

2024-2025

Sumter County School System



SUMTER COUNTY
S C H O O L S

Learning Today, Leading Tomorrow

Student Code of Conduct

Sumter County Board of Education
Livingston, Alabama

Dr. Marcy Burroughs
Superintendent

www.sumter.k12.al.us



Dear SCSS Family,

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

This opportunity was created to set students up for success in the classroom. Our job is to ensure every student is supported as they grow and learn. It's part of our mission:

The mission of the Sumter County Schools is to foster a challenging learning environment that creates opportunities for students to graduate college – and career ready.

Your Sumter County 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. These processes have been designed to recognize those behaviors that challenge and address them.

Our students' safety is our shared responsibility — 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 with additional support for their children.

Thank you for choosing the Sumter 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,

Marcy Burroughs
Dr. Marcy Burroughs
Superintendent

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GENERAL SCHOOL ADMINISTRATION INFORMATION

SUMTER COUNTY SCHOOL SYSTEM

2024-2025 School Calendar

New Employee Orientation..... August 2, 2024
 Institute..... August 5, 2024
 Professional Development..... August 6, 2024
 Teacher Work Day..... August 7, 2024
 First Day for Students..... August 8, 2024
 Labor Day Holiday..... September 2, 2024
 Parent/Teacher Conference Week..... October 7-11, 2024
 Columbus Day (Teacher PD Day)..... October 14, 2024
 Veterans' Day Observed..... November 1, 2024
 Thanksgiving Holiday..... November 25-29, 2024

WINTER BREAK – December 23, 2024 – January 3, 2025

Professional Development..... January 6, 2025
 Teacher Work Day..... January 7, 2025
 Students Return..... January 8, 2025
 Dr. Martin Luther King Holiday..... January 20, 2025
 Parent/Teacher Conference Week..... January 27-31, 2025
 Presidents' Day/ *Weather Day..... February 17, 2025
 Spring Break..... March 24-28, 2025
 Good Friday/*Weather Day..... April 18, 2025
 Memorial Day..... May 26, 2025
 Last Day for Students..... May 27, 2025
 Teacher Work Day..... May 28, 2025

Grade Reporting Periods		
Nine Week Periods	Progress Report	Report Card
August 8 -- October 10	September 9	October 11
October 11-- December 20	November 12	January 10
January 8 -- March 13	February 7	March 14
March 14 -- May 27	April 22	May 29

THE SUMTER COUNTY BOARD OF EDUCATION

BOARD MEMBERS

- District 1 Representative and Board Chair.....Mrs. Lillian Wideman
- District 2 Representative.....Mrs. Eleanor James
- District 3 Representative.....Ms. Sharon Nelson
- District 4 Representative.....Ms. Jeanette Payne
- District 5 Representative and Vice Chair.....Ms. Darla Spencer
- District 6 Representative.....Mrs. Christine Jones

SUPERINTENDENT

Superintendent.....Dr. Marcy Burroughs

CHIEF SCHOOL FINANCIAL OFFICER

Chief School Financial Officer.....Ms. Tranquil Shepherd

CENTRAL OFFICE ADMINISTRATION DIRECTORY

COORDINATORS & DIRECTORS

- Coordinator of Special Education.....Ms. Shirley Mosley – (205) 652-9605
- Director of Assessment & Federal Programs.....Ms. Mary Whitehead – (205) 652-9605
- Director of Career Technical Education.....Ms. Clyvie Pritchett – (205) 652-9469
- Director of Child Nutrition Program.....Ms. Heather Shambry – (205) 652-1501
- Director of Technology & Accountability Coordinator.....Mrs. Pamela Bass – (205) 652-2271
- Director of Transportation.....Mr. Kelvin Gibson – (205) 652-2940
- Maintenance Supervisor.....Mr. Randy Lard – (205) 652-2940

SCHOOL ADMINISTRATION DIRECTORY

SCHOOL

- Livingston Jr. High
- Sumter Central High
- Sumter Central High
- York West End Jr. High

PRINCIPAL

- Mr. Marcus West
- Mrs. Shannon Miller
- Dr. Christina Henderson
- Mrs. Stacie Pritchett

TELEPHONE

- (205) 652-2125
- (205) 652-1501
- (205) 652-1501
- (205) 392-5901



EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Sumter County Board of Education that no person in this school district shall, based on 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 the 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 VII or Title IX activities listed below. Any person having inquiries concerning Sumter County Schools' compliance with the regulations implementing Title IV, Title VI, is directed to contact:

Lucette Pritchett
716 Country Club Rd
Livingston, AL 35470
(205) 652-9605 ext. 1101
lpritchett@sumter.k12.al.us

To request Special Education Services or Section 504, please contact Shirley Mosley, Director of Special Education, (205) 652-9605 ext. 1212.

