicle contains articles that may endanger individuals or that are contrary to law or regulations of the Board.

## **By Law Enforcement**

The Board believes that school should be a safe place for all children and respects the rights of all persons in the schools and will uphold those rights. For that reason, law enforcement should not use the school or school day to inappropriately circumvent the rights of students or their parents unless the circumstances warrant. School officials will use their discretion to cooperate with law enforcement officials in their effort to enforce the law by adhering to all federal and state guidelines involving searches by law enforcement officials.

## **SECLUSION AND RESTRAINT POLICY**

Elmore County Schools adheres to the seclusion and restraint requirements of **Administrative Code 290-3-1**. The Seclusion and Restraint policy may be found on the Board of Education's website at [www.elmoreco.com](http://www.elmoreco.com) under Publications, Elmore County BOE Policy Manual, Section VI: Students.

## **OFF-CAMPUS BEHAVIOR**

It is the policy of the Elmore County Board of Education that student conduct, both on and off campus, is important in reflecting the community's perception of the school's education mission. Off-campus behavior negative to that perception may result in disciplinary action that limits or prohibits participation in extra-curricular activities. When incidents occur off campus, disciplinary action may be taken regarding those incidents. The superintendent has the authority to place children in an alternative school setting when facing serious pending criminal charges and/or returning from a criminal sentence until such time as the Board is able to determine the most appropriate placement.

## **ELMORE COUNTY ALTERNATIVE PROGRAMS (Discipline Division)**

The Elmore County Alternative Programs (ECAP) disciplinary program is a highly structured alternative educational program designed to provide a cohesive learning environment in which students may develop skills necessary for school success. The program seeks to develop positive attitudes and appropriate behaviors. Objectives for the student may include improving attendance, punctuality, and communication skills. Increasing knowledge of consequence of behavior, developing respect for authority, developing skills for conflict resolution, improving self-confidence, and developing the ability to accept responsibility are additional objectives for student growth.

A student assigned to the Elmore County Alternative Programs for discipline will not be allowed to attend or to participate in any school related activity, including practices, during his or her assignment. Non-participation begins when a student is assigned to ECAP without regard as to when he/she actually begins attending ECAP.

Students will not be assigned to Virtual ECAP, which is a home assignment through an approved virtual platform, except at the discretion of the curriculum director and/or superintendent.

**Transportation to and from ECAP for discipline will not be provided.** It is the parent's/legal guardian's responsibility to provide transportation to and from ECAP daily when his/her child has been assigned to ECAP as a result of disciplinary action. Students will be assigned to Homebound Virtual ECAP if parents cannot provide transportation to and from ECAP. However, students are still required to complete their assigned days at ECAP before returning to the base school.

Days assigned to ECAP in one school year, but not completed in that school year will roll over to the next academic year.

The ECAP staff will work closely with all base school administrators, teachers, and counselors in order to establish a high level of academic success. ECAP will also work with local and county law enforcement to ensure a safe and orderly learning environment.

Parents/legal guardians must work with the ECAP staff to help students improve their behavior and academic skills. Parents/legal guardians must attend conferences, counseling sessions, and parent-training sessions when deemed appropriate. ECAP attendance is paramount. Parent/legal guardian must call the school by 9:00 a.m. if a student is absent and must send a signed note explaining the nature of the absence on the day of the student's return.

Elmore County Alternative programs will make educational opportunities available to Special Education students to the maximum extent of the law. ECAP is not responsible for educational hours when a parent chooses to bring a student late.

To the extent possible, Advanced Placement (AP) courses and lab participation will be included in students' academic experience. However, due to the nature of AP course structure, content, and schedule availability, a student may not be able to continue in the AP course which would require transfer to a regular course in the same subject area. Comparable work and additional assignments may substitute for lab experience as needed.



# ELMORE COUNTY ALTERNATIVE PROGRAMS 2024-2025

## RULES & EXPECTATIONS

*Dr. Blair Andress, Director*

1. **A parent or guardian must bring students on their first day at ECAP for intake.** Your intake is scheduled for 7:20 on \_\_\_\_\_. Please know that depending on the number of students starting on this day, you might have to wait. Parents must park on either side of the street. Do not park in the parking lot, and make sure that your vehicle is completely out of the street. ***If you arrive after 7:45, you will be required to come back the following day.***
2. Students are required to wear **tan/khaki** pants with belt loops, belt, and a collared shirt of any color tucked in each day. Students will not be allowed to wear capris or pants with elastic/tie strings (joggers) around the waist. Students cannot wear sweatshirts, hoodies, jackets, coats, jewelry (watches, rings, bracelets, necklaces, earrings (or piercings of any type), hats, caps, armbands, high heels, cleats, flip flops, sandals, or shorts. All shoes must be closed toe and closed heel. All students will be searched daily upon entering the building and must remove their shoes as part of that process.
3. Students should be dropped off between 7:20-7:40 but not before that time. All students are tardy at 7:45. Please park and bring your student inside to sign them in. If a student is tardy, that day will not be counted as a day of their ECAP assignment time. Students must be picked up between 2:40 and 3:00. Walking is not allowed without a signed permission form.
4. Students should bring paper, pencils, head phones, and a calculator (if needed) to school. No book bags, purses, candy, chips, or sodas are allowed on the campus of ECAP. Students assigned to ECAP for disciplinary reasons are not allowed to bring cell phones. **(Head phones or ear buds are a necessity!)**
5. To ensure students are making appropriate academic progress, they must successfully complete five or more activities in each subject and a minimum of twenty activities each day. Failure to do so will result in that day not counting and will extend their ECAP release date. (Note: this requirement is for students completing assignments in Edgenuity and may be adjusted for students using other learning platforms.)
6. If a student is absent, he/she must bring an excuse when they return to school. A student's time at ECAP will be extended by two days for every unexcused absence. After three absences while at ECAP, excuses must come from a doctor.
7. Additional days will be added for any violation of the Elmore County Code of Conduct and for disrespect, sleeping in class, truancy, destroying school property, not doing class assignments, misuse of computers, not following dress code, and for not bringing a fully charged Chromebook.
8. Students will use Chromebooks and work on assignments given by their base school teachers. Just as at their base school, if students damage a Chromebook, the damage must be paid for. **STUDENTS MUST BRING THE CHROMEBOOK AND CHARGER ASSIGNED TO THEM BY THEIR BASE SCHOOL. THE CHROMEBOOK MUST BE FULLY CHARGED EACH DAY.**
9. All medication must be turned in to the office when the student arrives at ECAP by the parent or legal guardian with updated and completed forms. All medication must be in original container and have the student's name on the label. Staff cannot administer medication without a prior authorization form from a physician.
10. Students are allowed to bring lunch from home. It can include a sandwich, pizza, soup, a snack, and something to drink (water, Kool-Aid, Capri sun, PowerAde, Gatorade) but no sodas or glass bottles. Please no chips and juice only for lunch. All of these items must be in a clear Ziploc bag. No exceptions. **Our students will not be using water fountains. Each student may bring either an unopened bottle of water or an empty, clear plastic water bottle/container.**
11. Students who are assigned to ECAP for disciplinary reasons are not allowed on any school property or allowed to participate in any extra-curricular activities in Elmore County Schools. If this rule is violated, thirty additional days will be added to the student's stay at ECAP.

***The above rules and expectations must be signed by parent/guardian and student upon entry into the Wetumpka or Millbrook location. The Wetumpka location number is (334) 567-1298 and the Millbrook location number is 285-9450.***

## TAYLOR'S LAW

### Code of Alabama, Section 32-6-7.4.

Disciplinary point system - Age of student eligibility.

(a) Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows:

1. One day in-school suspension - 1 point.
2. One day out-of-school suspension - 2 points.
3. Alternative school placement - 6 points.
4. Expulsion - 20 points.

(b) 1. The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's license under the imposed point system. Each accumulated point shall add one additional week to the age at which the student is eligible to be issued a learner's permit, motor driven cycle operator's license, or driver's license.

2. Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.

(c) The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:

1. Points shall be accrued on a school-year basis.
2. Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three, of in-school suspension shall be counted in determining the points.
3. Points may not accrue for an initial out-of-school suspension of two days or less in any school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.
4. Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's records at the school. (Act 2009-713, p. 2095, §1.)

## **DETENTION**

Each school may have a detention program. The principal of the school shall determine the time, day of the week, and length of detention on his/her campus. Students who miss an assigned detention may, at the school's discretion, be rescheduled for detention, with or without added days, or be given an alternative consequence.

## **CLASSROOM DISCIPLINE PROCEDURES**

Each classroom teacher will deal with general classroom disruption, listed as Class I Violations, by taking in-class disciplinary action, by telephoning the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. The Classroom Behavior Management Form (CBMF) will be used to record these disciplinary actions. On the third step, the administrator or his/her designee may assign the student to one day of Detention/In-school suspension or to counselor intervention, whichever he or she deems appropriate. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the administrator or his/her designee. The teacher will bring the Classroom Behavior Management Form to the office along with the Office Referral Form when Step 4 is reached. Disciplinary referral forms must be completed by the teacher or appropriate school official and brought to the office with the student before disciplinary action will take place.

Failure to bring notebook, pencil, homework, or failure to do work in class is not cause for disciplinary referral; however, defiance of a teacher regarding these areas is cause for discipline referral. The teacher of students who consistently exhibit poor work habits should notify parents or guardians, and/or these students should be referred to a guidance counselor.

## **HOMESCHOOL ATHLETIC/BAND ENROLLMENT DISCIPLINE PROCEDURES**

Students enrolled on athletic enrollment (including band students) and guardians of these students are expected to read the Elmore County Handbook annually, sign the signature page in the back and return this page to the school no later than five days after enrolling in the Elmore County Public Schools. The contents in the Elmore County Public Schools Handbook/Code of Conduct apply to all students enrolled whether it is through virtual enrollment, traditional enrollment, or athletic/band enrollment. The consequences for code of conduct violations for virtual and athletic/band enrollment will differ from the consequences of the students enrolled on a traditional schedule. The consequences are outlined below:

- If a student is enrolled on athletic/band enrollment and is found to be in violation of an offense in the Elmore County Code of Conduct the student and student's guardian will be required to meet with the school administration and the Athletic Director/Band Director regarding the violation. This conference will be held to explain consequences for the athletic/band enrollment student if subsequent referrals are received by the school administration.
- If the first referral is a violation of an offense that a traditional student would be suspended from school or sent to an alternative program, the athletic/band enrollment student will be suspended from athletic/band play/practice along with the mandatory meeting with school administration.
- Every referral following the first referral will require suspension from athletic/band play/practice.
- If necessary, due to excessive disciplinary issues, the student may be dismissed from the activity.

### **In-School Suspension/Detention**

If a student is enrolled on athletic/band enrollment and is found to be in violation of an offense in the Elmore County Code of Conduct that includes the punishment of in school suspension/detention, the student will be required to meet with the school Principal, school Athletic Director/Band Director, and

their guardian before they can return to athletic/band play/practice. All subsequent referrals will result in suspension from athletic/band play/practice for one day for each referral received.

### **Out-of-School Suspension**

If a student is enrolled on athletic/band enrollment and is found to be in violation of an offense in the Elmore County Code of Conduct that includes the punishment of suspension, the student will be unable to attend any practice/game for the day/days they would have been assigned to out of school suspension. The student will not be able to attend any classes/electives they may be enrolled in that are associated with the Elmore County Public Schools during their suspension time.

### **ECAP**

If a student is enrolled on athletic/band enrollment and is found to be in violation of an offense in the Elmore County Code of Conduct that includes the punishment of ECAP, the student will be unable to attend any school event and will be suspended from all play/practice for the days determined by the school administration.

If a student is enrolled on athletic/band enrollment and is found to be in violation of a Class III or Class IV offense in the Elmore County Code of Conduct, the student will be withdrawn from the school and will no longer be able to participate in the athletic/band program.

## **BUS DISCIPLINE PROCEDURES**

The procedure for handling disciplinary issues related to Class I bus violations is outlined below.

NOTE: Bus referrals are cumulative for the school year.

1. Driver-documented contact with parent/guardian of student is required before bringing a student to the office for habitual, minor offenses
2. First office referral – Warning and/or other appropriate consequence at the discretion of the school administrator
3. Second office referral – Bus suspension (1 day) and/or other appropriate consequence at the discretion of the school administrator
4. Third office referral – Bus suspension (3 days)
5. Fourth office referral – Bus suspension (5 days) and mandatory conference with the school administrator, bus driver, parent, and student prior to readmitting the student to the bus
6. Fifth office referral – Bus suspension (minimum 15 days)
7. For all subsequent Class I bus referrals, the number of days of bus suspension will be increased in increments of 20 days. (This only applies to Grades 4-12. Students in K-3 will receive bus suspension of 15 days for each subsequent referral.)

\*Administrators have the right to assign an alternate punishment after considering the nature and extent of the violation.

## **COVID-19 NOTICE**

Students should follow the Elmore County Health guidelines to help ensure a safe environment. Students that fail to adhere and comply to the current guidelines may be pursued for a disciplinary offense.

## **CLASSIFICATION OF VIOLATIONS**

Students involved in school-sponsored on or off-campus programs or events shall be governed by school system rules and regulations, in addition to state and federal laws.

Violations of the Code of Conduct are grouped into the four classifications: Class I, Class II, Class III, and Class IV. A listing of offenses and the possible disciplinary actions to be implemented by the principals and/or the designees are presented for each classification.

## PROCEDURES FOR THE ADMINISTRATION OF FORMAL DISCIPLINARY ACTIONS

In each class of violations, the principal/designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. Appropriate due process shall be provided. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has considered evidence, including hearsay, and has given the student an opportunity to be heard and to present witnesses. Administrators/school personnel may talk to students, as part of an investigation or concern, regarding school matters without parent permission and/or presence.

All Class II, III, or IV offenses will be dealt with in accordance with the appropriate consequence(s) as outlined in the ECBOE Student Discipline Handbook. NOTE: All fights will result in a minimum 5-day bus suspension and mandatory conference with the school administrator, bus driver, parent, and student prior to readmitting the student to the bus. School and bus suspensions will run concurrently if administered for the same offense.

Students recommended for Class III and/or IV expulsions will be entitled to a hearing by the Elmore County Administrative Disciplinary Committee. This committee consists of Superintendent's representatives to include the Compliance Director, Director of Elementary Education, Director of Middle School Education, and/or Director of Secondary Education, scribe, student, parent, and school administrator.

The following procedures regarding the due process of students in Legislative Act HB188 will be in effect if the discipline results in the students being placed in long-term alternative school for more than 15 days, long-term suspension for more than 10 days, or expulsion.

- If a student is proposed for covered discipline, the student is given reasonable written notice of the hearing delivered personally or by mail;
- At least five days before the hearing, the student is provided any evidence that may be used against him at the hearing, e.g. documents, video, written statements, etc.;
- If requested, the hearing is held within 10 school days of the student's initial suspension;
- The hearing is held before the board or the board's designee to decide if the student violated the Code of Student Conduct or the law;
- A written decision is issued within five school days of the hearing; and
- An electronic or written record of the hearing is provided to the student, upon request.

## CLASS I OFFENSES

- AA Excessive distraction of other students** – any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or to any other students. Examples: talking excessively, interrupting class functions, provoking other students, etc.
- AB Minor intimidation of a student** – intentional threat by word or act to do harm to another student.
- AC Participation in gambling or games of chance for money and/or other things of a value less than \$10.00** – unauthorized playing cards, dice, or other gambling devices, as well as the money involved will be confiscated.
- AD Directed or non-directed use of inappropriate language**
- AE Unauthorized selling** – selling of goods or services not connected directly with educational projects.

