



# Marengo County

## SCHOOL DISTRICT

P. O. Box 480339  
County Office Building  
Linden, Alabama 36748  
(334) 295-4123

### **BOARD OF EDUCATION**

Freddie Charleston  
Lynda Joiner  
John McAlpine  
Chester Moore  
Rayvell Smith

### **ADMINISTRATION**

Dr. Calvin Eaton, Superintendent

### **SCHOOLS**

A. L. Johnson High School	.....	(334) 627-3364
	Mr. William Martin, Principal	
Marengo High School	.....	(334) 992-2394
	Dr. Alice Jackson, Principal	
Sweet Water High School	.....	(334) 994-4263
	Mrs. Tisha Lewis, Principal	



Marengo County  
SCHOOL DISTRICT

Dear MCS Family,

The 2024-2025 school year brings fresh energy. Each student starts the new year with a fresh slate to achieve a new set of goals. Our teachers have worked hard to ensure a rigorous learning environment for our students, many of whom participated in summer learning experiences.

This opportunity was created to set students up for success in the classroom. It's our job to make sure each and every student is supported as they grow and learn. In fact, it's part of our mission:

*The mission of Marengo County is to provide a student-centered school district that prepares all students for future academic, professional, and personal success.*

Your Marengo County School Board of Education is committed to offering high-quality learning experiences for all students. I encourage you to take full advantage of what we have to offer.

This can only happen when we are committed to fostering a safe learning environment. The following pages of the Student/Parent Resource Guide/Code of Conduct outline the necessary steps to ensure a safe learning environment for all. These processes have been designed to recognize those behaviors that challenge and address them.

The safety of our students is a shared responsibility of us all — teachers, students, and families. We routinely tell our students, “If you see something, say something.” That is good advice for families, too. This allows us to respond appropriately to correct behaviors and provide families additional support for their children.

Thank you for choosing the Marengo County Schools for your child. I am confident that our educators will work to make sure your child is nurtured and challenged this year so that they can achieve their own personal, academic, and career goals.

Let's make this an incredible year!

Sincerely, Calvin Eaton, Ed.D. Superintendent



Marengo County  
SCHOOL DISTRICT

The Marengo County School District (MCS) provides an atmosphere in which high performance can be achieved within a framework of high expectations. This task can be achieved only if appropriate time and resources are given in maintaining an environment of discipline conducive to the teaching/learning process. Parents and students are urged to be supportive of this Student Code of Conduct and committed to the concept of the right to learn.

#### Vision

Inspiring and empowering students to learn and lead in a global society.

#### Mission

Marengo County is a student-centered school district that prepares all students for future academic, professional, and personal success.

#### EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Marengo County School Board of Education that no person in this school district shall on the basis of race, color, disability, creed, religion, sex, age, or national origin, be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes employment, retention, and promotion. The Board complies fully with provisions of Title IX of the Education Amendments of 1972 Section 504 Rehabilitation Act of 1973, and the appropriate Department of Education regulations.

Any complaint of sex discrimination practices or any noncompliance with Title VII or Title IX requirements should be registered with the Coordinator of Title IV, Title VI, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact:

Mrs. Kathy Pritchett  
Coordinator of Special Education / 504  
101 North Shiloh  
Linden, AL 36748  
(334) 295-4123  
[kpritchett@marengo.k12.al.us](mailto:kpritchett@marengo.k12.al.us)

To request Special Education Services, please contact Mrs. Kathy Pritchett

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**2024-2025 SCHOOL CALENDAR**

Thursday, August 1, 2024, Friday, August 2, 2024, and Monday, August 5, 2024	Professional Development Days (no students)
Tuesday, August 6, 2024	First Day for Students
Monday, September 2, 2024	Labor Day Holiday
Wednesday, September 18, 2024	Early Dismissal of Students at 12:30 p.m.
Monday, October 14, 2024	Professional Development / Parenting Day (10 - 6) / (no students)
Wednesday, November 6, 2024	Early Dismissal of Students at 12:30 p.m.
Monday, November 11, 2024	Veterans' Day Holiday
Monday, November 20, 2023 – Friday, November 24, 2023	Thanksgiving Holidays
Wednesday, December 20, 2023 – Wednesday, January 3, 2024	Christmas Holidays for Students
Wednesday, January 3, 2024	Professional Development Day (no students)
Thursday, January 4, 2024	Students Return
Monday, January 15, 2024	Martin Luther King, Jr. Holiday
Monday, February 19, 2024	Presidents' Day Holiday
Wednesday, March 13, 2024	Professional Development Day (no students)
Monday, March 25, 2024 – Friday, March 29, 2024	Spring Break Holidays
Wednesday, April 17, 2024	Early Dismissal of Students at 12:30 p.m.
Thursday, May 23, 2024	Last Day for Students
Friday, May 24, 2024	Professional Development Day (no students)

**GRADUATION DATES AND TIMES**

A. L. Johnson High School	Monday, May 20, 2024, at 6:00 p.m. Gymnasium
Marengo High School	Friday, May 17, 2024, at 6:00 p.m. Gymnasium
Sweet Water High School	Thursday, May 16, 2024, at 7:00 p.m. Gymnasium

## **SCHOOL DAY**

For the 2024-2024 school year, the Marengo County Board of Education will provide an in-person instruction schedule from 7:45 a.m. to 3:05 p.m. Students should not be dropped off at school before 7:20 a.m.

Students may not leave school without first obtaining permission and signing out through the office. A student is considered to be at school once he/she is on school grounds.

## **BREAKFAST AND LUNCH**

The Marengo County Schools will participate in the Community Eligibility Provision (CEP). CEP is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. This USDA provision allows your child(ren) to participate in the Marengo County School System's meal program without having to pay a fee or submit a free and reduced meal application. Students may bring breakfast/lunch/snacks to school, but parents/guardians/etc. may not deliver meals/food to the students anytime during the school day.

## **VISITORS**

All visitors must report to the office before entering any other part of the school building and/or campus. All visitors will be asked to sign in and be issued a pass from the office. Passes will not be issued to students from other schools for campus visitation during school hours. Parents must wait outside the office for students. We cannot interrupt the learning environment throughout the day. Any exception will be at the discretion of an Administrator. Unauthorized persons on the school campus may be subject to Alabama trespass laws. Students will not be called out of class by a parent, relative, or friend during school hours.

## **PARENT / TEACHER CONFERENCES**

One of the priorities of the Marengo County Board of Education is keeping parents informed of their children's progress and needs. If parents wish to talk with their child's/children's teacher, they should call the main office of the school or email the teacher through the link provided on the school website to schedule a conference. Conferences will take place before or after school or during the teacher's planning period.

## **PARENT ORGANIZATIONS**

The Marengo County Board of Education encourages parents and community members to be actively involved in the education of all students. Participation in the school's Parent Teacher Organization (PTO) is the best way to support the school and be an active decision-maker at the local school level.

## **MEDICAL AND DENTAL APPOINTMENTS**

Parents are encouraged to make medical and dental appointments for students either after school hours or on those days when school is not in session.

## **TELEPHONES AND MESSAGES**

All school telephones are for the purpose of conducting necessary school business. Students may be permitted to use the office telephone only in case of absolute necessity as determined by school officials. Students who use the office telephone must have permission from office personnel.

Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person. Naturally, there are emergencies which arise from time to time which necessitate a message to or from a parent or the delivery of an item to a student. The school is happy to cooperate with the delivery of emergency messages, but this becomes very time consuming; therefore, only emergency messages (as determined by an Administrator) will be delivered. Parents should have an understanding with their child as to his/her plans for after school since after school arrangements are not considered to be an emergency.

## SCHOOL SUPPLIES

Supplies needed at school, other than textbooks, must be provided by the parent. This includes paper, pencils, notebooks, and other supplies as designated by the teacher. Students should always come to each class with the textbooks and supplies necessary to do all class work as assigned.

## STUDENT TRANSPORTATION

All transported students must abide by the rules and regulations posted on the buses. Students not conforming to these rules will not be allowed to ride the bus. **Only students with a valid driver's license will be allowed to drive vehicles on the school campus and these students must park in designated areas and possess a valid parking permit.** Reckless driving on the school campus is strictly forbidden and students are not to sit in vehicles during school hours. Students are not to arrive at school until 15 minutes before school takes in. Students who drive should report to the gym until homeroom unless they are eating breakfast. Students that drive to school may not park off campus and then walk to school. Students that drive to school must park on campus. The driving of vehicles to school by students is considered a privilege. Driving privileges may be revoked at the discretion of the principal.

## STUDENT MONEY / VALUABLES

Students should not bring excessive amounts of money to school. Students should also refrain from bringing valuable items to school. The school will not be responsible for lost or stolen items.

## BACKPACKS

Only one (1) backpack per child is allowed at school.. No rolling backpacks or duffel-type bags will be allowed on campus. It is at the principal's discretion whether a backpack procedure is implemented to ensure a safe learning environment for all students for the 2024-2025 school year.

## LOCKERS

Lockers may be assigned by homeroom teachers at the beginning of the school year. Students in grades 7 – 12 will pay a \$10.00 rental fee for a locker. Lockers must be kept clean at all times. Students are not to change lockers without office approval. There will be a charge of \$1.00 to have locks cut off. The school is not responsible for items lost or stolen from lockers. Students are encouraged to have a lock on all lockers.

## FIELD TRIPS

Field trips are encouraged to enrich student learning, provide opportunities for participation in curriculum-related activities, and assist students in reaching educational goals. Field trips will be monitored and may be disallowed for individual students based on attendance, grades, and behavior. Also, parents may request that a student not accompany a group. In this case, the student will follow their normal schedule and complete assignments for the class which is on the field trip. During such trips, students represent our schools and will act accordingly. Students will follow school rules and the directions of the teachers/chaperons. Dress code for field trips will be at the discretion of the Principal depending upon the activities planned.

## COURTESIES

Please observe rules of courtesy to everyone at all times. Do not push or shove any person or walk between two people who are talking. Keep to the right in the halls as you change classes. Leave doorways and walkways clear so that those entering and leaving the building may do so. Do not sit on desks or tables.

## FOOD AND DRINK IN THE BUILDINGS

Students are not allowed to bring food or drink of any type into any school building, including the gym, without prior permission from an Administrator. The only exception is water in a



clear, plastic bottle. Violation of this policy may result in items being confiscated or disposed of and other disciplinary actions.

### **CARE OF BUILDINGS AND GROUNDS**

Every student should have a deep feeling of interest and pride in taking care of our buildings and the school grounds. Our custodial staff works to keep our schools clean, but they can't do this work alone. Student cooperation is needed and expected. Writing, marking on, or defacing school property is forbidden. Any abuse or destruction of private or school property will be paid for by the student and/or parents. Do not make marks on furniture, equipment, or walls. The placement of posters in the hall must have office approval. Be sure to clean shoes well before entering the building. Take special care to help keep restrooms clean. All trash should be thrown into a trash can. If you see waste paper on the floors or outside the buildings, please help by picking it up, even if you didn't put it there.