AHERA

In compliance with the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), asbestos-containing building materials (ACBM) are inspected every three years. An accredited asbestos inspector performs these reinspections. Management of asbestos-containing building materials is recommended by the accredited management planner. The results of the reinspections are on file in the management plan in the Facilities Department of Sumter County Schools. The file can be reviewed anytime during school hours.

INTRODUCTION

This handbook is accurate at the time of publication. However, Board policies, practices, and procedures are constantly being reviewed and revised to ensure the best educational experience for all students and reflect changes in state or federal laws or regulations. Further, this student/parent resource guide is intended to briefly explain the Board's policies and procedures that most frequently affect Sumter County Schools' students. It is not intended to be a detailed statement of Board policy. For a more thorough explanation of Board policy, please refer directly to the Board's policy manual, a copy of which is maintained at the Central Office, at each local school, and on the school system's website.

SCHOOL HOURS

Official start and end times for Sumter County Schools are as follows:

Livingston Jr. High: 7:45 a.m. – 2:45 p.m.
Sumter Central High: 8:00 a.m. – 3:00 p.m.
York West End: 7:45 a.m. – 2:45 p.m.

ARRIVAL/DISMISSAL

Except for students transported by bus, no students will be permitted to enter the school building more than 15 minutes before the beginning of the school day. Please do not send your child to school before this time, as there will be no certified personnel on duty. All students must leave campus within 20 minutes of the school closing. Students remaining on school grounds after these times will be unsupervised unless they participate in a school-sponsored athletic or extracurricular event. Students participating in the after-school extended day program must report directly to their assigned rooms upon dismissal.

EMERGENCY SCHOOL CLOSING, DELAYED OPENING, AND EARLY DISMISSAL

Parents and staff will be informed through an automated calling system if schools must close, dismiss early, or delay opening due to weather or any other unforeseen circumstance. The Sumter County School System website (<https://www.sumter.k12.al.us>), the school system's social media channels, email to all employees/families, and local media sources will also be used to share information. In the event schools are closed, all schools and the Central Office are closed to students and employees. All activities and events will be canceled.

ENROLLMENT

For purposes of enrollment, Board policy, and this handbook, the following fall within the definition of “parent”:

1. The natural father or mother of a child, if no subsequent judicial decree has divested one or both of their guardianship of the child or terminated their parental rights.
2. Either the adoptive father or adoptive mother of a child, if no subsequent judicial decree has divested one or both of their guardianship of the child or terminated their parental rights.
3. Any individual or agency whose status as guardian of the person of the child has been established by judicial decree.

If joint physical custody has been awarded to one parent who resides within the Sumter County Schools attendance zone, the student will be eligible to attend Sumter County Schools provided the student is living with that parent for at least 50% of the time, on average, during the school week. The court order must state that the parent with whom the child lives has primary physical custody if the other parent lives out of town.

The parent with primary physical custody residing within the Sumter County area will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and assignments. All written communication will be sent to the parent with primary physical custody.

The delegation of parental authority pursuant to Ala. Code § 26-2-7 does not establish residency for school enrollment. A student who is not a domiciliary of the state shall be permitted to register to enroll in a public K-12 school by remote means, including electronic means, before the commencement of the student's residency in this state if all of the following apply:

Military Families

Military Compact - Absence as related to deployment activities - A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the compact ("Uniformed service(s)" means: the Army, Navy, Air Force, Marine Corps, Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services), and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local educational agency superintendent to visit with his or her parent or legal guardian relative to such leave deployment of the parent or guardian.

Authority: Ala. Code §16-44B-1(1975)

A student who is not a domiciliary of the state shall be permitted to register to enroll in a public K-12 school by remote means, including electronic means, before the commencement of the student's residency in this state if all of the following apply:

1. A parent or legal guardian is on active military duty and is transferred or pending transfer to a military installation or reservation in this state.
 - a. Upon request by the local board of education, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in this state.
 - b. A parent or legal guardian completes and submits the board of education's required enrollment forms and documentation, except that proof of residency shall not be required until the student physically transfers to this state, at which time the student shall be required to provide proof of residency prior to commencing attendance.
2. The local board of education shall make available to a student who registers to enroll pursuant to this section the same opportunities for school assignments and selection of courses and sporting activities as those offered to resident students. Ala. Code § 16-28-60 (1975); Added by Act 2022-90, § 1, effective 6/1/2022.