- AF**     **Failure to follow instructions** – Examples: Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.
  
- AG**     **Unauthorized use on school property** (to include having cell phones out) of electronic devices such as iPhones, iPads, smartwatches, etc. Administration will not be expected to spend time searching for personal items that are lost and or stolen. The school will not be responsible for lost or stolen items. **\*This offense will move to BQ if student refuses to put device away when instructed to do so.**
  
- AH**     **Bodily contact** – minor incidents of intentionally touching, e.g. intentionally touching, pinching, pushing, tripping, slapping, or “horseplay.”
  
- AI**     **Littering of school property**
  
- AJ**     **Petty theft** – the intentional, unlawful taking or carrying away of public, real, or personal property, with a value less than \$10.00. Second offense moves to BF
  
- AK**     **Cheating** – the act of providing or receiving information to fraud or swindle or to gain an advantage by dishonest means (to include plagiarism).
  
- AL**     **Inappropriate public display of affection** – Including, but not limited to, embracing and kissing.
  
- AM**     **Any other violation, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.**

**Procedures for Class I Offenses**

- Step 1.**    A teacher-student conference initiated by the teacher
- Step 2.**    Teacher-initiated notification of discipline problems to parent/guardian along with teacher designated consequence.
- Step 3.**    The administrator or his/her designee may assign the student to one day of detention or to counselor intervention, whichever he or she deems appropriate.
- Step 4.**    Referral to administration as a Class II Offense (BA – Habitual Class I Offenses) **NOTE: Under no circumstance should academic grades be used as a means of maintaining order in a classroom nor should student behavior be included in calculating academic grades.** All academic grades should reflect the teacher’s most objective assessment of the student’s academic achievement.

**CLASS II OFFENSES**

Reasonable efforts will be made to notify parents of offending students and/or victims of Class II incidents subject to the limitations of FERPA. Failure to attend assigned detention may result in, at the school’s discretion, re-scheduling of detention, with or without additional days, or an alternate consequence.

**BA     Habitual Class I Offenses**

- K-3:    1<sup>st</sup> offense – Parent contact and detention (1 day) or in-school suspension (1 day) or school designated disciplinary action
- 2<sup>nd</sup> offense – Detention (2 days) or in-school suspension (2 days) or school designated disciplinary action
- 3<sup>rd</sup> offense – Detention (3 days) or in-school suspension (3 days) school designated disciplinary action

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- 4-6:    1<sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)
- 2<sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)
- 3<sup>rd</sup> offense – ECAP (3 days)

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- 7-12:  1<sup>st</sup> offense – In-school suspension (3 day) or detention (3 days)
- 2<sup>nd</sup> offense – In-school suspension (5 days) or detention (5 days)
- 3<sup>rd</sup> offense – ECAP (5 days)

**BB Defiance of Authority** – any verbal or non-verbal refusal to comply with reasonable directions or orders of school personnel.

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- K-3: 1<sup>st</sup> offense – parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1day) or school-designated disciplinary action
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- 4-6: 1<sup>st</sup> offense – In-school suspension (3 days) or detention (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days) or detention (5 days)  
3<sup>RD</sup> offense – ECAP (3 days)
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- 7-12: 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – ECAP (3 days)  
3<sup>rd</sup> offense – ECAP (5-10 days)

**BBY Defiance of Yondr Policy** – any verbal or non-verbal refusal to comply with reasonable directions regarding the Yondr policy which may include being in possession of cell phones, refusing to put them in pouches, and/or any other Yondr policy violations.

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- K-3: 1<sup>st</sup> offense – parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1day) or school-designated disciplinary action
- 
- 4-6: 1<sup>st</sup> offense – In-school suspension (3 days) or detention (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days) or detention (5 days)  
3<sup>RD</sup> offense – ECAP (3 days)
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- 7-12: 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – ECAP (3 days)  
3<sup>rd</sup> offense – ECAP (5-10 days)

**BC Possession and/or use of tobacco products, e-cigarettes, vapor devices** – having or using tobacco products on the school premises or at any school-sponsored activity.

- Unauthorized possession of tobacco paraphernalia, tobacco, or nicotine products or non-controlled substances that are represented to be tobacco.
- Students must complete SEL module while serving day at ECAP and before returning back to base school.

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- K-3 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action
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- 4-6 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (15 days)
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- 7-12: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (15 days)

**BD Battery upon students** – intentionally hitting, striking, or any forceful blow to cause bodily harm and includes any other action that may create a health issue.

- Police report will be filed with local law enforcement.
- After two or more incidents, the school board may take legal action against the student.

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K-3: 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – In-school suspension (10 days)

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4-6: 1<sup>st</sup> offense – ECAP (10 days)  
2<sup>nd</sup> offense – ECAP (30 days)  
3<sup>rd</sup> offense – ECAP (60 days)

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7-12: 1<sup>st</sup> offense – ECAP (10 days)  
2<sup>nd</sup> offense – ECAP (30 days)  
3<sup>rd</sup> offense – ECAP (60 days)

**BE Property damage** – an intentional action resulting in injury or damages up to \$200.00 to public property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. School bus damage: student will forfeit bus privileges until full restitution is made. Law enforcement may be notified. If the student destroys a chromebook, they will be provided textbooks to complete written assignments unless the parent/guardian would like to make a monetary donation to pay for it to be replaced.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)  
2<sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)  
3<sup>rd</sup> offense – ECAP (3 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – ECAP (5 days)



**BF**     **Stealing – Larceny – Petty Theft – Possession of Stolen Property** – the intentional, unlawful taking, carrying away, or possession of public, real, or personal property valued at less than \$100.00.

- Law enforcement may be notified.
- Restitution is required.

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K-3:     1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
          2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
          3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
          4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6:     1<sup>st</sup> offense – In-school suspension (3 days)  
          2<sup>nd</sup> offense – In-school suspension (5 days)  
          3<sup>rd</sup> offense – ECAP (3 days)

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7-12:   1<sup>st</sup> offense – In-school suspension (3 days)  
          2<sup>nd</sup> offense – ECAP (3 days)  
          3<sup>rd</sup> offense – ECAP (5-10 days)

**BG**     **Threats** – Verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another. **Note:** Completion of the threat, either by the victim’s complying with the demands or the carrying out of the threat against the victim, constitutes a Class III offense. A Threat Assessment will be performed by administration and a Welfare Check will be requested by local law enforcement.

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K-3:     1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
          2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
          3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
          4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6:     1<sup>st</sup> offense – In-school suspension (1 day) or detention (3 days)  
          2<sup>nd</sup> offense – In-school suspension (3 days)  
          3<sup>rd</sup> offense – In-school suspension (5 days)

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7-12:   1<sup>st</sup> offense – In-school suspension (3 days)  
          2<sup>nd</sup> offense – ECAP (3 days)  
          3<sup>rd</sup> offense – ECAP (5-10 days)

**BH**     **Extortion** – verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. **Note:** Completion of the threat, either by the victim’s complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.