## **CODE OF STUDENT CONDUCT**

### **INTRODUCTION**

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

As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students' assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures identified shall apply to all students.

To assist school personnel, parents, and students in maintaining an effective learning environment, the **CODE OF STUDENT CONDUCT** is designed to accomplish the following:

Describe the responsibilities of the school, home, and student.

Define disciplinary actions.

Standardize procedures for administering formal disciplinary actions.

Identify classifications of violations and describe procedures for disciplinary action.

Explain due process procedures.

A code of conduct signed by parents and students must be on file within two (2) weeks of the first day of school. Students enrolling after the first day have one (1) week to turn in a signed code of conduct. Failure to turn in a signed code of conduct will result in disciplinary action.

### **STATUTORY PROVISIONS**

Act 94-782 of the Alabama Legislature requires "each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school Superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled."

"Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil shall be reported by the Principal to the Superintendent of Education for the school system in which the suspected violation occurred."

"The Superintendent of Education or his or her designee shall report suspected violations to the district attorney within ten (10) days. Any designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school."

Act 94-819 of the Alabama Legislature states that "the parents, guardian, or other person having care or control of any minor under the age of 18 years with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained, but not exceeding the sum of \$1,000 plus the court costs of the action, to any person, firm, association, corporation, and the State of Alabama and its political subdivision for all damages proximately caused by the injury to, or destruction of, any property, real, personal or mixed, by the intentional, willful, or malicious act or acts of the minor."

### **JURISDICTION OF THE BOARD OF EDUCATION**

Marengo County Board of Education students and their property are subject to all the rules and regulations of the Marengo County Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses, at school bus stops, and at times and places including, but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities. This includes remote learning. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Student and Parent Handbook may be extended to the immediate vicinity of the school, and during after-school hours when and where student conduct could have a detrimental effect on the health, safety, and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

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

### **RESPONSIBILITIES OF SCHOOL ADMINISTRATORS OR TEACHERS**

In order for quality instruction to occur, orderly procedures and discipline must be provided. Therefore, school administrators and/or teachers are responsible for:

1. Informing parents and students that good behavior is important and will be enforced through the **CODE OF STUDENT CONDUCT**.
2. Providing and maintaining an environment conducive to learning.
3. Providing opportunities for communicating with parents through conferences on student progress, and involvement in education programs, events, and activities, which complement the instructional program.
4. Identifying and implementing system-wide instructional objectives which identify the necessary prerequisites to be used in determining promotion and retention.
5. Providing appropriate supervision for students under the direction of school personnel.
6. Encouraging good citizenship.
7. Planning and preparing lessons appropriate to the subject area being taught and student abilities.
8. Being regular in attendance and on time for classes and other school-related activities for which they have responsibilities.
9. Adhering to the policies prescribed by the Board of Education and to the rules and regulations established by the school.
10. Participating in activities designed to promote professional development.

### **RESPONSIBILITIES OF PARENTS / GUARDIANS**

The relationship between student success in school and the involvement of parents in the learning process is essential. We ask that parents/guardians be responsible for:

1. Reading, understanding, and signing, the **CODE OF STUDENT CONDUCT** and accepting responsibility for their child's actions.
2. Knowing and understanding the rules their child is expected to observe during school, at the bus stop, on the bus, and during school-sponsored activities.
3. Maintaining regular communications with the school concerning their child's progress and conduct.
4. Ensuring that their child attends school regularly and reports student absences and tardiness in writing.
5. Providing their child with materials needed to complete schoolwork.
6. Ensuring that their child is clean, well-groomed, and appropriately dressed.
7. Informing school authorities of any problem or condition that may affect their child or others in school.
8. Discussing classwork, homework assignments, tests, and progress reports with their child.
9. Providing current telephone numbers for home, work, and emergency, and providing current immunization and appropriate medical information.
10. Providing transportation for their child in the event of suspension from riding the bus.
11. Monitoring your child's use of technology, including social media is imperative.

### **RESPONSIBILITIES OF STUDENTS**

In order for effective teaching and learning to take place, there must be a cooperative relationship between students and the school. We ask that students be responsible for:

1. Attending all classes on time and having a cooperative attitude.
2. Being prepared each day with the necessary supplies and assignments.
3. Showing respect for all individuals and property.
4. Refraining from using **profanity**, making obscene gestures, or inflammatory statements.
5. Being well-groomed, clean, and appropriately dressed.
6. Acting in an orderly, safe, and responsible manner at school, on buses, and during school-sponsored activities.
7. Being aware of and abiding by the rules and regulations of the **CODE OF STUDENT CONDUCT** and of the school.

## **DISCIPLINARY ACTION DEFINITIONS**

### **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES DISCIPLINARY PROBATION**

The Principal has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time. Work assignments shall not interfere with any student's regular class schedule. The parent(s) will be notified prior to the student's placement in a work assignment and will be responsible for transportation.

### **SCHOOL BUS SUSPENSION**

The Principal has the authority to deny a student the privilege of riding a school bus. Any suspension over five (5) days must be approved by the Superintendent. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus.

### **CORPORAL PUNISHMENT**

Corporal punishment may be administered to discipline students. However, corporal punishment is not considered a desirable technique for improving behavior. Before corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain his/her actions. Corporal punishment will be administered by the Principal and/or Assistant Principal. The Principal will prepare a written report of each incident. The parent or guardian of a student may deny this discipline procedure to school authorities by submitting a letter each year at the beginning of the school year to the respective Principal specifically denying such disciplinary actions.

### **DETENTION**

Assignment to a designated room on a school campus, either outside the regular school day or during the regular school day, for a specified period of time. A failure to comply with school detention procedures will result in additional disciplinary action.

### **IN-SCHOOL SUSPENSION PROGRAM**

The Marengo County In-School Suspension Program for students in grades 5 – 12 provides academic services and work detail for students that have been suspended from school in Marengo County. The students are supervised in a controlled environment, rather than out of school and unsupervised. This program receives daily school assignments from the student's school, which allows the child an opportunity to continue his/her academics without falling behind or failing. Students are also involved in work detail, jail tours, and films on anger management. Three (3) referrals on a student will result in other forms of trying to resolve the student's problem.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The Principal has the authority to suspend a student from school. The suspension will be in accordance with the prescribed Board policy. A student suspended from school will be in accordance with the school's grading policy.

### **OFF- CAMPUS EDUCATIONAL PROGRAMS**

Students are subject to expulsion on any Class III infraction; however, at the Board hearing, a student may be assigned to the Marengo County Alternative program. The Alternative program is a short-term program with an academic focus designed to allow students to catch up on class work while working on behavioral issues. While participating in this program, students can not participate in any extracurricular activities.

### **EXPULSION**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by Board policy relating to Due Process. The Principal has the responsibility to recommend student expulsion to the Superintendent for Board action.

## CLASSIFICATIONS OF VIOLATIONS

Violations of the Marengo County Board of Education's Student and Parent Handbook are generally grouped into three (3) classes — Minor, Classroom Managed Behaviors (Class I), Class II incidents, and Class III infractions. The disciplinary procedures for each reflect a system of graduated and matched consequences depending on the intensity and frequency of a problem behavior.

All Class I behaviors will be handled by the classroom teacher without the student being sent to the administrator. All Class II incidents are major violations and are subject to student suspension. Commission of a Class III offense by any student is punishable by suspension to the Marengo Board of Education. Students should be aware that the hearing officer may recommend expulsion from the Marengo County School System for a Class III offense.

When a student is referred to the principal or his or her designee, the principal will then have the discretion to determine the nature and classification of the infraction committed by the student according to the Code of Conduct. Each student will be allowed to provide an explanation, to admit or refute any charges, and to provide a statement and the names of witnesses to the incident prior to any final disciplinary action taken.

For any infraction for which an in-school parental conference is required, it is the parent's or custodian's responsibility to make arrangements for the conference within forty-eight (48) hours of being notified of the problem.

For infractions which are being investigated as a Class III infraction, a disciplinary hearing will be held and the student will be notified of the hearing. It should be noted that any statement the student makes may be used to prove the student's culpability regarding the charge. Any incidents involving alcohol, drugs, weapons, physical violence, or a suspected crime may result in intervention by law enforcement authorities or the Department of Human Resources. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

If the principal or his or her designee believes the student to have committed a Class III Infraction, the student will be suspended, pending a hearing with the Marengo County Board of Education's Student Services Designee. This suspension is often called a "Suspension to the Student Services Department". The administrative hearing with the Student Services Designee is to determine both whether a student committed the charged infractions and if so, the appropriate disciplinary action which should be taken. Only the parent having primary physical custody, or the parent listed on the birth certificate, or the court appointed legal custodian will be allowed to attend the Class III Hearing.

All suspensions subject to an administrative hearing will remain in full force and effect until either an administrative hearing is held or the student is expelled. The local school administration will set up a time for the parent, student, and school administrator to meet for an administrative hearing with a Student Services designee. School officials should forward a copy of the Due Process Referral Form for Class III Infractions and other pertinent information to the office of the Designee of Student Services.

## APPEALS

Students charged and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level. However, students charged under the Class III schedule may request an appeal of the decision of the Student Services Hearing Officer by contacting the Marengo County School Board or office of the Director of Exceptional Education or 504 Supervisor, if applicable, within five days of the hearing. While awaiting an appeal, the student is expected to begin his or her assignment at the Marengo County Counseling and Learning Center as days missed from school after the original hearing date are unexcused.

**CLASS I MINOR OFFENSES**  
***CLASSROOM-MANAGED BEHAVIORS***

- 1.01 ELECTRONICS POSSESSION OR MINOR UNAUTHORIZED USAGE**  
Unauthorized possession of audio and/or video devices or other similar devices/materials, minor unauthorized use of Marengo County electronic device such as searching for or visiting sites unrelated to academic instruction.
- 1.01 EXCESSIVE DISTRACTING OTHER STUDENTS**  
Talking out, being out of seat or area, engaging in tasks other than teacher-led instruction
- 1.03 HORSEPLAY/RUNNING**  
Running or physical contact that is not intended to hurt or be aggressive, but may cause harm to that student or other students or board employees.
- 1.04 MINOR INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**  
Minor, isolated incidents of kissing, hugging, hand holding, or other physical displays of affection
- 1.05 INCIDENTAL USE OF PROFANE LANGUAGE**  
Language deemed profane, not directed at a student or board employee.
- 1.06 POSSESSION OF A LASER POINTER OR OTHER SIMILAR DEVICES**
- 1.07 MINOR DISRUPTION ON A SCHOOL BUS-See Bus Code.**  
The violation of any school bus rule may result in a disciplinary action under the School Bus Code concurrently with and in addition to any other disciplinary action prescribed for a Class I behavior.
- 1.08 NONCONFORMITY TO DRESS CODE**  
Any student who fails to dress appropriately will not be allowed to attend class until proper clothing can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and will be responsible for all class work missed. Nonconformity to the dress code is a Class I infraction.
- 1.09 UNEXCUSED TARDIES**
- Elementary: Reporting late to or departing early from school a total of three (3) times.
  - Secondary: Reporting late to or departing early from class a total of three (3) times.
- Incremental increases of three (3) will result in movement to the next infraction.
- Nine (9) total tardies, including unexcused check-ins, check-outs, and late arrivals to class, with two (2) prior Class I interventions for tardies, will result in a Class II infraction under 2.18.
- 1.10 UNSAFE CONGREGATIONS**  
Any unauthorized assembly or meeting that disrupts the learning environment or obstructs vehicular/pedestrian traffic.