ADMISSION

All school-age children who reside within the municipal limits of Sumter County may be admitted to Sumter County Schools.

Pre-Kindergarten (Pre-K) Enrollment—Enrollment for Pre-K classes is limited to students who are four (4) years old on or before September 1.

Kindergarten/1st Grade—Children entering kindergarten must be five (5) years old on or before September 1, and children entering 1st grade must be six (6) years old on or before December 31. Daily attendance expectations for kindergarten students are the same as for other students enrolled in Sumter County Schools. Any underage individual who transfers to Alabama from a school in another state may be admitted to school with the appropriate approval.

Similarly, any underage individual who has moved to Alabama after completing a mandated kindergarten program in another state may be admitted to the 1st grade in this state. No child shall be admitted to Sumter County Schools until their parents/guardians of record meet the following requirements.

To be admitted to Sumter County Schools, the student's parent must meet the following requirements:

1. Proof of residence within the Sumter County Schools attendance zone.
2. Proof that the student has received all immunizations required by law. (See Health Services section.)
3. Out-of-district transfers must also present the most recent report card or a withdrawal form from the last school attended.
4. A valid Social Security card for the student is requested but **NOT** required for enrollment. Disclosure of a student's Social Security number is voluntary. A student's Social Security number is requested pursuant to Ala. Admin. Code § 290-3-1-02(2) (b) (2) and will be used as a means of identification in the statewide student management system. If you elect not to provide a Social Security number, an identification number will be generated and utilized instead.
5. A birth certificate is requested for age verification but is **NOT** required for enrollment. Other forms of documentation, such as religious, hospital, or physician's documents showing a date of birth (e.g., a baptismal certificate, entry in a family Bible, adoption record, affidavit from a parent, previously verified school record, or other similar form of documentation), carry equal value. Further, no student will be denied enrollment if they possess a document indicating a foreign place of birth.

HOMELESS, NON-ENGLISH-SPEAKING, CHILDREN WHO ARE IN FOSTER CARE, AND DISABLED

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

- Residency requirements
- Legal custody requirements
- Lack of Social Security card
- Transportation
- Lack of birth certificate
- Language barriers
- Lack of immunization

Should students enter without the required documents, administrators, with the assistance of the district, will take the necessary steps to secure those documents.

Homeless students are defined as individuals who lack a fixed, regular, and adequate nighttime residence. Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the provision of public education to a homeless individual who may be eligible or designated as a homeless student will follow the procedure outlined in the Board's policy manual, a copy of which may be found at each Sumter County School in the Central Office, and on the SCSS website.

PRE-K APPLICATION

Applications for the Pre-K program are accepted each spring from all students residing in the Sumter County Schools' residential zone who are four (4) years old on or before September 1. For a detailed explanation of the application and admission procedures, please refer to the Board's guidelines, which are available at each Sumter County School, in the Central Office, and on the SCSS website.

HOMEBOUND SERVICES

The student in need of Homebound Services must present a statement from their physician stating that, due to their physical condition, they are prohibited from attending school for an extended period of time. The referral from the physician should have an anticipated return date to school. Once the school receives the physician's statement indicating the student needs Homebound Services, the "Referral for Homebound Services" should be sent to the Special Education Coordinator. The Special Education Coordinator will set up a meeting at the school with the parent(s) and school administrators to develop the Homebound Services agreement between the parent and the school. Upon release from a physician, the student will return to their home school, stating their condition has improved. Students needing Homebound Services who are eligible for Special Education or Section 504 services should be referred to the Special Education Coordinator or the Section 504 Coordinator. If an IEP team determines homebound as the least restrictive environment (LRE) for a student with an identified disability, the IEP team will review/revise the current IEP to establish the extent of the services to best meet the individualized needs of the student. For additional questions, please contact the Special Education Coordinator. A certified teacher will provide homebound services.

HOMEBOUND SERVICES REQUIREMENTS

Homebound services are considered appropriate for students under the care of a physician and students who cannot attend school due to their medical condition. To substantiate the validity of the request, a physician's statement must be verified in writing. Procedures for this process can be found in the Special Education Coordinator's office.