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K-3:     1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action

	2 <sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action
	3 <sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action
	4 <sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action
4-6:	1 <sup>st</sup> offense – In-school suspension (3 days)
	2 <sup>nd</sup> offense – In-school suspension (5 days)
	3 <sup>rd</sup> offense – ECAP (3 days)
7-12:	1 <sup>st</sup> offense – ECAP (3 days)
	2 <sup>nd</sup> offense – ECAP (5 days)
	3 <sup>rd</sup> offense – ECAP (10 days)

**BI Possession of an explosive or incendiary charge (including matches and lighters) – having an explosive or incendiary charge of less than one-quarter ounce, including fireworks and stink bombs. (More than this constitutes a Class IV Weapons Offense.)**

K-3:	1 <sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action
	2 <sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action
	3 <sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action
	4 <sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action
4-6:	1 <sup>st</sup> offense – In-school suspension (3 days)
	2 <sup>nd</sup> offense – In-school suspension (5 days)
	3 <sup>rd</sup> offense – ECAP (3 days)
7-12:	1 <sup>st</sup> offense – In-school suspension (3 days), detention (5 days), or school-designated action
	2 <sup>nd</sup> offense – ECAP (3 days)
	3 <sup>rd</sup> offense – ECAP (5 days)

**BJ Directed or non-directed (to include undirected racial slurs)use of obscene or profane language or gesture to a student.**

K-3:	1 <sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action
	2 <sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action
	3 <sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action
	4 <sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action
4-6:	1 <sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)
	2 <sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)
	3 <sup>rd</sup> offense – ECAP (3 days)
7-12:	1 <sup>st</sup> offense – In-school suspension (1 day), detention (3 days), or school-designated action
	2 <sup>nd</sup> offense – In-school suspension (3 days)
	3 <sup>rd</sup> offense – ECAP (3 days)

**BK Offensive behavior towards another person, written or verbal propositions to promote sexual acts, and/or use of obscene manifestations (verbal, written, gesture, to also include offensive touching).**

K-3:	1 <sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action
	2 <sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action
	3 <sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action
	4 <sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action
4-6:	1 <sup>st</sup> offense – In-school suspension (3 days) or detention (3 days)
	2 <sup>nd</sup> offense – ECAP (3 days)
	3 <sup>rd</sup> offense – ECAP (5 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – ECAP (3 days)  
3<sup>rd</sup> offense – ECAP (5-10 days)

**BL Leaving premises without permission and/or unauthorized transportation of students off premises.**

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (3 days) or detention (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days) or detention (5 days)  
3<sup>rd</sup> offense – ECAP (3 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (3 days) AND driving privileges revoked for 15 days for driver(s)  
2<sup>nd</sup> offense – ECAP (3 days) or detention (10 days) AND driving privileges revoked for 30 days for driver(s)  
3<sup>rd</sup> offense – ECAP (5 days) AND driving privileges revoked for 45 days for driver(s)

**BM Unauthorized absences (cutting or skipping) from classes or school (but not leaving campus), including leaving class without permission.**

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – ECAP (3 days)

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7-12 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – ECAP (3 days)

**BN Participation in gambling or games of chance for money and/or other things of value from \$1.00 to \$50.00. Gambling devices and money will be confiscated.**

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6 1<sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)  
2<sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)  
3<sup>rd</sup> offense – In-school suspension (5 days) or detention (5 days)

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7-12 1<sup>st</sup> offense – In-school suspension (1 day), detention (3 days), or school-designated action  
2<sup>nd</sup> offense – In-school suspension (3 days)  
3<sup>rd</sup> offense – ECAP (3 days)

**BO Directed disrespectful language or gestures**, either stated or implied, to or about a school board employee and/or visitor.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – ECAP (3 days)  
3<sup>rd</sup> offense – ECAP (5 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – ECAP (3 days)  
3<sup>rd</sup> offense – ECAP (5 days)

**BP Intentionally providing false information to school personnel**; forgery of parent’s name; intentionally providing false information to parents. Situations that involve the forging of an official document (i.e. doctor note) will move to the second offense for punishment.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)  
2<sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)  
3<sup>rd</sup> offense – In-school suspension (5 days) or detention (5 days)

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7-12 1<sup>st</sup> offense – In-school suspension (1 day), detention (3 days), or school-designated action  
2<sup>nd</sup> offense – In-school suspension (3 days), detention (5 days), or school-designated action  
3<sup>rd</sup> offense – ECAP (3 days)

**BQ Electronic Devices** – Students must adhere to all electronic device policies and should comply with all school personnel when asked to put away their electronic device (on school campus). Minor misuse of cellular phone and/or electronic devices – students are not allowed to text without permission or take pictures, audio recordings, or videos using any electronic device (camera, smart phone, etc.) which violates the privacy rights of another individual – student, teacher, staff member or visitor to the school campus.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)  
2<sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)  
3<sup>rd</sup> offense (and all subsequent offenses)– In-school suspension (5 days) or detention (5 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (1 day) or detention (3 days)  
2<sup>nd</sup> offense – In-school suspension (3 days) or detention (5 days)  
3<sup>rd</sup> offense (and all subsequent offenses) – In-school suspension (5 days)

**BR Inciting student disorder** and/or refusing to disperse. Includes videoing, audio recording, or taking pictures of disorder or physical altercations.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (5 days) or detention (5 days)  
2<sup>nd</sup> offense – ECAP (3 days)  
3<sup>rd</sup> offense – ECAP (5 days)

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7-12: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – ECAP (15 days)

**BS Possession of Medication** – A student may not possess/consume over-the-counter medication on campus. All medications require parent and physician signature authorization and must be brought to the school by a parent, guardian, or designated adult. Designated school staff will assist students with medication as order by the physician. *Exceptions to this are medications that may be carried by a student once he/she has been approved through appropriate school personnel.*

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)  
2<sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)  
3<sup>rd</sup> offense – In-school suspension (5 days) or detention (5 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (1 day), or school-designated action  
2<sup>nd</sup> offense – In-school suspension (3 days), detention (3 days), or school-designated action  
3<sup>rd</sup> offense – ECAP (3 days)

**BT Dispensing of Medication (over-the-counter medications)**

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – ECAP (10 days)

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7-12: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (45 days)

**BU Excessive tardiness** to school or class.

- Grades K-12: All tardies – to school and to class – start over at the beginning of each grading period (nine weeks).
- Documentation must be provided that all steps have been completed.
- Driving privileges will only be revoked for tardies to school.

K-4:	7 <sup>th</sup> unexcused tardy – parent/guardian is notified by letter and admin-parent conference 10 <sup>th</sup> unexcused tardy – parent conference with Attendance Supervisor 15 <sup>th</sup> unexcused tardy – Early Warning Truancy Conference
5-6:	1 <sup>st</sup> -3 <sup>rd</sup> unexcused tardies – teacher documentation 4 <sup>th</sup> unexcused tardy – parent contact 5 <sup>th</sup> unexcused tardy – in-school suspension (1 day) 6 <sup>th</sup> unexcused tardy – in-school suspension (3 days) 7 <sup>th</sup> unexcused tardy – in-school suspension (5 days) 8 <sup>th</sup> unexcused tardy – ECAP (3 days)
7-12:	1 <sup>st</sup> -3 <sup>rd</sup> unexcused tardies – teacher documentation 4 <sup>th</sup> unexcused tardy – parent contact 5 <sup>th</sup> unexcused tardy – in-school suspension (3 days) or detention (5 days) 6 <sup>th</sup> unexcused tardy – in-school suspension (5 days) AND driving privileges will be revoked for 15 school days 7 <sup>th</sup> unexcused tardy – ECAP (3 days) AND driving privileges will be revoked for 30 school days 8 <sup>th</sup> unexcused tardy – ECAP (5 days) AND driving privileges will be revoked for 45 school days

**BV Non-conformity to the dress code** – See Dress Code Policy (page 44). Headgear taken up will be returned on the last day of the school year.