**CLASS I- MINOR SCHOOL/ CLASSROOM-MANAGED BEHAVIORS**

<b>First Behavior:</b>	<b>Elementary/Secondary</b>	Teacher/student conference, parental contact
<b>Second Behavior:</b>	<b>Elementary/Secondary</b>	Teacher/student conference, parental contact, additional strategy such as prompting, reminders, goal sheet
<b>Third Behavior:</b>	<b>Elementary/Secondary</b>	Required in-school parental conference and revised preventative strategy
<b>Fourth Behavior:</b>	<b>Elementary/Secondary</b>	Required in-school parental conference. In-school (ISD) or Saturday detention for ½ -1 day or up to three (3) hours out of school detention (outside the regular school day-i.e.-before school or after school).
<b>Fifth Behavior:</b>	<b>Elementary/Secondary</b>	Required in-school parental conference. Up to one (1) day in-school or Saturday detention or up to four (4) hours out of school detention
<b>Sixth Behavior:</b>	<b>Elementary/Secondary</b>	Multiple Class I behaviors-same as Class II incidents

For elementary students, the accumulation and progression of Class I behaviors will reset at the beginning of each nine (9) week grading period. For secondary students, reset will occur at the beginning of each school year.

**CLASS II- INTERMEDIATE OFFENSES  
OFFICE-MANAGED INCIDENTS**

**2.00 INTENTIONAL PHYSICAL AGGRESSION TOWARD STUDENT**

Intentionally hitting, pushing, kicking, or otherwise being physically aggressive with another student. Up to 3 days suspension.

**2.01 CHEATING/PLAGIARISM**

Using the work of another student, work created or produced by artificial intelligence, or outside materials for academic purposes, or failing to properly reference others' work.

**2.02 MAJOR VIOLATION OF ACCEPTABLE USE AGREEMENT**

Any major violation of the Student Network Access and Acceptable Use Agreement including but not limited to:

- A. Searches for, visits, or transmits restricted websites, applications, social media, or other digital content on an electronic device;
- B. Successfully or unsuccessfully attempts to bypass internet or network filters by using proxies or other resources;
- C. attempts to access accounts or computers under another individual's credentials;

- D. records, transmits, or posts photographs, images, or video of a person or persons on campus during school activities and/or during school hours without authorization by school administration;
- E. Prohibit the possession or sharing of explicit images, including those generated by AI
- F.. deliberately causes damage of less than \$100.00 to public property.

In addition to consequences for a Class II described herein, the student's technology or computer privileges may be modified, suspended, or terminated.

**2.03 CRIMINAL MISCHIEF/VANDALISM**

Intentional and deliberate action resulting in injury or damages of less than \$100.00 to public property or the real estate or personal property of another. Restitution will be required.

**2.04 DEFIANCE OF AUTHORITY**

Refusing the direct, explicit instruction given by a school board employee or other adult in the school in an official capacity such as a School Resource Officer or substitute teacher.

**2.05 DISORDERLY CONDUCT**

Any act which substantially disrupts the learning environment or poses a threat to the health, safety or welfare of students, staff, or others. For grades K-5, this includes, but is not limited to, inciting a physical altercation by encouraging it or recording, transmitting, or posting photographs, images, or video of students engaged in a physical altercation occurring at school or during a school activity. For grades 6-12, see 3.12 Inciting Others.

**2.06 FALSE INFORMATION**

Knowingly making a false statement to a board employee

**2.07 HARASSMENT**

With intent to harass, annoy, intimidate, or alarm whether socially, physically, or emotionally, a student:

- A. directs abusive or obscene language or makes an obscene gesture towards another student;
- B. directs abusive or obscene language or makes an obscene gesture towards a staff member (K-5); See 3.15 for (6-12)
- C. makes a threat, verbal or non-verbal, that will cause the student who is the target of the threat to fear for his/her own safety;
- D. uses any form of written or electronic communication in a manner likely to harass or cause alarm;
- E. uses speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national origin; or
- F. touches another with sexual connotations or makes written or verbal propositions to engage in sexual acts.

See Anti-Harassment Policy and Reporting Form.

**2.08 INTERMEDIATE BUS INFRACTIONS: See bus Code.**

**The violation of any school bus rule may result in a disciplinary action under the School Bus Code concurrently with and in addition to any other disciplinary action prescribed for a Class II behavior.**

**2.09 PARTICIPATION IN ILLEGAL ORGANIZATIONS**

Participation in any illegal organization, secret societies, or any group characterized by territorial concerns, symbols, special dress and/or colors, or where group members and others recognize or perceive themselves as a gang.



**2.10 PROHIBITED OBJECTS**

Possession, sale, or use of any object that can be used in an intimidating or threatening fashion that has the potential to cause harm or put student learning or participation in school activities at risk. These items include, but are not limited to, lighters and matches, laser pointers, hair picks, or other similar devices; small “pen knife” or similar instrument that would not normally be considered a weapon. Also included in this category are the possession and/or sale of fireworks, firecrackers, or stink bombs. The use of firecrackers, fireworks, or stink bombs may be considered a Class III infraction (see 3.08).

**2.11 STEALING**

The intentional unlawful taking, possessing, and/or carrying away or the attempted unlawful taking, possessing, and/or carrying away of property valued at less than \$100.00. Restitution may be required. Found property should be turned into school officials immediately.

**2.12 TOBACCO**

The possession, distribution, sale/transfer, or use of tobacco products.

**2.13 TRESPASSING**

To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, or to enter and remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function. Student trespassing on another campus during the school day may result in a Class III Infraction.

**2.14 SKIPPING ASSIGNED CLASS**

Students who are present on campus for the school day but do not attend one or more classes or assigned programs during the day without an authorized excuse from a school official or deviating from the allowed timeframe or destination permitted by a pass authorized by school personnel.

**2.15 GAMBLING**

Betting on the outcome of a game, contest, or other event, or playing a game of chance for stakes.

**2.16 UNAUTHORIZED COMMUNICATION DEVICES**

Use of wireless communication devices such as cell phones, Apple watches with cell phones, iPads, iPhones, EBooks, or other electronic communication devices are prohibited during school hours or while being transported on a school bus without specific authorization by school officials. Such devices are subject to confiscation and search in accordance with applicable law and board policy 6.15 Searches.

**2.17 BUYING OR SELLING UNAUTHORIZED ITEMS AT SCHOOL**

Buying, selling, bartering, trading, or otherwise exchanging any items at school unless specifically authorized by school administration. This includes, but is not limited to, food, candy, beverages, or any other items not specifically allowed by the principal. The selling of candy, gummies, food or any items reasonably suspected to contain a drug or derivative of a drug may subject the student(s) to discipline under 3.07 Drugs.

**2.18 MULTIPLE CLASS I BEHAVIORS**

More than five (5) recurring, documented minor violations of the Student and Parent Handbook or nine (9) or more tardies, including unexcused check-ins, check-outs, and late arrivals to class with documentation of two (2) or more prior Class I interventions for tardies.

**CLASS II- INTERMEDIATE OFFENSES  
OFFICE-MANAGED INCIDENTS**

<b>First Infraction:</b>	<b>Elementary</b>	<b>Required in-school parental conference</b> Up to four hours of out of school detention (outside the regular school day -i-e.- before or after school), up to two days of in-school detention depending upon availability at the local school. (Exception- Infraction 2.00 which may result in up to 3 days suspension).
	<b>Secondary</b>	<b>An in-school parental conference may be required.</b> Up to six hours of out of school detention or one-day suspension, or three days of in-school detention depending upon availability at the local school. (Exception- Infraction 2.00 which may result in up to 3 days suspension)
<b>Second Infraction:</b>	<b>Elementary</b>	Up to six hours of out of school detention; three days of in-school detention depending upon availability at the local. (Exception- Infraction 2.00 which may result in up to 3 days suspension).
		Up to eight hours of out of school detention or two-day suspension, or four days of in-school detention. (Exception- Infraction 2.00 which may result in up to 3 days suspension)
<b>Third Infraction:</b>	<b>Elementary</b>	<b>Required in-school parental conference.</b> One day suspension. (Exception-Infraction 2.00 which may result in up to 3 days suspension). <b>REFERRAL TO TIER 2 BEHAVIORAL SUPPORT</b>
	<b>Secondary</b>	<b>Required in-school parental conference.</b> Three days suspension. <b>REFERRAL TO TIER 2 BEHAVIORAL SUPPORT</b>
<b>Fourth Infraction:</b>	<b>Elementary</b>	<b>Required in-school parental conference.</b> Two days suspension. (Exception-Infraction 2.00 which may result in up to 3 days suspension)
	<b>Secondary</b>	<b>Required in-school parental conference.</b> Three days suspension.
<b>Fifth Infraction:</b>	<b>Elementary</b>	Required in-school parental conference. Three days suspension.
	<b>Secondary</b>	Same as Class III infractions
<b>Sixth or more Infraction:</b>	<b>Elementary</b>	Same as Class III infractions

**CLASS II INFRACTIONS MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.**

Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate.

**CLASS III- MAJOR INFRACTIONS**

**3.00 ALCOHOL**

Unauthorized possession, transfer, sale, or use of, or the intent to use, buy, possess, transfer, or sell, alcoholic beverages at school, school-sponsored events.

**3.01 ARSON**

Intentionally starting or maintaining a fire.

**3.02 ASSAULT**

Intentionally causing great bodily harm, disability, or permanent disfigurement to another person, or recklessly using a deadly weapon or dangerous instrument to cause this harm.

**3.03 BATTERY UPON A SCHOOL BOARD EMPLOYEE**

Unlawful and intentional touching or striking of, or intentionally causing bodily harm to, a School Board employee or any other adult at the school in an official capacity.

**3.04 BOMB THREATS**

Threatening the use of a bomb or any explosive device by any means of communication regardless of whether or not a bomb actually exists.

**3.05 BURGLARY/BREAKING AND ENTERING**

Unlawful entry into a building, other structure, or school board vehicle with the intent to commit a crime, or breaking, entering or remaining in a building, structure, or school board vehicle without justification during the hours the premises are closed to the public.

**3.06 CRIMINAL MISCHIEF/VANDALISM**

Intentional and deliberate action resulting in injury or damages of \$100.00 or more to public property or the real estate or personal property of another. Restitution will be required.

**3.07 DRUGS**

- Unauthorized possession of drugs or drug paraphernalia (including, but not limited to, syringes, water pipes, roach clips, pot pipes, bong, rolling papers, e-cigarettes, or vaping devices, personal vaporizer (PV), or electronic nicotine delivery system (ENDS), or smokeless cigarettes on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.
- Transfer of drugs or drug paraphernalia;
- Sale of drugs or drug paraphernalia;
- Use of drugs or drug paraphernalia;
- The Attempt to use, buy, possess, or sell drugs or drug paraphernalia;
- Being under the influence of drugs at school, school-sponsored events, or school-sponsored transportation.

“Drugs” include all illegal controlled substances, prescription drugs, over-the-counter medications, substances other than drugs which by dosage unit, appearance (including color, size, shape and marking) and/or by representations made would lead a reasonable person to believe that the substance is a controlled substance, or other substances with a potential for abuse which might create a hazard to the user’s health or safety or the health or safety of another. “Drugs” include but are not limited to gummies, edibles, or any other substances containing or reasonably suspected to contain THC or any other drug or derivative of any drug or illegal substance.

**3.08 EXPLOSIVES**

Preparing, possessing, selling, or using on School Board property, explosives which have the potential to cause serious bodily injury or property damage. Explosives or explosive devices include, but are not limited to, the following examples: live projectiles, fireworks, firecrackers, stink bombs, tear gas, pepper spray, or other chemical weapons or devices.

**3.09 FIRE ALARM**

Unjustified activation of a fire alarm system or tampering with any component of a fire alarm system including, but not limited to, tampering with or unnecessarily discharging a fire extinguisher.

**3.10 FIREARMS**

Possession, sale/transfer, or use of a firearm is punishable by expulsion as provided by law and board policy 4.2.1 Prohibition on the Possession of Firearms. Every kind of firearm is prohibited, including but not limited to handguns, pistols, rifles, shotguns, starter guns, and other destructive devices or components of such devices that may be readily converted or assembled.

**3.11 HAZING**

Any willful action taken or situation created, whether on or off the school premises, which recklessly or intentionally in connection with initiation into or affiliation with any organization or group, endangers the mental or physical health of any student. Infractions in this category may include, but are not limited to, such examples as striking, beating, bruising, maiming, threatening to strike, beat, bruise or maim, or threatening or attempting to do physical violence to any student in connection with initiation into or affiliation with any organization or group. The term hazing as defined herein does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with an initiation into or affiliation with or compelling membership into any organization or group.

**3.12 INCITING OTHERS**

Inciting, promoting, publicizing, participating in, leading, encouraging, or assisting in a major disturbance which results in destruction or damage to private or public property, personal injury, substantial disruptions to the orderly learning environment, or which poses a threat to the health, safety, and/or welfare of students, employees, or others. This includes, but is not limited to, recording, transmitting, or posting photographs, images, or video of students engaged in a physical altercation occurring at school or during a school activity.

**3.13 KNIFE**

Possession, sale, use, or the intent to use a knife. The term “knife” includes but is not limited to pocket knives, switchblades, hunting knives, razor blades, or box cutters. Infractions in this category also include possession of any knife or other instrument such as a hair pick, scissors, or pen which is used in a threatening manner and which is perceived by the individual being threatened as capable of inflicting physical harm.

**3.14 LARCENY/THEFT**

The intentional unlawful taking, possessing, and/or carrying away or the attempted unlawful taking, possessing, and/or carrying away of property belonging to an individual or the school system, valued at \$100.00 or more, or possessing such property that has been stolen, with knowledge that it has been stolen. Found property should be turned into school officials immediately.

**3.15 PROFANITY/VULGARITY**

Directing obscene or profane language or gestures toward a school board employee, or any adult at the school in an official capacity. (Grades 6-12)

**3.16 OFFENSES REASONABLY LIKELY TO CAUSE GREAT HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS INCLUDING ,BUT NOT LIMITED TO THE FOLLOWING:**

A. Aggravated fighting involving two (2) or more participants under any of the following circumstances: (All parties involved in a fight are subject to disciplinary action).

1. when the fight has reasonable potential to cause injury to those other than the participants;
2. which is premeditated by one or more of the participants;

3. which occurs in congested areas, during class changes, or where other students, employees, parents, or the public are subjected to potential harm as a result of the fight;
4. which occurs in a classroom or during instructional time;
5. which continues despite specific contemporaneous instructions to cease by a teacher or other adult acting in an official capacity; or
6. which occurs on a school bus while the school bus is in motion;
7. or which results in injury to any participant or any other person; or
8. which results in damage to school or personal property.

- B. Participating in an incident that is gang related, gang motivated, or that gang activity participation or motivation is a contributing factor to the incident that puts student learning or participation in school activities at risk.
- C. Any act on a school bus that has the potential to cause great harm to the passengers, driver, or property surrounding the bus.
- D. Students trespassing on another school campus.
- E. Any other violation which the principal may reasonably deem falls in this category.

### **3.17 ROBBERY**

Taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or violence and/or by putting the victim in fear.

### **3.18 SEXUAL BATTERY**

Forcible offenses including rape, attempted rape, and/or offensive touching of a sexual nature against another's will or when the victim is incapable of giving consent.

### **3.19 SEXUAL HARASSMENT**

Unwelcome, repeated, verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, or interferes with school performance. Sexual harassment may consist of, but is not limited to, such acts as leering, pinching, grabbing, touching, suggestive comments, jokes, or behaviors; pressure to engage in sexual activity; using the computer or any type of electronic device to send sexual messages, spreading sexual rumors; or pulling others' clothing to expose body parts. (Refer to the Jefferson County Board of Education policy on sexual harassment in the Student and Parent Handbook for further clarification.)

### **3.20 SEXUAL OFFENSES OR LEWD BEHAVIOR**

Acts of a sexual or lewd nature including, but not limited to the following examples:

- A. Indecent exposure which may be defined as exposing body parts under circumstances in which the conduct is likely to cause affront or alarm in a public place or to be seen by others from private premises;
- B. Possession, sale, transfer, distribution, or use of obscene, pornographic, or sexually explicit material;
- C. Sexual contact, sexual intercourse, or other behavior or conduct intended to result in sexual gratification which is not taken by force or threat of force and where the conduct is consensual.

### **3.21 THREAT / INTIMIDATION(OF SCHOOL BOARD EMPLOYEE)**

A threat to do bodily harm or violence to a school board employee or any other adult at the school in an official capacity by word or act. Any threat, whether made on or off campus, in the form of a hit list, writing, statement, or communication evidencing a plan or intent to do violence to another may also be included in this category.

### **3.22 THREAT / INTIMIDATION (OF STUDENT)**

A threat to do serious bodily harm or violence to another student by word or act, cyber bullying, or intimidation that may induce fear into another. Incidents under this infraction may include, but are not limited to, the following examples: a threat to kill, maim, or inflict serious harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm. Any threat, whether made on or off campus, in the form of a hit list, writing, statement, or communication evidencing a plan or intent to do violence to another may also be included in this category. See Anti-Harassment Policy and Reporting 2023-2024 School Year Student & Parent Handbook Jefferson County Board of Education 153.23 Form.

**3.23 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:**

- A. Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
- B. Computer tampering which causes a major disruption in the educational or administrative process. Students must also pay restitution for the cost of repairs.
- C. Distribution of restricted computer passwords.
- D. Introduction of unauthorized software into computer systems.

**3.24 VAPE/ VAPOR**

Possession, use, transfer, sale, or the attempt to possess, use, transfer or sell e-cigarettes, vaping devices, personal vaporizer (PV), or electronic nicotine delivery system (ENDS), or smokeless cigarettes on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.

**3.25 WEAPONS**

Possession, sale/transfer, or use of any weapon or dangerous instrument is prohibited. Such items include but are not limited to metallic knuckles, martial arts devices, explosives, projectiles, knives, archery equipment, bb/air guns, or other devices designed to expel projectiles at a high rate of speed, any device classified as a weapon by state or federal law, and any device or instrument, regardless of its normal use and purpose, that is used or intended to be used in such a manner as to inflict bodily harm or physically intimidate a person, including a replica or imitation of a firearm or other object that may be reasonably perceived to be a weapon.

**3.26 WILLFUL DISOBEDIENCE**

Recurring, intentional violation of the Student and Parent Handbook as determined by the school administrator which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Infractions in the category include, but are not limited to, the following examples:

- A. Multiple Class II offenses;
- B. Refusal by student(s) to honor any lawful request made by the administration (Grades 6-12).

**CLASS III- DISCIPLINARY ACTION**

**GRADES K-12:** Commission of a Class III offense by any student is punishable by suspension to the Student Services Department. Students should be aware that the hearing officer may recommend expulsion from the Marengo County School System for a Class III offense. For any Class III that occurs on the school bus or at a school bus stop, the student may be removed permanently from the school bus in addition to other consequences as determined at the disciplinary hearing. Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate. Only the parent(s) having primary physical custody, or the parent(s) listed on the birth certificate, or the court appointed legal custodian(s) will be allowed to attend the Class III Hearing.

After a hearing is confirmed, failure by the parent or custodian to attend the hearing will result in unexcused absences for the student from that point forward until the matter is resolved.

Students charged under the Class III schedule may request an appeal of the decision of the Student Services Hearing Officer by contacting the office of the Superintendent or the Director of Exceptional Education or 504 Supervisor, if applicable, within five days of the hearing. While the appeal is pending, the student is expected to begin his or her assignment at the Marengo County Alternative School as days missed from school after the original hearing date are unexcused.

Students transferring into a Marengo County School with pending discipline may not attend class until discipline status is cleared. A meeting with a representative from Student Services may be necessary. This also applies to students who withdraw from a Marengo County School with a pending Class III hearing or discipline consequence.

Felony charges or charges involving a firearm - If a student is charged with a felony or a delinquent act, based upon an offense that would be a felony if committed by an adult, or is charged with an offense involving a firearm, the student's parent/custodian should contact the Superintendent, if applicable, to determine appropriate school placement while the charge is pending or court-ordered placement is served.

Graduating seniors who are under suspension or assigned to an off-campus educational program at the time of graduation may be denied participation in the commencement exercises.

**STUDENTS WITH DISABILITIES (GRADES K-12):** For students with disabilities, the IEP or 504 Team will conduct a manifestation determination. Based on the decision of the team, the conduct issue will be addressed in accordance with federal and state law. If it is determined that the infraction is not a manifestation of the student's disability, The Student Services representative will recommend a disciplinary consequence. If it is determined the infraction is a manifestation of the student's disability, then the IEP or 504 team will determine the disciplinary consequences.

The parent may appeal the disciplinary consequence decision to the Supervisor of Exceptional Education for students with an IEP or the 504 Supervisor.

### **DISCIPLINARY INCIDENT DEFINITIONS FOR TRANSPORTED STUDENTS**

Failure to comply with the following rules may result in an office referral and may result in permanent removal from the bus. Generally, there is no appeal of disciplinary actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a meeting with the school principal or his or her designee.