K-3:	1 <sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action 2 <sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action 3 <sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action 4 <sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action
4-6:	1 <sup>st</sup> offense – Parent contacted; change of clothes brought to school or student wears provided garment. Student may be temporarily placed in in-school suspension until change of clothes is brought to school. 2 <sup>nd</sup> offense – In-school suspension (1 day) or detention (1 day) 3 <sup>rd</sup> offense – In-school suspension (3 days) or detention (3 days)
7-12:	1 <sup>st</sup> offense – In-school suspension (1 day) or school-designated action 2 <sup>nd</sup> offense – In-school suspension (3 days) or school-designated action 3 <sup>rd</sup> offense – In-school suspension (5 days), detention (3 days), or school-designated action

**BW Bullying** – Committing or instigating aggressive acts toward another student with the intent to irritate, intimidate, hurt, or produce a negative reaction from the other student. Student will be referred to the school counselor beginning with the first offense. *Refer to State Bullying Law on page 13 of the Student Handbook section.*

K-3:	1 <sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action 2 <sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action 3 <sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action 4 <sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action
4-6:	1 <sup>st</sup> offense – ECAP (3 days) 2 <sup>nd</sup> offense – ECAP (5 days) 3 <sup>rd</sup> offense – ECAP (10 days)
7-12:	1 <sup>st</sup> offense – ECAP (3 days) 2 <sup>nd</sup> offense – ECAP (5 days) 3 <sup>rd</sup> offense – ECAP (15 days)

**BX Fighting** – Mutual participation in a fight.

- If aggressor/instigator is clearly defined, his/her punishment will be moved directly to 2<sup>nd</sup> consequence.
- Police report will be filed with local law enforcement and student may be subject to arrest.

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K-3 1<sup>st</sup> offense – In-school suspension (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – In-school suspension (10 days)

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4-6: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (45 days)

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7-12: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (45 days)

**BY Computer Misuse – Minor Incidents** of computer fraud and tampering. (This includes but is not limited to playing games, downloading games or music, attempting to access inappropriate material, plagiarism, accessing social networking sites, use of another student’s password with permission, and emailing or surfing the internet without permission.

“Generative AI is a new and emerging technology. As such, its uses and implication of its use are still being discovered. However, for the purposes of the Code of Conduct, its use will be treated like any established technology. Any work produced must be properly cited and/or attributed to the generative engine, and any malicious use will be subject to the disciplinary actions of the Code of Conduct.”

- Computer access may be denied.
- Student may be required to complete assignments using paper/pencil.
- A police report may be filed.
- Additional disciplinary action may be taken depending upon the severity of misuse.

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K-3: 1<sup>st</sup> offense – Parent contact  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – Parent contact  
2<sup>nd</sup> offense – In-school suspension (3 days)  
3<sup>rd</sup> offense – In-school suspension (5 days)  
4<sup>th</sup> offense – ECAP (3 days)

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7-12: 1<sup>st</sup> offense – Parent contact  
2<sup>nd</sup> offense – In-school suspension (3 days)  
3<sup>rd</sup> offense – In-school suspension (5 days)  
4<sup>th</sup> offense – ECAP (3 days)

**BZ Unlawful Verbal Harassment** (Racial and/or Sexual) – Verbal and/or written (to include social media) conduct based on actual or perceived race, color, national origin, sex, disability, age, or religion conducted to intimidate or create a hostile environment, interfering with an individual’s academic performance otherwise adversely affecting academic opportunities.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – ECAP (10 days)

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7-12: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – ECAP (10 days)

**BZA Sexually Explicit Material**

- Pornographic material – includes but not limited to any pictures, magazines, drawings, etc., which express sexual content.
- Policy report will be filed with local law enforcement.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (15 days)

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7-12: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (15 days)

**BZB Possession of Knife** – possession and/or use of a knife without intent to be armed.

- If the knife is used, attempted to be used, or threatened to be used, as a weapon, it will be treated as a Class III weapons offense.
- A knife blade on a folding knife greater than 2 ½ inches or a knife with a fixed or lock blade, regardless of length, constitutes intent to be armed with a weapon and will be treated as a Class III (CJ) offense. (See definition of knives in Class III Weapons list.)

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K-3 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (3 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – In-school suspension (3 days) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – Treated as Class III Weapons (CJ)

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7-12: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – Treated as Class III Weapons (CJ)

**BZC Non-Intentional Contact of a Board Employee by a Student**

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – ECAP (15 days)

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7-12: 1<sup>st</sup> offense – ECAP (3 days)  
2<sup>nd</sup> offense – ECAP (5 days)  
3<sup>rd</sup> offense – ECAP (15 days)



**BZD Disruptive Behavior** – actions by a student or students that cause the learning process to be interrupted for a considerable amount of time.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (3 days) or detention (5 days)  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – ECAP (3 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (3 days) or detention (5 days)  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – ECAP (3 days)

**BZE Bodily Contact** – Incidents of intentionally touching, including but not limited to, necking, juicing, hitting, or excessive horseplay.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – In-school suspension (1 day) or detention (1 day)  
2<sup>nd</sup> offense – In-school suspension (3 days) or detention (3 days)  
3<sup>rd</sup> offense – In-school suspension (5 days) or detention (5 days)

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7-12: 1<sup>st</sup> offense – In-school suspension (3 days) or detention (3 days)  
2<sup>nd</sup> offense – In-school suspension (5 days) or detention (5 days)  
3<sup>rd</sup> offense – ECAP (3 days)

**BZF Unlawful Physical Harassment** (Racial and/or Sexual) – Physical conduct based on actual or perceived race, color, national origin, sex, disability, age, or religion conducted to intimidate or create a hostile environment, interfering with an individual’s academic performance otherwise adversely affecting academic opportunities.

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K-3: 1<sup>st</sup> offense – Parent contact and detention (1 day) or school-designated disciplinary action  
2<sup>nd</sup> offense – Detention (2 days) or school-designated disciplinary action  
3<sup>rd</sup> offense – Detention (3 days) or school-designated disciplinary action  
4<sup>th</sup> offense – In-school suspension (1 day) or school-designated disciplinary action

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4-6: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (15 days)

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7-12: 1<sup>st</sup> offense – ECAP (5 days)  
2<sup>nd</sup> offense – ECAP (10 days)  
3<sup>rd</sup> offense – ECAP (15 days)

**BZG Any violation which the principal may deem reasonable to fall within this category**  
Disciplinary action is at the discretion of the administrator or his/her designee.

The administrator or designee may assign an alternative consequence to those listed after giving due consideration to the age and maturity of the child when exceptional or mitigating circumstances exist.

Similarly, if a child commits two or more Class II offenses, then the administrator or designee may impose a more significant consequence than those listed for the individual offenses. Referrals may be combined to determine the number of offenses.

**Habitual/multiple Class II offenses may result in assignment to ECAP. On the fifth Class II offense, the student may be assigned to ECAP for 15 days. The consequence for each subsequent Class II offense may result in a longer alternative placement. In addition, students who have more than 15 Class II offenses and multiple assignments to ECAP in a school year, may be recommended for expulsion or long-term ECAP (K-3).**

Students may be assigned to their homes while awaiting placement in the Elmore County Alternative Program. It is the responsibility of the parent/guardian to pick up academic assignments from the home school until placement date at ECAP or until assigned days are completed.

### CLASS III OFFENSES

**Police report may be filed (if applicable to the Alabama Criminal Code or local ordinances) and petition signed with Elmore County Judicial System for all Class III offenses depending on age and maturity of student.**

Students recommended for Class III and/or IV expulsions will be entitled to a hearing by the Elmore County Administrative Disciplinary Committee. This committee consists of Superintendent’s representatives to include Director of Elementary Education, Director of Middle School Education, and/or Director of Secondary Education and two Central Office Administrators.

**CA Alcohol** – Unauthorized possession, transfer, use of, and/or sale of alcohol (to include any drink mixture that includes over the counter medication and/or codeine). Before returning to base school from ECAP, a rehabilitation plan must be developed and implemented; proof of drug education/training must be a vital part of the plan. The parent/guardian is responsible for any costs incurred in the development and implementation of this plan.