#### **CLASS I - MINOR SCHOOL BUS INFRACTIONS**

- 1.01** Bringing prohibited items aboard the bus including, but not limited to, gum, candy, drinks, audio and/ or video devices, laser pointers, or other similar devices
- 1.05** Incidental use of profane or indecent language.
- 1.07** Failure to follow proper procedures at bus stops.
- 1.07** Changing seats or standing while the bus is in motion. Removing seat belts before coming to a complete stop on buses for handicapped students.
- 1.07** Moving from a student's assigned seat.
- 1.07** Yelling or speaking in a loud or disruptive manner.
- 1.07** Speaking when approaching or crossing railroad tracks.
- 1.07** Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits.
- 1.07** Failing to secure all items within book bags, backpacks or cases. No items should hang from bags, cases or backpacks as it constitutes a safety hazard, (i.e., key chains, toys, scarves)

**CLASS I DISCIPLINARY ACTIONS FOR  
MINOR SCHOOL BUS INFRACTIONS**

<b>1st BUS INFRACTION:</b>	Conference with student, warning, parent notification
<b>2nd BUS INFRACTION:</b>	Conference with student, up to ONE (1) day bus suspension, parent contact required.
<b>3rd BUS INFRACTION:</b>	Conference with student, up to TWO (2) day bus suspension, parent conference required.
<b>4th BUS INFRACTION:</b>	Conference with student, up to THREE (3) day bus suspension, and in-school conference with parent required.

**MORE THAN FOUR CLASS I BUS INFRACTIONS WILL BE CONSIDERED A CLASS II INFRACTION  
(SEE BELOW)**

Class I Bus Infractions may not be appealed beyond the local school.  
Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

**CLASS II - INTERMEDIATE SCHOOL BUS INFRACTIONS**

- 2.00 Intentionally hitting, pushing, kicking, or otherwise being physically aggressive with another student.
- 2.03 Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required before the student rides the bus again.
- 2.04 Defiance of Authority- Refusing the direct, explicit instruction given by a school board employee or other adult in the school in an official capacity such as a substitute teacher.
- 2.07 With intent to harass, annoy, intimidate, or alarm whether socially, physically, or emotionally, a student:
  - A. directs abusive or obscene language or makes an obscene gesture towards another student;
  - B. makes a threat, verbal or non-verbal, that will cause the student who is the target of the threat to fear for his/her own safety;
  - C. uses any form of written or electronic communication in a manner likely to harass or cause alarm;
  - D. uses speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national origin; or
  - E. touches another with sexual connotations or makes written or verbal propositions to engage in sexual acts.

See Anti-Harassment Policy and Reporting Form.

- 2.08 Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency. May be deemed a Class III if the act has potential to cause great harm to passengers (including the student committing the infraction), the driver, or property surrounding the bus.
- 2.08 Throwing or expelling anything including , but not limited to, objects, liquids, paper, or any other material, in or out of the bust at any time could be considered a Class III Infractions- (3.06, 3.16)



- 2.08 Failing to keep head and hands inside the bus windows at all times
- 2.08 Entering or leaving the bus without the consent of the driver
- 2.08 Tampering with door handles and other safety equipment at any time unless directed to do so by the driver or the aide.
- 2.08 More than FOUR Class I bus violations in one school year constitutes a Class II bust violation
- 2.10 Bringing prohibited objects onto the bus
- 2.12 Using tobacco in any form on the bus

**CLASS II DISCIPLINARY ACTIONS FOR  
INTERMEDIATE SCHOOL BUS INFRACTIONS**

<b>1st INTERMEDIATE BUS INFRACTION</b>	Conference with student, up to five (5) days bus suspension, parent will be contacted.
<b>2nd INTERMEDIATE BUS INFRACTION</b>	Conference with student, up to seven (7) days bus suspension, parent conference required.
<b>3rd INTERMEDIATE BUS INFRACTION</b>	Conference with student, up to ten (10) days bus suspension, parent conference required.
<b>4th INTERMEDIATE BUS INFRACTION</b>	Conference with student, removal from bus for remainder of year, parent conference required.

**Class II Bus Infractions may not be appealed beyond the local school**

Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

**DRESS CODE**

1. Shirts (no handwritten words or symbols):
  - Polo/Golf style with buttons or school T-shirts, color must be school specific:
    - ALJHS: Maroon, gray, or white.
    - MHS: Orange, black, or white.
    - SWHS: Gold, purple, gray, or white.
  - Spirit T-shirts sold at the schools may be worn any day of the week.
  - All shirts will be tucked in.
  - Undershirts must be school colors:
    - ALJ: white, maroon, or gray (no visible writing).
    - MHS: white, orange, or black (no visible writing).
    - SWHS: white, purple, or gold (no visible writing).

- All shirts with buttons must be buttoned with the exception of the top neck button. No revealing tank, halter, crop or other garments should be visible. Shirts should not be excessively tight.
2. Pants/skirts (no handwritten words or symbols):
- Elementary (PreK – 6)
    - Khaki long pants, capri pants, jumpers, or shorts (longer than the end of your hand) may be worn.
    - Students at ALJ and MHS may wear brown, black, or Khaki.
  - High School (7 – 12)
    - Boys and girls may wear Khaki long or short pants that come to the top of the knee. Girls may wear Khaki capri pants, jumpers, or skirts that cover the knee.
    - Students at ALJ and MHS may wear brown, black, or Khaki.
    - Pants must have belt loops and belts.
3. Prohibited (PreK – 12)
- Pants worn below the waist or oversized uniforms.
  - Overalls.
  - Pants with zippers or laces on the side or legs.
  - Anything hanging out of pockets.
  - Skinny jeans or Khakis, leggings, jeggings, pants with elastic at the bottom.
  - Excessively tight pants.
  - Hoodies or any type of jacket with hood.
4. Shoes (no handwritten words or symbols):
- Any color shoes may be worn. All shoes must be closed in the front and back. Shoes are to be tied, buckled and/or secured. No lighted shoes are allowed.
5. Socks:
- ALJ: Black, maroon, gray, or white socks only.
  - MHS: Black, orange, or white socks only.
  - SWHS: Black, purple, gold, or white socks only.
  - Only small symbols can be on socks.
6. Belts:
- Brown, black, or Khaki belts will be required on pants with belt loops. Belts and buckles must be plain. Large buckles or marquee buckles are prohibited.
7. Outerwear: Outerwear may be purchased from the school to provide families with economical outerwear choices as available. Students may purchase the following from the school in school colors:
- Fleece pullovers.
  - Sweatshirts without hoods.
  - Students may also wear letterman jackets or cheerleader jackets that they have purchased through the school.
  - Scarves worn should be school colors.
8. Jewelry:
- If necklaces are worn, they are to be inside of the shirt at all times.
9. Headcoverings (no handwritten words or symbols):
- Hats, caps, sunglasses, bandanas, and other head coverings are not part of the school uniform and are not allowed at school. Cold weather hats, earmuffs, or ear warmers must be removed before entering the buildings. This applies to both girls and boys. Headbands, bows, etc. should be school colors.

10. Hair should be clean, well groomed, and should be groomed so that it does not cover the eyes and face.
11. Other dress code information:
  - Student attire that is a distraction to learning is prohibited.
  - Students who transfer from other school districts will be given a period of five (5) school days to comply with the dress code.
  - Written guidelines for formal wear at Homecoming and Prom will be sent home with all students in grades 9 – 12. Students and their dates are expected to comply with the guidelines.

### **HALL PASSES**

Students must be in their assigned places unless they have teacher or Administrator permission to be in another place. Students must not leave any class or place of assignment without permission. Students must not leave school grounds for any purpose without permission from an Administrator. Students who are outside of class during class time must be accompanied by a teacher or have an appropriate hall pass from an authorized staff person.

### **1:1 INITIATIVE DIGITAL DEVICE AGREEMENT**

For the 2024-2024 school year, all students in grades PreK-12 will have access to a Chromebook computer. Students will be able to check a Chromebook out for overnight usage, however must be returned the following day by 8:00 a.m.

### **STUDENT CHROMEBOOKS**

1. **Liability:** In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school. The student/parent/guardian will be charged the full cost to replace the Chromebook if deliberately damaged or vandalized. Students/parents are responsible for reasonable cost or repair for damaged Chromebooks when insurance claim is denied. Students will also be responsible for replacing lost chargers and backpacks. The current replacement cost of a charger is \$33.00 and the current replacement cost of a backpack is \$33.00 as well. These are both subject to change.
2. **Charging:** Students are expected to return the Chromebooks back to school fully charged after being taken home.
3. **Transporting Chromebooks:** Chromebooks must always be transported in a protective backpack or a protective case provided by the school district. This includes from classroom to classroom.
4. **Screensavers:** Inappropriate media may not be used as a screensaver. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures will result in disciplinary actions.
5. **Deleting Files:** Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete classwork and may affect your grades. Do not tamper with computer hardware or software installation.
6. **Music, Games, or Programs:** Music and games may not be downloaded unless assigned/approved by a classroom teacher or administrator. This may be a violation of copyright laws. Any such game or unapproved downloads will result in disciplinary action. All software loaded on the system must be district approved.
7. **No Loaning or Borrowing Chromebooks:** Do not loan Chromebooks to other students or non-students. This includes family members. Do not borrow a Chromebook from another student or non- student. Do not share passwords or usernames.
8. **Unauthorized Access:** Access to another person's account or computer without his/her consent or knowledge is considered hacking and is in violation of Section 13A-8-103 (Alabama Computer Crime Act).

### **Chromebook Care:**

- Chromebooks should always remain in the protective case provided.
- Do not use household cleaners on your device. Use only a soft, lint-free clean cloth on the screen.
- Never throw, slide, drop, or press harshly on your device.
- Cases must stay free from all stickers, writings, drawings, and other marks.
- Do not loan your Chromebook, charger, or cords.
- Do not leave the Chromebook in a vehicle.
- Do not leave your Chromebook unattended.
- Do not eat or drink while using the Chromebook or have food or drinks in close proximity to the Chromebook.
- Do not allow pets near your Chromebook.
- Do not place the Chromebook on the floor or in a sitting area such as couches or chairs.
- Do not leave the Chromebook near table or desk edges.
- Do not stack objects on top of your Chromebook, such as textbooks, notebooks, etc.
- Do not leave the Chromebook outside or use near water such as a pool.
- Do not check the Chromebook as luggage at the airport.
- Do not use excessive force when handling the Chromebook / backpack, which can cause device damage. Example: Dropping a backpack instead of placing the backpack down carefully.
- Back up data and important files regularly! Marengo County School personnel will occasionally perform imaging maintenance on the Chromebooks. All files not backed up will be deleted during this process. Students are ultimately responsible for backing up all personal files.

#### **10. Chromebook Inventory & Asset Tag Information:**

- Each Chromebook is property of Marengo County Schools and is individually labeled and inventoried (by asset number and device serial number) to the individual student to which it has been loaned. There is an inventory asset number tagged on the bottom or back of the device.
- At no time should any Marengo County School inventory or asset tag number be tampered with or removed.
- Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

#### **11. Damaged Chromebooks/Cracked Screens:** Students are responsible for taking care of their Chromebook. These devices are not easy to damage. The following steps will be implemented. Damaged Chromebooks do not include devices which malfunction or stop working properly and are no fault of the student.