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K-3	1 <sup>st</sup> offense – Parent conference and school-designated disciplinary action or in-school suspension (5 days)
	2 <sup>nd</sup> offense – Out-of-school suspension (3 days)
	3 <sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6	1 <sup>st</sup> offense - ECAP (60 days)
	2 <sup>nd</sup> offense – ECAP (90 days)
	3 <sup>rd</sup> offense – ECAP placement pending administrative hearing

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7-12	1 <sup>st</sup> offense – ECAP (60 days)
	2 <sup>nd</sup> offense – ECAP (90 days)
	3 <sup>rd</sup> offense – ECAP placement pending administrative hearing

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**CB Arson** – The willful and malicious burning and/or attempting to burn any part of Board property and/or any item on campus

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K-3	1 <sup>st</sup> offense – parent conference and in-school suspension (5 days)
	2 <sup>nd</sup> offense – Out-of-school suspension (3 days)
	3 <sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6:	1 <sup>st</sup> offense – ECAP (90 days)
	2 <sup>nd</sup> offense – ECAP placement pending administrative hearing

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7-12:	1 <sup>st</sup> offense – ECAP (90 days)
	2 <sup>nd</sup> offense – ECAP placement pending administrative hearing

<b>CC</b>	<b>Robbery</b> - The taking of money and/or other property from the person or custody of another by force, violence, assault, or instilling the fear of it. <b>Restitution will be required.</b>
K-3:	1 <sup>st</sup> offense – Parent conference and in-school suspension (5 days) 2 <sup>nd</sup> offense – Out-of-school suspension (3 days) 3 <sup>rd</sup> offense – Out-of-school suspension (5 days)
4-6:	1 <sup>st</sup> offense – ECAP (90 days) 2 <sup>nd</sup> offense – ECAP placement pending administrative hearing
7-12:	1 <sup>st</sup> offense – ECAP (90 days) 2 <sup>nd</sup> offense – ECAP placement pending administrative hearing
<b>CD</b>	<b>Stealing – Larceny – Grand Theft</b> – The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession of or custody of another, to include possession of stolen property valued in excess of \$100.00. <b>Restitution will be required.</b>
K-3:	1 <sup>st</sup> offense – Parent conference and in-school suspension (5 days) 2 <sup>nd</sup> offense – Out-of-school suspension (3 days) 3 <sup>rd</sup> offense – Out-of-school suspension (5 days)
4-6:	1 <sup>st</sup> offense – ECAP (30 days) 2 <sup>nd</sup> offense – ECAP (90 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
7-12:	1 <sup>st</sup> offense – ECAP (30 days) 2 <sup>nd</sup> offense – ECAP (90 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
<b>CE</b>	<b>Gambling</b> – The intentional, unlawful participation in gambling activities involving amounts of more than \$50.00. Money and gambling devices will be confiscated.
K-3:	1 <sup>st</sup> offense – Parent conference and in-school suspension (5 days) 2 <sup>nd</sup> offense – Out-of-school suspension (3 days) 3 <sup>rd</sup> offense – Out-of-school suspension (5 days)
4-6:	1 <sup>st</sup> offense – ECAP (10 days); must complete ABE program prior to release to base school. 2 <sup>nd</sup> offense – ECAP (30 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
7-12:	1 <sup>st</sup> offense – ECAP (30 days) 2 <sup>nd</sup> offense – ECAP (90 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
<b>CF</b>	<b>Criminal Mischief</b> – An intentional action resulting in injury or damages at or in excess of \$100.00 to public property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. This includes major incidents of computer fraud, tampering, or changing grades. <ul style="list-style-type: none"> <li>• For incidents involving computers/technology devices, computer access may be denied.</li> <li>• Student may be required to complete assignments using paper/pencil.</li> <li>• A police report may be filed.</li> <li>• Additional disciplinary action may be taken depending upon the severity of misuse.</li> <li>• <b>Restitution must be made in full, including fines for tampering for all damages.</b> (Contact CSFO and/or Federal Programs Director regarding damages to items purchased with Federal funds.)</li> </ul>
K-3:	1 <sup>st</sup> offense – Parent conference and in-school suspension (5 days) 2 <sup>nd</sup> offense – Out-of-school suspension (3 days) 3 <sup>rd</sup> offense – Out-of-school suspension (5 days)

	4-6: 1 <sup>st</sup> offense – ECAP (30 days) 2 <sup>nd</sup> offense – ECAP (60 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
	7-12: 1 <sup>st</sup> offense – ECAP (30 days) 2 <sup>nd</sup> offense – ECAP (60 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
<b>CG</b>	<b>Threatening a school board employee or visitor</b> , either directed or implied, or the property of an employee and includes intentionally bumping and/or intentionally touching a teacher or visitor.
	K-3: 1 <sup>st</sup> offense – Parent conference and in-school suspension (5 days) 2 <sup>nd</sup> offense – Out-of-school suspension (3 days) 3 <sup>rd</sup> offense – Out-of-school suspension (5 days)
	4-6: 1 <sup>st</sup> offense – ECAP (10 days) 2 <sup>nd</sup> offense – ECAP (30 days)
	7-12: 1 <sup>st</sup> offense – ECAP (30 days) 2 <sup>nd</sup> offense – ECAP placement pending administrative hearing
<b>CH</b>	<b>Life Threats</b> – verbally or by written or printed communication, maliciously threatening the life or limb of another person
	K-3: 1 <sup>st</sup> offense – Parent conference and in-school suspension (5 days) 2 <sup>nd</sup> offense – Out-of-school suspension (3 days) 3 <sup>rd</sup> offense – Out-of-school suspension (5 days)
	4-6: 1 <sup>st</sup> offense – ECAP (10 days) 2 <sup>nd</sup> offense – ECAP (30 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
	7-12: 1 <sup>st</sup> offense – ECAP (30 days) 2 <sup>nd</sup> offense – ECAP (90 days) 3 <sup>rd</sup> offense – ECAP placement pending administrative hearing
<b>CI</b>	<b>Directing profane, obscene language or gesture</b> to a school board employee and/or visitor.
	K-3: 1 <sup>st</sup> offense – Parent conference and in-school suspension (5 days) 2 <sup>nd</sup> offense – Out-of-school suspension (3 days) 3 <sup>rd</sup> offense – Out-of-school suspension (5 days)
	4-6: 1 <sup>st</sup> offense – ECAP (10 days) 2 <sup>nd</sup> offense – ECAP (30 days) 3 <sup>rd</sup> offense – ECAP (60 days)
	7-12: 1 <sup>st</sup> offense – ECAP (10 days) 2 <sup>nd</sup> offense – ECAP (30 days) 3 <sup>rd</sup> offense – ECAP (60 days)
<b>CJ</b>	<b>Possession of Weapons</b> – Students will not possess or conceal, or transport any weapon, realistic replica of a weapon, facsimile of a gun, firearm, air gun, pellet gun, or any instrument or device capable of firing a projectile, or other instrument that could cause or is intended to cause injury or other harm to another. Students will not misuse an otherwise non-dangerous or non-threatening object(s) in a threatening manner. (See Weapons List. Firearms as defined in the Class IV Offense section are excluded from this list.)
	K-12 1 <sup>st</sup> offense – ECAP placement pending administrative hearing
<b>CK</b>	<b>Disruptive Threats</b> – Any such communications concerning school board property, which has the intentional effect of interrupting the educational environment, including but not limited to,

bomb threats, biological threats, riot threats, or threats of group violence. Any student found to have communicated a disruptive threat will be **prosecuted** and restitution will be sought for income lost due to the interruption of school activities.

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (one full school year)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

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7-12: 1<sup>st</sup> offense – ECAP (one full school year)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

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**CL Sexual Misconduct** – Acts of a serious sexual nature including, but not limited to, intercourse. ***Treatment program may be required for re-entry to school. Any costs incurred for this program are the responsibility of the parent/guardian.***

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (90 days)  
2<sup>nd</sup> offense – Recommend expulsion

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7-12: 1<sup>st</sup> offense – ECAP (90 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

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**CM Inciting and/or participating in a major student disorder and/or refusing to disperse.** Leading, encouraging, or assisting in disruptions, which result in destruction or damage of private or public property; personal injury to participants or others during any school-sponsored activity. **Restitution will be required.**

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (10 days); must complete SEL program prior to release to base school  
2<sup>nd</sup> offense – ECAP (one full calendar year)

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7-12: 1<sup>st</sup> offense – ECAP (30 days)  
2<sup>nd</sup> offense – ECAP (one full calendar year)

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**CN Igniting Fireworks** – igniting an explosive and/or incendiary charge of less than one-quarter ounce (more than this constitutes a Class IV Weapons Offense).