- **1<sup>st</sup> Damaged Chromebook/Cracked Screen Incident** – Student immediately receives a loaner Chromebook to use while the school system repairs the device.
- **2<sup>nd</sup> Incident** – Student will complete all assignments with pen and paper for one week. At the conclusion of the week, a loaner device will be issued.
- **3<sup>rd</sup> Incident** – Student will not be issued another Chromebook for the rest of the school year. All work will be completed on paper, except during state-mandated testing or a district-mandated shutdown. Parents may opt to pay for the repair of the device at which time the student will receive a loaner Chromebook.

The above is a portion of the 1:1 INITIATIVE DIGITAL DEVICE AGREEMENT. For the complete agreement, please see the district website under policies. Each school also has a copy.

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

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

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

Marengo County Board of Education personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Code of Student Conduct handbook and other used modes of communication.

### **EXTRACURRICULAR ACTIVITIES**

Students are under the jurisdiction of school authorities and the guidelines in the Student Code of Conduct while participating in extracurricular activities.

### **LETTERS TO PARENTS**

Students are responsible for notifying their parents of all written communications from the school. Failure to do so may result in disciplinary action.

### **SAFETY PROCEDURES**

1. **Accidents:** Every accident in the school building, on school grounds, at a practice session, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.
2. **Fire Alarms:** The signal will be a voice command. Directions for fire drills are posted in each classroom. Students should move quietly, quickly, and calmly, leaving all books behind. Students should keep a safe distance away from the building until instructed by their teacher. Students are to remain with their classroom teacher for roll call during the fire drill.
3. **Severe Weather Alarms:** The signal will be a voice command. Directions for designated areas are posted in every classroom. Students are to move quickly, quietly, and calmly to the designated area, sit with their backs to the wall, and place their head between their knees. Students should listen for further instructions from teachers/monitors.
4. **Inclement Weather:** In case of inclement weather, please listen to local radio and television stations for school information. If school must be dismissed early due to bad weather, regular bus routes will be followed unless other information is given by the media. Parents will be notified through our emergency phone system.
5. **Lockdown Procedures:** In case of an intruder or any other cause that would necessitate a lockdown, all students and staff will follow the lockdown procedures detailed in the school safety plan. Teachers will immediately lock their doors, close all shades, and have their students sit on the floor against the hall wall clear from any door. All staff and students will remain in these positions until the Administration personally comes to your location to tell you otherwise.

### **ATTENDANCE POLICY**

Alabama law requires all children between the ages of six (6) and seventeen (17) to enroll and attend school for the length of the school year. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct. All students shall be enrolled for a full instructional day. (Code of Alabama 16-28-3)

A child who is five (5) years of age on or before September 1 is eligible for enrollment in public kindergarten. A child who is four (4) years of age on or before September 2 is eligible for enrollment in the Alabama First Class PreK classroom.

### **ABSENCES FROM SCHOOL (Kindergarten through Twelfth Grade)**

All student absences shall be designated as either excused or unexcused. The following reasons shall be accepted in classifying excused absences:

1. Illness.
2. Inclement weather which would be dangerous to the life and health of the child if he/she attended school.
3. Legal quarantine.
4. Death in the immediate family.
5. Emergency condition as determined by the Principal.
6. Absence from school with the permission of the Principal and consenting parents.

### **MAKE-UP WORK (Kindergarten through Twelfth Grade)**

Students absent for any excused reason shall be allowed to make up work missed. The responsibility for make-up work rests with the student. Make-up work shall be arranged within two (2) school days for normal absences and five (5) school days for an extended absence after returning to school.

### **EXCESSIVE EXCUSED ABSENCES (Kindergarten through Twelfth Grade)**

1. A kindergarten student who accumulates more than ten (10) absences in one semester may be withdrawn from the roll for the remainder of the school year.
2. A student in Grades 1 – 8 who accumulates more than twenty (20) absences during the school year may be denied promotion.
3. A student in Grades 9 – 12 who accumulates more than ten (10) absences in any class in any one semester may be denied credit for the course. Upon returning to school, a student must turn in the written excuse within two (2) days of returning to school.

Only five (5) parent notes per semester will be accepted for excused absences. After that, a doctor's excuse will be required. ANY EXCEPTION TO THIS POLICY MUST HAVE OFFICIAL VERIFICATION (DOCTOR'S STATEMENT, ETC.) AND IS SUBJECT TO THE APPROVAL OF THE PRINCIPAL.

The student whose absence is unexcused is not entitled to make up instructional work or test(s). The following procedure will be used for unexcused absences:

1. Student – Principal – Teacher conference.
2. Parent – Principal conference.
3. Referral to Truancy Officer.
4. Complaint filed with Juvenile Court of Marengo County.

### **ABSENCES FROM SCHOOL (Pre-Kindergarten)**

If a PreK child is absent without a doctor's excuse for more than three (3) days in a row or consistently maintains below 85% attendance per month, the teacher will notify the Pre-School Director. The Director will contact the family through a Warning Letter. If a fourth consecutive unexcused absence occurs, or the student's attendance remains under the required 85% for any two months, the Director will send a letter informing the family that the child may be withdrawn from the Marengo County Pre-School Program. At that time, the open slot will be filled with a child from the community who is on the waiting list.

The following are acceptable reasons for excused absences:

1. The child is hospitalized.
2. The child is incapacitated due to a serious injury.
3. The child contracts a communicable disease (virus or flu).

4. The child has other ongoing health-related ailments which temporarily prevents attendance (such as asthma).
5. There is a death in the family.
6. Limited medical/dental/therapy appointments (these should be made around school hours unless absolutely necessary).

Because funding for these programs is provided by the state, guidelines require this program to maintain an 85% attendance rate (no more than two absences a month). In order to meet that requirement, the Marengo County School System must keep the average daily attendance as close to the enrollment as possible. A call should be made to the classroom teacher to excuse any child's absence for each day. Upon return, the parent should submit a written excuse and return it to school within one (1) day.

The Marengo County Board of Education believes that regular attendance is important to students, the school, and the community. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the school endeavors to secure, in compliance with Alabama Law, the prompt and regular attendance of students and to secure their proper conduct, and to hold parents/guardians responsible and liable for the child's/children's non-attendance or improper conduct.

Each child, who is enrolled in an Alabama public school, shall be subject to the attendance and truancy provisions. The Marengo County School Cast system will place an automated call to parents on days that their child is absent from school.

### **ABSENCES**

1. **School Day Absences:** A school day absence is defined as non-attendance for more than fifty percent (50%) of the regularly scheduled school day. To be counted present, a student MUST be present more than fifty percent (50%) of the scheduled school day.
2. **Class Absences:** A class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student MUST be present more than fifty percent (50%) of the scheduled class time.

Students and parents should check PowerSchool regularly for discrepancies in absences.

### **EXCUSED ABSENCES**

All student absences shall be designated as either EXCUSED or UNEXCUSED by the Principal or designee.

1. **Excuses:** In accordance with State Law, a parent or guardian MUST explain the cause of every absence, check-in/check-out, or tardy, of students under his/her control or charge. On the day that the student returns to school, the student MUST bring either a written excuse, signed by his/her parent/guardian, or a doctor's excuse. If a student fails to bring a written excuse, the absence is marked UNEXCUSED.

The student must clear the UNEXCUSED status with a written note, within two (2) days after returning to school, or the absence will be UNEXCUSED and subject to the penalties for UNEXCUSED absences.

The written excuse must contain a phone number for verification and the date(s) of the absences.

Students must present an admittance form to the teacher of any class that is missed.

Students may have five (5) excused absences per semester. Any absence in excess of five (5) per semester must be accompanied by a doctor's excuse.

2. **Make-up Work – Excused Absences:** It is the student's responsibility to communicate with the teacher regarding make-up work. If a student is absent for any EXCUSED reason as defined above, the student will be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. If a student does not bring an acceptable excuse for their absence, it will be considered an unexcused absence.

## TRUANCY / UNEXCUSED ABSENCES

Each child, who is enrolled in a public school, shall be subject to the Attendance and Truancy provisions of the State of Alabama and the school system in which he/she is enrolled.

The following procedures for handling truanancies/unexcused absences shall be uniformly administered:

1. **First UNEXCUSED Absence / Truancy:** After the first unexcused absence, a call will be made to parent/guardian and the student will be given an UNEXCUSED ABSENCE LETTER to take to parents/guardians.
2. **Third UNEXCUSED Absence / Truancy:** After the third unexcused absence, a call will be made to the parent/guardian and Attendance Letter #2 will be sent to home address and a copy given to the child to take home.
3. **Fifth UNEXCUSED Absence / Truancy:** After the fifth unexcused absence, a Truancy Conference will be scheduled with parent/guardian, student, attendance liaison, and Administrator. Parents are required to attend this Truancy Conference.
4. **Seventh UNEXCUSED Absence / Truancy:** After the seventh unexcused absence, the school system will file a complaint/petition against the student and/or parent/guardian. (Parents/guardians go to court.)
5. **After the seventh UNEXCUSED absence,** all absences will be reported to the court system each week.

## TARDINESS

Students are required to report to school no later than the beginning of the school day and to be on time for all classes during the day. A tardy is defined as a student's arrival after the official time set for school or class. Students who are tardy for the beginning of the day must report to the office and record their time of arrival on the Sign-In Log. Each school will develop a plan for addressing tardies at each school.

## CHECKING-IN / CHECKING-OUT OF SCHOOL

Students who leave school for any reason must check out through the school office. Only people listed in the student's PowerSchool portal may be allowed to check out a student. Upon returning to school, the student must also check in through the school office. Students must sign the school's form to check-in or check-out.

No check outs are allowed after 2:30 pm.

## SCHOOL ATTENDANCE STANDARDS

Certain attendance standards must be met by a student to obtain, retain, or renew a driver's license or learner's permit. The local school system is required to notify the Department of Public Safety when a student 16 to 19 years of age has more than 10 consecutive or 15 cumulative days of unexcused absences in any one semester.

Should a student 16 years of age or older withdraw from school, the system shall notify the Department of Public Safety.



## **TEXTBOOKS**

Textbooks issued to students must last for six (6) years. It is necessary that students take proper care of their books. Students will be charged for lost or abused books as follows: new books – full price, books 2 years old – 75%, books 3 years old or more – 50%, damaged or abused books – cost determined by Principal. Students will not be issued any more books until all previously issued books are accounted for or paid for.

## **SCHEDULES / COURSES**

High school students will be required to take seven (7) subjects each semester. No courses will be added or dropped after the end of the first week of school. Students will be required to attend all courses for which they are registered.

## **DUAL ENROLLMENT**

Student behavior will be maintained for dual enrollment. Continued or deliberate infractions will result in suspension and/or withdrawal of course. Students participating in dual enrollment programs are required to ride the bus daily. They do not have the option of driving their personal vehicles to and from campuses.

## **RESPONSE TO INSTRUCTION**

Response to Instruction (RtI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems.

The RtI process requires the involvement of classroom teachers, parents, students (when appropriate), building specialists, (e.g. principals, academic coaches, special education teachers, counselors, speech therapists, mental health coordinator) and community service providers. The ultimate purpose of the RtI process is to enhance the success of students with a variety of academic and/or behavior needs, rather than solely determine whether a student qualifies for special education services.

The effectiveness of RtI is maximized through a collaborative problem-solving approach to identify student needs and implement targeted interventions. Data are utilized to measure student progress as a result of the instruction, as well as to monitor intervention integrity.

## **PHYSICAL RESTRAINT AND SECLUSION**

As a part of the policies and procedures of the Marengo County School System, the use of physical restraint is prohibited in the Marengo County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Marengo County School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in the removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student, (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

## FIREARMS AND WEAPONS

Any person over the age of 14 who is convicted of the crime of possession of a real firearm on the premises of a public school, or a public school bus, or both, under Section 13A-11-72 shall be denied issuance of a driver's permit or license for the operation of a motor vehicle for 180 days from the date the person is eligible and applies for a permit or a license for the operation of a motor vehicle. For a person possessing a license/permit, the same will be suspended for 180 days upon conviction (Act 94-820 of Alabama Legislature).

It shall be a violation of Board policy for any student to have in his/her possession weapons or firearms of any kind at any time and at any place on school property. Items forbidden shall include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, any item which may be used as clubs, and all sharp or pointed objects designed for use as weapons or any object that is deemed to harm someone.

If it is determined that a student was in possession of a real firearm on school property, said student shall be expelled from school for not less than one academic year.

## JAMARI WILLIAMS STUDENT BULLYING POLICY

### **Bullying, Intimidation, Violence, and Threats of Violence Prohibited**

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

### **Definitions**

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

1. **"Bullying"** means a continuous pattern of intentional behavior on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
  - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
2. **"Hostile environment"** means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
3. **"Violence"** means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
4. **"Threat"** means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
5. **"Threat of violence"** means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
6. **"Intimidation"** means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
7. **"Student"** as used in this policy means a person who is enrolled in the Marengo County School System.

### **Description of Behavior Expected of Students**

1. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to:
  - Comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation.
  - Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student.
  - Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
2. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
  - Race
  - Sex
  - Religion
  - National origin
  - Disability

### **Consequences for Violations**

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

### **Reporting, Investigation, and Complaint Resolution Procedures**

1. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student.

If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.
2. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
3. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

**DRUG AND ALCOHOL POLICY STATEMENT  
(Students)**

Drug and alcohol use and abuse at schools are subjects of immediate concern in our society. These problems are extremely complex ones for which there are no easy solutions. From a safety perspective, the users of drugs and/or alcohol may impair the well-being of students, employees, and the public at large, and may cause damage to school property. Therefore it is the policy of the Marengo County Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on Marengo County school premises or as part of any school's activities is prohibited. Any student violating this policy will be subject to disciplinary action up to and including expulsion from school. The specifics of this policy are as follows:

1. The Marengo County Board of Education does not differentiate between drug/alcohol users and drug/alcohol pushers or sellers. Any student, who gives or in any way transfers a controlled substance or alcohol to another person or sells or manufactures a controlled substance or alcohol while on school premises, will be subject to disciplinary action up to and including expulsion. Alternatively, the Marengo County Board of Education may require the student to successfully finish a drug/alcohol abuse program sponsored by an approved private or governmental institution.
2. The term "controlled substance" means any listed in 21 U.S.C. #812 and other federal regulations. Generally these are drugs which have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine (including "crack"), and PCP. They also include "legal drugs" which are not prescribed by a licensed physician.
3. As a condition of enrollment, the Marengo County Board of Education requires all students to abide by this policy.

The Principal shall notify appropriate law enforcement officials when any person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatens physical harm to a person. Appropriate warrant(s) can be signed along with student suspension (Act 94-784 of the Alabama Legislature).

**DUE PROCESS PROCEDURES**

All students are entitled to and shall receive due process in all disciplinary cases involving a suspension or recommended expulsion as outlined in the Marengo County Board of Education policies.

A parent wishing to make an appeal of an administrative decision relative to discipline should submit all complaints in writing to the administrator involved at each step.

1. Confer with the local school administrator involved in the initial decision. If the decision is perceived to be unduly harsh or unfair, the parent may confer with the next level of administration.
2. Confer with the Assistant Principal, Principal, or Superintendent as detailed above. If the decision is unfavorable, the parent may notify the Superintendent, in writing, that an appeal to the members of the Marengo County Board of Education is requested.
3. During the next executive session of the Marengo County Board of Education, the parents will be given an opportunity to present appropriate evidence to substantiate their position. The decision of the members of the Marengo County Board of Education is final in the due process procedure.

**PARENT / STUDENT NOTIFICATION OF RIGHTS  
UNDER THE FAMILY EDUCATIONAL RIGHTS  
AND PRIVACY ACT**

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

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

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

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

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school officials in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is Marengo County Board of Education.

## COMPLAINTS AND GRIEVANCES

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances.

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

**Level Two** – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal in writing with the Superintendent or his designee. Within ten (10) days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision.

**Level Three** – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his designee to schedule a brief hearing before the Marengo County Board of Education at its next regular meeting.

**Level Four** – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Three, if this is a Federal Programs issue, the Federal Programs section at the State Department of Education, Montgomery, Alabama may be contacted.

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

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified above must be observed by students and school officials.

For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

## CHILD FIND

### What is Child Find?

Child Find is a statewide effort by the State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

### How Does Child Find Work?

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. Telephone numbers are provided for parents or other persons interested in information about referring a child from birth to age 21.

### Why is Child Find Important?

Child Find helps the child, the family, and the provider plan appropriate services for students meeting eligibility requirements in a disability area.

### Contact Information

A. L. Johnson High School	(334) 627-3364		
Marengo High School	(334) 992-2394		
Sweet Water High School	(334) 994-4263		
Marengo County Board of Education	Sp. Ed. Coord.	(334) 295-2271	Alabama State Department of Education
Birth through 2	(800) 543-3098		Ages 3 – 21 (800) 392-8020

## **GIFTED STUDENTS**

The Marengo County School District is in search of students who display gifted characteristics. If your child or a child you know may be considered gifted, please contact your school guidance counselor, or contact:

Marengo County Schools  
Special Education Coordinator  
P. O. Box 480339  
Linden, Alabama 36748  
(334) 295-2271

### **Definition of Gifted**

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

### **Eligibility Determination**

Students may be referred for consideration for gifted services by teachers, counselors, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

An Eligibility Determination Team will determine eligibility based on the results of aptitude/creativity test scores, student products, portfolios, work samples, and grades.

## **RETURNED CHECK COLLECTION PROCEDURES**

Effective with the 2004-2005 school year, Marengo County Board of Education Returned Check Collection Procedure will be implemented. The school will send written notice to the writer of a returned check. A service charge of \$30.00 plus the original amount of the check must then be paid within ten (10) days or further action will be taken by the office of the District Attorney.

## **DIPLOMA OPTIONS BEGINNING WITH THE 2013-2014 SCHOOL YEAR**

At the January, 2013, Alabama State Board of Education meeting, the Alabama High School Diploma (AHSD) was adopted. Besides requiring 24 credits to graduate, the new diploma will remove the need for endorsements or the Alabama Occupational Diploma (AOD). Beginning with the 2018-2019 school year, Alabama SB32 requires students to successfully pass a Civics test as a required component for completing the Government course required in the high school course of study.

The focus for this diploma will be on coursework taken that necessitates a clearly articulated and individualized four-year high school plan built for each student. The plan will be based on the results of Kuder academic and career interest assessment and school coursework. All students will be required to complete and annually update a four-year plan in the Kuder assessment program.

The Marengo County School System will not only offer the Alabama High School Diploma, but also the Alabama High School Diploma with Academic Distinction, the Alabama High School Diploma with Advanced Career Technical Education, and the Alabama High School Diploma with Career Technical Education. All diplomas require 24 credits to graduate.

For further explanation, please contact your local principal or counselor.

### MINIMUM REQUIREMENTS FOR PROMOTION / SUMMER SCHOOL

Summer school will be used for remediation only in kindergarten through fifth grade and will not be considered in promotion and retention. This requirement shall be implemented beginning with the 2008-2009 school year.

### GRADING SYSTEM

The following criteria should be used in evaluating each student:

1. Test scores (a minimum of 5 per 9-week grading period).
2. Classwork, projects, and other assignments.
3. Homework.

Grade Level	Test Category Percentage	Daily Category Percentage
Grades 1 – 6	60%	40%
Grades 7 - 8	65%	35%
Grades 9 – 12	65%	35%

Parent(s)/guardian of each student who is failing or on the border-line of failing midway through a nine-week grading period should be notified in writing by a progress report.

Kindergarten students are issued one of two grades for each subject. Their progress will be indicated as Satisfactory or Unsatisfactory.

Semester averages for students in grades 1 – 6 are calculated by averaging the grades for each of the two nine-week periods in the semester. Their yearly average is obtained by averaging the two semester averages.

Letter Grade	Grading Scale for Grades 1 – 6	Grading Scale for Grades 7 – 12
A	90 – 100	90 – 100
B	80 – 89	80 – 89
C	70 – 79	70 – 79
D	60 – 69	60 – 69
F	Below 60	Below 60

A report card is sent home with the pupil at the end of each nine-week grading period. Progress reports are sent home mid-nine weeks to keep parents informed of student progress. Parents should sign and return the progress reports/report cards and return to the school within three (3) school days of receiving them. The dates for issuing progress reports and report cards are listed below:



2023-2024 Grading Periods	Progress Reports	Report Cards
October 6, 2023	September 8, 2023	October 13, 2023
December 19, 2023	November 9, 2023	January 4, 2024
March 8, 2024	February 9, 2024	March 15, 2024
May 23, 2024	April 19, 2024	May 23, 2024

Semester averages for students in grades 7 – 12 are obtained by averaging five grades, which consist of each of the nine weeks grades counted twice and the semester exam counted once. A yearly average is calculated for students in grades 7 – 12 by averaging the two semester averages for each course.

### PROMOTION AND RETENTION POLICY

**Grades 1 – 6:** Students in grades one (1) through six (6) must maintain a passing grade in both reading and math to be promoted to the next grade, according to Marengo County Board Policy. A 60 is a passing grade.

**Grades 7 – 8:** Students in grades seven (7) and eight (8) must have passing report card grades in the core academic subjects (language arts, math, science, and social science). A 60 is a passing grade.

**Grades 9 – 12:** Students in grades nine (9) through twelve (12) must have passing report card grades in the core academic subjects (language arts, math, science, and social sciences). A 60 is a passing grade. *Students needing to recover missing credits must do so during the school year, after school hours, or during the summer.*

When a student enters credit bearing years (9 - 12), and fails an accelerated course semester, the student has the option to drop down to regular track, or with a parent conference the student may remain in accelerated courses if the student makes up the failed course and passes in summer school. You must make up the accelerated course semester you failed, before proceeding into accelerated courses the next school year. If you fail two accelerated course semesters within one school year, you **must** drop to regular courses. Beginning freshmen year, a student can fail only two accelerated semesters and then will have to drop to regular track (this includes all courses 9 – 12).