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (10 days); must complete SEL program prior to release to base school  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

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7-12: 1<sup>st</sup> offense – ECAP (45 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

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**CO Unjustified activation** of fire alarm and/or fire extinguishers, false electronic alert, making a false report to law enforcement/emergency responders, including, but not limited to calling 911, or tampering with an emergency exit on a school bus.

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (15 days)

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2<sup>nd</sup> offense – ECAP (30 days)

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7-12: 1<sup>st</sup> offense – ECAP (30 days)  
2<sup>nd</sup> offense – ECAP (no less than 60 days)

**CP Trespassing** – Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited. If an individual is in a closed building the punishment will be moved to a Second Offense.

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K-3: 1<sup>st</sup> offense – Written or verbal warning  
2<sup>nd</sup> offense – In-school suspension (5 days)  
3<sup>rd</sup> offense – Out-of-school suspension (3 days)

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4-6: 1<sup>st</sup> offense – Written or verbal warning  
2<sup>nd</sup> offense – ECAP (30 days)  
3<sup>rd</sup> offense – ECAP (not less than 60 days)

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7-12: 1<sup>st</sup> offense – Written or verbal warning  
2<sup>nd</sup> offense – ECAP (30 days)  
3<sup>rd</sup> offense – ECAP (not less than 60 days)

**CQ Gang Activity – Significant** evidence of gang **involvement** to include, but not limited to recognized attire, use of hand signals, art work, tattoos, jewelry.

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

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4-6: 1<sup>st</sup> offense – ECAP (10 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

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7-12: 1<sup>st</sup> offense – ECAP (30 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

**CR Aggravated Battery upon Students** – intentionally hitting, striking, or any forceful blow with the intent to cause great or permanent bodily harm.

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)

4-6: 1<sup>st</sup> offense – ECAP (30 days)  
2<sup>nd</sup> offense – ECAP (60 days)  
3<sup>rd</sup> offense – Recommend expulsion

7-12: 1<sup>st</sup> offense – ECAP (30 days)  
2<sup>nd</sup> offense – ECAP (60 days)  
3<sup>rd</sup> offense – ECAP placement pending administrative hearing

**CS Pantsing, (de)pantsing** – Also known as “dacking”, “detrouser”, “kegging”, and “flagging” that results in exposure, to include exposure of underwear. *The act or practice of pulling someone’s pants down.*

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (10 days)  
2<sup>nd</sup> offense – ECAP (30 days)  
3<sup>rd</sup> offense – ECAP (60 days)

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7-12: 1<sup>st</sup> offense – ECAP (10 days)  
2<sup>nd</sup> offense – ECAP (30 days)  
3<sup>rd</sup> offense – ECAP (60 days)

**CT Indecent Exposure** – The intentional act of exposing one’s body parts.

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
 2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
 3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (10 days)  
 2<sup>nd</sup> offense – ECAP (30 days)  
 3<sup>rd</sup> offense – ECAP (60 days)

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7-12: 1<sup>st</sup> offense – ECAP (10 days)  
 2<sup>nd</sup> offense – ECAP (30 days)  
 3<sup>rd</sup> offense – ECAP (60 days)

**CU Misuse of Cellular Phone and Electronic Devices** - Students are not allowed to take, show, share, and/or post pictures, audio recordings, or videos that include pornographic material, inappropriate pictures/video or could be determined as bullying another person using a cellular phone or any other electronic device (camera, smart phone, etc.) which violate the privacy rights of another individual – student, teacher, staff member, or visitor.

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
 2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
 3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (3 days)  
 2<sup>nd</sup> offense – ECAP (5 days)  
 3<sup>rd</sup> offense – ECAP (10 days)

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7-12: 1<sup>st</sup> offense – ECAP (30 days)  
 2<sup>nd</sup> offense – ECAP (60 days)  
 3<sup>rd</sup> offense – ECAP (90 days)

**CV Intentional Contact of a Board Employee by a student**

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K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (5 days)  
 2<sup>nd</sup> offense – Out-of-school suspension (3 days)  
 3<sup>rd</sup> offense – Out-of-school suspension (5 days)

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4-6: 1<sup>st</sup> offense – ECAP (30 days)  
 2<sup>nd</sup> offense – ECAP (60 days)  
 3<sup>rd</sup> offense – ECAP placement pending administrative hearing

7-12: 1<sup>st</sup> offense – ECAP (30 days)  
 2<sup>nd</sup> offense – ECAP (60 days)  
 3<sup>rd</sup> offense – ECAP placement pending administrative hearing

**CW** **Distribution of Explicit Images** - Students are not allowed to distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.

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K-3: 1<sup>st</sup> offense – Parent conference, administrative hearing, pending ECAP placement  
2<sup>nd</sup> offense – Parent conference, administrative hearing, pending ECAP placement

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4-6: 1<sup>st</sup> offense – ECAP (90 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

7-12: 1<sup>st</sup> offense – ECAP (90 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

**CX** **Any violation, which the principal may deem reasonable to fall within this category.**  
Disciplinary action is at the discretion of the administrator or his/her designee.

The administrator or designee may assign an alternative consequence to those listed after giving due consideration to the age and maturity of the child when exceptional or mitigating circumstances exist.

Similarly, if a child commits two or more Class III offenses, then the administrator or designee may impose a more significant consequence than those listed for the individual offenses. Referrals may be combined to determine the number of offenses.

**Habitual/multiple Class III offenses may result in a student being recommended for expulsion or long-term ECAP (K-3).**

Students may be assigned to their homes while waiting placement in the Elmore County Alternative Program. It is the responsibility of the parent/guardian to pick up academic assignments from the home school until placement date at ECAP or until assigned days are complete.



## CLASS III WEAPONS LIST

1. Knives, including but not limited to:

Box cutter	Key chain knife	Palm knife	Switchblade
Butterfly knife	Folding knife (> 2 ½ ")	Razor blade	Swiss army knife
Carpet knife	Linoleum knife	Spring-loaded knife	Trench knife
Exacto knife	Locked-blade knife	Stiletto knife	Utility knife
Fixed-blade knife	Paint scraper	Straight razor	(empty)

2. Num-chuks, throwing stars, fighting claws, other weapons used in martial arts
3. Bicycle chain, heavy duty chain, bike sprocket, dog leashes worn as belts, wallet chains
4. Bows and arrows (unless approved as PE unit of instruction)
5. Other devices including, but not limited to

Arrow or air gun	Club	Leather strap	Spear
Baton	Crossbow	Tools	Spring billy
Black jack	Hand ax	Mace/pepper spray (with intent)	Stun gun
Brass knuckles	Hatchet	Machete	Sword
Bull whip	Ice pick	Night stick	Sword cane
Bullets/ammunition	Impact baton	Skewer	Taser
Cattle prod	Kubotan	Slingshot	Tear gas
Splat gun	(empty)	(empty)	(empty)

6. Any other object not specifically listed which is primarily meant and adapted for attack and for the infliction of injury.

### **The Elmore County Board of Education adheres to the following policy:**

The administrator shall notify appropriate law enforcement officials when any person violates board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. 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 of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Ala. Code §13A-11-50 Carrying Concealed Weapons

## CLASS IV MAJOR OFFENSES

### **POLICE REPORT MAY BE FILED, AND PETITION MAY BE SIGNED WITH ELMORE COUNTY JUDICIAL SYSTEM IN ALL CLASS IV OFFENSES.**

Students will be immediately assigned to Elmore County Alternative Program or assigned to their homes pending expulsion hearing for all expulsion recommendations.

Students recommended for Class III and/or IV expulsions will be entitled to a hearing by the Elmore County Administrative Disciplinary Committee. This committee consists of Superintendent's

representatives to include Compliance Director, Director of Elementary Education, Director of Middle School Education, and/or Director of Secondary Education, scribe, student, parent, and school administrator.

Return to school following an expulsion shall necessitate an appeal to the Superintendent, recommendation for re-admission by Superintendent to the Board, and approval by the Board.

Where applicable, a person may not be re-admitted to the public schools until:

1. Criminal charges or offenses arising from the conduct, if any, have been disposed of by the authorities, and
2. All other requirements imposed by the board as a condition for readmission have been met.

**DA Possession of firearms** – A weapon is any firearm (as defined in Section 921 of Title 18 of the United States Code), which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter gun, tear gas gun, or other chemical device).

K-12 1<sup>st</sup> offense - ECAP placement pending administrative hearing and shall be referred to the justice system or the juvenile delinquency system.

**DB Discharge of firearm** – Discharging of any pistol, rifle, shotgun, air gun, tear gas, etc.

K-12 1<sup>st</sup> offense - ECAP placement pending administrative hearing and shall be referred to the justice system or the juvenile delinquency system.

**DC Explosives** – Possessing, preparing, and/or igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge or more than one-quarter ounce on school board property.

K-12 1<sup>st</sup> offense - ECAP placement pending administrative hearing and shall be referred to the justice system or the juvenile delinquency system.

**DD Illegal Organization** – Any act by a group of students which threatens or intimates others. This includes, but is not limited to, enticing others to join a gang and physical contact.

K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (10 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

4-12: 1<sup>st</sup> offense – ECAP placement pending administrative hearing

**DE**

**Battery upon Board employees** – The unlawful striking of a Board employee, and/or the intentional causing of bodily harm to a Board employee or visitor. All attacks or incidents shall be reported to the superintendent within 72 hours.

K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (10 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

4-12: 1<sup>st</sup> offense – ECAP placement pending administrative hearing

**DF Burglary of school property** – Entering or remaining on a campus when the premises are closed to the public with the intent to commit a crime. **Restitution must be made in full for all damages before returning to school.**

K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (10 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

4-12: 1<sup>st</sup> offense – ECAP placement pending administrative hearing

**DG Malicious battery** – Intentionally causing great bodily harm or disability, or permanent disfigurement to include rape or attempted rape.

- K-3: 1<sup>st</sup> offense – Parent conference and in-school suspension (10 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing
- 4-12: 1<sup>st</sup> offense – ECAP placement pending administrative hearing

**DH** **Drugs/Chemicals** –Unauthorized possession, transfer, use of, and/or sale of controlled substances to include illegal substances and prescribed substances (e.g., Xanax, Ritalin, Adderall, Dexedrine, Oxycodone, any device containing any amount of THC, etc.) or to be under the influence of drugs or chemicals. Unauthorized possession of drug paraphernalia or non-controlled substances that are represented to be a controlled substance. Before returning to base school, a rehabilitation plan must be developed and implemented; proof of drug education/training must be a vital part of the plan. The parent/guardian is responsible for any costs incurred in the development and implementation of this plan. Students may be required to have a clean test before returning to the base school. If student distributes drugs/chemicals, consequence moves to 2<sup>nd</sup> offense.

- K-3: 1<sup>st</sup> offense - Parent conference and in-school suspension (10 days)  
2<sup>nd</sup> offense - Out-of-school-suspension (10 days)  
3<sup>rd</sup> offense – Out-of-school suspension (5 days)
- 4-12: 1<sup>st</sup> offense – ECAP (60 days)  
2<sup>nd</sup> offense – ECAP placement pending administrative hearing

**DI** **Threatening with a weapon** – Use of a weapon to threaten a student or a board employee, or a visitor on school board property or at a school sponsored event.

- K-12: 1<sup>st</sup> offense – ECAP placement pending administrative hearing

## PROCEDURE FOR K-12 CORPORAL PUNISHMENT

To maintain discipline or to enforce school rules, an administrator/designee may administer corporal punishment through reasonable use of physical force or physical contact. Corporal punishment may only replace in-school suspension or a lesser consequence. It is not a substitution for placement at the Elmore County Alternative Programs (ECAP).

Such punishment shall be administered under conditions which do not hold up the student to ridicule or shame and punishment should never be in the presence of other students. Before corporal punishment is administered, written permission from the parent must be on file each school year. The procedures listed below must be followed to guarantee proper and legally required due process on behalf of the students.

1. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
2. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
3. The administration of corporal punishment must occur in the presence of an administrator or administrative designee in a designated place, but only after:
  - a. The other school official is informed about the reasons for punishment in the presence of the student;
  - b. The student is given the opportunity to defend his/her position and present witnesses in his/her defense.

## OTHER DISCIPLINE PROCEDURES

### Special Education Students

School personnel may remove a student for not more than 10 consecutive school days and provide no services unless services are provided to nondisabled students, following regular education guidelines.

A change of placement occurs if the removal is for more than 10 consecutive school days or if the student is subjected to a series of removals that constitute a pattern because they accumulate to more than 10 school days in a school year because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removal to one another. A change of placement requires an IEP team to convene and follow due process.

In reviewing a pending suspension of more than 10 days of a child with a disability from the regular route school bus, the following guidelines will be used: A manifestation hearing will be conducted to determine whether the behavior on the bus is similar to behavior in a classroom that is addressed in an IEP and whether bus behavior should be addressed in the IEP or behavioral intervention plan for the child. If the result of the manifestation review was that the behavior of the child with a disability was not a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities. If the bus transportation is not part of the child's IEP, a bus suspension would not be a suspension. In those cases, the child and his/her parents would have the same obligations to get the child to and from school as a nondisabled child who has been suspended from the bus.

[Special Education Services Supp. No. 00-4, 290-8-9-.09(14)]

[Special Education Services Supp. No. 99-4, 290-8-9-.09(6)(c)]

### **Notification**

The parents or guardians of students shall be notified of each disciplinary action by telephone or written or personal communication in a timely manner, preferably before the consequence begins. Upon request, all parents or guardians shall be furnished a written statement outlining the reasons for and circumstances surrounding any disciplinary action.

### **Inappropriate Disciplinary Action**

The following are considered inappropriate disciplinary actions:

- Punishment of the group for the actions of a few
- Physical punishment (except as outlined previously in procedures for corporal punishment)
- Isolation of students in closets, cloakrooms, or hallways (Isolation from the group will only be for the purpose of prompt and private attention to the problem.)
- Verbal abuse, humiliation, and embarrassment of students by school personnel

## **LEGAL REFERENCE**

State laws addressing violence in public schools, which passed, are as follows:

*Ala. Code* §16-28-40 – make provisions for the suspension of driver's license for persons under the age of 19 who are convicted of the possession of a pistol on school premises.

*Ala. Code* §16-28A-3 – requires local boards of education to develop and distribute school behavior policies to parents.

*Ala. Code* §16-28-40 – provides for a Class C felony charge against certain persons in possession of a weapon while on the premises of a public school

*Ala. Code* §16-1-24.1 – makes parents liable for damages to school property caused by children less than 18 years of age.

*Ala. Code* §6-5-72 – subjects a person who unlawfully sells or furnishes a controlled substance to minors to civil liability.

*Ala. Code* §6-5-72 – requires local boards of education to establish disciplinary school programs for disruptive students.

*Ala. Code §16-1-24.1* – provides further discipline in the schools and the establishment of school discipline plans.

*Ala. Code §16-1-14* – requires local boards of education to promulgate rules and regulations concerning behavior and discipline.

*Ala. Code §13-A-6-21* – makes it a felony to assault teachers or employees of public education institutions or peace officers.

*Ala. Code §16-28B-1* – Jamari Terrell Williams Student Bullying Prevention Act which requires boards to facilitate complaints and resolutions of bullying.

*Ala. Code §16-1-51.1* – Annalyn's Law which requires schools to supervise students designated as low risk juvenile sex offenders.