### EXAM EXEMPTION POLICY

Students who qualify for an exam exemption may elect to take an exam to improve their course grade. In this case, the teacher will use the higher of two grades to determine the average: the grade derived with the exam exemption or the grade derived with the inclusion of the exam grade. Students are eligible for exam exemptions each semester. 9th and 10th-grade students are eligible for one exemption, and 11th and 12th-grade students are eligible for two exam exemptions each semester.

To be eligible to be exempt from each semester's exam, the students must have the following:

Students must have a 75% minimum average in the class **AND** meet one of the following requirements.

- No suspensions (in or out of school)
- Perfect attendance (school-sponsored field trips and school events allowed)
- No more than 1 tardy (excused or unexcused) or check out (excused or unexcused) in the class to be exempted

**OR**

- Student may exempt one class with a minimum of 90% if no suspensions in or out of school have been accumulated, regardless of attendance
-

## CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

### Procedures for Calculating Class Rank and Grade Point Average

Beginning with the 2020-2021 school year (first-time ninth graders of 2017-2018), class rank will be determined using a numerical grade point average (GPA) from the first term of ninth grade through the third term of twelfth grade. If a credit-bearing core course is taken in the eighth grade, this will also be included in the calculations. The only subjects included in the GPA will be the core curriculum courses plus Foreign Language, if taken. All English Language Arts, Math, Social Studies/History, Science, and Foreign Language courses attempted will be included in GPA calculations. All Advanced Placement (AP) and Dual Enrollment courses will be weighted by adding five (5) points to each semester grade earned in these courses. The average will be calculated to the fourth decimal place and will not be rounded.

Where letter grades are present on a student's transcript from a previously attended school, the letters will be converted to a numerical form using the following grade conversion:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 59
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

### Criteria for Determining Valedictorian and Salutatorian

Beginning with the graduating class of 2021, the following criteria are established by the Marengo County Board of Education for determining students eligible for valedictorian and salutatorian:

1. The student must be pursuing the Alabama High School Diploma with Academic Distinction Endorsement or the highest available diploma endorsement (see diploma options in FILE: IGE) and meet all requirements to obtain the diploma.
2. Using the Marengo County GPA calculation procedures, the student with the highest numerical GPA will be named valedictorian. The student with the second highest GPA will be named salutatorian. In the case of a tie (GPA carried out to the fourth decimal place with no rounding), co-valedictorians or co-salutatorians will be named.
3. To be a candidate for valedictorian or salutatorian, the student must be enrolled at the graduating school for one full academic year prior to graduation.

## USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U. S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **MENINGOCOCCAL DISEASE AND VACCINE**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2 – 18 years old in the United States.

### **How Do You Catch the Disease?**

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

### **What Are the Symptoms of the Disease?**

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

### **Meningococcal Vaccine: Who Should Get the Vaccine and When?**

MCV4, or the meningococcal vaccine, is recommended for all children 11 – 12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to: [www.adph.org/immunization](http://www.adph.org/immunization).

## **INTERNET SAFETY AND INTERNET ACCEPTABLE USE PRACTICES (AUP) FOR THE USE OF TECHNOLOGY FOR STUDENTS**

### **INTRODUCTION**

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

It is the policy of the Marengo County School Board (Board) to provide technology resources, including Internet access, to its students and employees in order to more fully support the system's mission statement and to meet educational and instructional goals set by the system and the state. It is the intention of the Board that all technology

resources will be used in accordance with any and all school/system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. This policy applies to all technology resources, regardless of purchase date, location, or funding source.

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

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

## **TECHNOLOGY PROTECTION MEASURES**

### **Filtering and Blocking**

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

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

1. Taken as a whole, appears to be a prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

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

### **Monitoring**

It is the responsibility of all teachers and employees to properly inform students/staff under their charge of this policy and to see that the policy is strictly enforced. Students using the Internet and World Wide Web will be under the direct supervision of the instructor. In addition, the system may use software to monitor Internet activity, as needed.

Teachers who will be presenting Internet sites to students as part of the instructional process, should preview the sites they plan to incorporate to ensure their safety and suitability. If students are to independently access the Internet on a computer, the teacher must ensure that they have a signed Acceptable Use Policy on file. In addition, any student under the age of 17 must also have a signed Parent Permission Form on file. Finally, teachers must give students specific permission to independently access the Internet and monitor their activity while they are online.

## **Communicating Electronically**

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

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

1. Unsafe practices such as:
  - Contacting strangers or communicating with unknown individuals or organizations.
  - Posting or forwarding other user's personal communication without the author's consent.
  - Sending mass e-mails without the consent of the Principal or System Technology Coordinator.
  - Disclosing, using, or disseminating unauthorized personal information regarding minors including, but not limited to the following: home and/or school address; work, home, school, or cellular phone numbers; full name, social security number, etc. without authorization.
2. Harmful, malicious, or unlawful practices such as: spreading viruses, spamming, hacking of any type, copyright infringement; or engaging in any other unlawful activities.
3. Commercial practices such as selling or advertising products or services or purchasing products or services.

## **Posting on the Internet (District Website, Social Media, etc.)**

1. All users wishing to post pages or information on the System's website must obtain prior permission.
2. Students may not use technology resources operated by the school system to post information or graphics to personal web pages on the Internet.
3. Permission for publishing employee photographs on the Marengo County School System website or social media accounts is assumed unless the employee specifies otherwise in writing to the Marengo County School System Technology Coordinator.
4. No written permission is required to post faculty and staff listings with their school contact information.
5. Student pictures or other personally identifiable information can be used unless it is otherwise in writing from the parent/guardian of the student involved. These requests should be mailed to the Marengo County School System Technology Coordinator.
6. Full names of students may only be used in reporting student participation in school-sponsored activities, achievements, and other positive recognitions.
7. Materials that infringe on any copyright held by others are prohibited.
8. Any materials that are obscene, harassing, or threatening are prohibited.
9. The Marengo County School System Technology Coordinator will inform the administration of each school of any written notification from a parent/guardian regarding the posting of student information on the Internet.

Webmasters may link to other websites provided the content on the linked site(s) meet the safety and professional standards set out in system policies and the linking page contains a disclaimer for the downstream website content and links.

## **Downloading from the Internet**

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

## **ONLINE BEHAVIOR EDUCATION**

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

## **LIMITATIONS OF LIABILITY**

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

## **NOTICE OF RIGHT TO CHANGE**

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

## **ADDITIONAL RESTRICTIONS**

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

## **ACCESS TO TECHNOLOGY RESOURCES**

The Board permits restricted and conditional access to and use of its technology resources. The term "technology resources" is intended to have a broad interpretation. It includes, but is not limited to, computers, digital devices, electronic communication devices, network equipment, the Internet, e-mail, software, and online venues such as websites, blogs, and online class management systems. Such access and use is restricted to students who are engaged in bona fide educational activities that serve and are consistent with identified educational objectives and who, by signing an acknowledgement form, agree to abide by all Board policies, rules, and regulations regarding technology use.

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources on its property. In addition, the Board's policies, rules, and regulations also apply to personally-owned technology resources brought on to school property.

Parents of minor students (under the age of 17) may request that their child(ren) not be allowed to independently access the Internet by notifying the school principal in writing within fifteen (15) school days of the student's first day of attendance each school year. This restriction will apply to the student independently operating any Board technology resource to access the Internet, and does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school.

## **RESTRICTION AND LOSS OF PRIVILEGES**

Students are responsible for their behavior as it relates to technology. Therefore, all students should keep their login and passwords secure at all times. Students who violate any Board policy, rule, or regulation regarding technology use may be denied the use of the Board's technology resources, may be prohibited from bringing personally-owned technology onto school property, and may be subject to additional disciplinary action.

## **LEGAL RESPONSIBILITIES**

Technology networks can provide individuals with access to locations in the United States and around the world. Students and parents should be aware that they may be liable for hurtful speech, invasion of privacy, copyright, and other violations in all fifty (50) states and worldwide. The Board will cooperate with any properly executed request from any local, state, or federal law enforcement agency or civil court.

## **OWNERSHIP OF RESOURCES AND EXPECTATIONS OF PRIVACY**

All technology resources, including but not limited to, network and Internet resources, accounts, e-mail systems, computers or other devices owned, leased, or maintained by the Board are the sole property of the Board. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. Authorized Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data to determine if a user is in violation of any of the Board's policies, any other matter or reason related to the safe and efficient operation, maintenance, or administration.

In addition, any device (regardless of ownership) brought onto school grounds by a student is subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules, or regulations regarding access to and use of technology resources.

## **AVAILABILITY AND SECURITY OF TECHNOLOGY RESOURCES/DATA**

The System does not guarantee its students that all of the files that they store on the Board's' technology resources or the resources themselves will be available, backed up, or protected 100% of the time. The System will take reasonable steps to maintain the security of technology resources; however, no assurance can be given that security breaches will not occur. In addition, network administrators or their designees reserve the right to remove users' files without warning.

## **ADOPTION OF RULES AND REGULATIONS**

The Superintendent is authorized to develop additional or more specific rules and regulations regarding access to and use of technology resources and to require adherence to such rules and regulations through such means as the "Acceptable Use Practices" (AUP) Rules and Regulations, Internet safety policy, and application of appropriate disciplinary policies and procedures.

## **LIMITATION ON LIABILITY**

The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruption of service.

Although the Board claims ownership of its various technology resources, all user-generated data, including e-mail content and digital images, is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. Students and their parents must also be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology resources.



**INTERNET SAFETY AND INTERNET ACCEPTABLE USE  
PRACTICES POLICY**

Dear Parents and Students:

The Marengo County Schools' Internet Safety and Internet Acceptable Use Practices Policy is designed to provide guidelines for using Internet resources in the classrooms, school media center, computer labs of your school, or at home on Marengo County issued devices this year. Please take the time to read this policy. If you have any questions about it, please be sure to contact the technology coordinator, at (334) 295-2232.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the student handbook. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy after you have had a chance to become familiar with it.

Sincerely

Dr. Calvin Eaton

**BULLYING COMPLAINT FORM**

School \_\_\_\_\_ Date \_\_\_\_\_

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

Infraction Reported by: _____ Student _____ Parent _____
Date of Incident: _____ Time: _____
Specific Location of Incident: _____
Description: _____
Other Information: _____
<p>The <i>Jamari Terrell Williams Student Bullying Prevention Act</i>, No. 2018-472. A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, physical, or cyberbullying acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute bullying, a pattern of behavior may do any of the following:</p> <ul style="list-style-type: none"><li>• Place a student in reasonable fear of harm to his or her person or damage to his or her property.</li><li>• Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.</li><li>• Have the effect of substantially disrupting or interfering with the orderly operation of the school.</li><li>• Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.</li><li>• Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment of a student.</li></ul>
Student _____ Date _____
OR
Parent/Guardian _____ Date _____