STUDENT PREGNANCIES

Pregnancy and the normal recuperative period following delivery do not make a student eligible for services in a homebound program. However, a physician may make a written referral for homebound services if complications during pregnancy or following delivery require such students to remain within the home for an expected six-week period.

RESIDENCY REQUIREMENTS

The primary home of the parent of the student is the legal residence for the purpose of enrollment in the Sumter County School System. The legal residence, as used herein, shall mean the fixed and permanent home and principal establishment to which, whenever absent, the student's parent intends to return. The legal residence, as used herein, is distinguished from a temporary or secondary place of residency established for some specific purpose but not the fixed permanent residence of the parent.

If extenuating circumstances exist, the superintendent is authorized to determine eligibility to attend Sumter County Schools. Each year, it is the parent's responsibility to provide current proof of residency for their student(s). Submitted documents must be in the parent's name, with the primary residence listed for the address. Additional documentation may be required if residency is in question.

Therefore, each school year, your child(ren) must present current documentation of residency by providing the following information:

1. current year property tax receipt plus two current utility bills; or
2. current lease/rental agreement plus two current utility bills (if utilities are part of the rent, the parent can provide a written statement from their landlord to that effect in lieu of providing two utility bills); or
3. current mortgage, mortgage statement, warranty deed, and two current utility bills. These requirements do not apply to students who are homeless, migrants, or immigrants.

NOTE: The parent bears the burden of proof in establishing residency. The parent is also responsible for notifying each respective school their children attend when there is a change in address or contact numbers.

TRANSFER REQUESTS

The superintendent or designee is responsible for considering all student transfer requests. The Sumter County Board of Education will consider transfers for the following reasons:

1. children of an employee;
2. for a senior whose parent establishes residence outside of their attendance zone;
3. administrative reassignments for disciplinary reasons; or
4. Special education students may attend schools outside their attendance zones as determined by their Individualized Education Program (IEP) team in accordance with rules governing eligibility, admission, and attendance under the Individuals with Disabilities Education Act.

Employee's Child

The child of any Sumter County Board of Education employee will have the option of attending any K–12 school in the attendance zone of the school/facility to which their parent is assigned.

Medical Reason

The student's physician, psychiatrist, or psychologist must provide a written recommendation and professional opinion, including specific medical reasons (physical and/or psychological) for the recommendation. Application for medical hardship transfer must be submitted to the School Counselor. If denied, the superintendent may request a review of the application. Whether to grant the request is entirely in the discretion of the superintendent. The superintendent's decision is not subject to review or appeal.

STUDENT/PARENT RESPONSIBILITIES

CELL PHONE/PERSONAL TECHNOLOGY DEVICES

In an effort to improve the learning environment and better student relationships, Sumter County Schools has new guidelines for the use of cell phones and other personal electronic devices, effective August 2024. A personal electronic (PED) is a portable Internet-accessing device that is not the property of the school district that can be used to transmit communications by voice, written characters, words, or images; share information; record sounds; process words; and/or capture images, such as a laptop computer, tablet, smartphone/smartwatch, cell phone, earbuds, personal digital assistant, or e-reader.

CELL PHONE POLICY

Grades K-6: Students in elementary grades (k-6) may not possess "non- school issued" personal devices on school grounds.

Grades 7-12: Students in grades seven through twelve are permitted to possess such personal devices at school, but must keep their own personal wireless devices, other than the school issued devices, in the school office, or other locations approved by the principal or his/her designee.

Beginning August 8, 2024, **cell phones, smart watches, ear buds, and other electronic devices** must be secured in YONDR pouches for the duration of the instructional day.

HOW POUCHES WORK

- Each 7th – 12th grader will be assigned a YONDR pouch. They will write their names on their pouch. They will be responsible for picking up and dropping off the pouch at school daily.
- Upon arrival, students will turn their electronic devices off, place them in the pouch, and store them in a backpack, purse, etc. until the end of the school day.
- Pouches will be unlocked as students leave for the day. Prior access to unlock cases will not be granted.

USE OF YONDR POUCH VIOLATIONS AND CONSEQUENCES

If a student's phone is visible at all during the day (using device or device is not in a YONDR pouch)-

First Offense: Student will be asked to report to the office with a referral, surrender device to administrator.

First Offense Consequence: Student will be asked to report to the office with a referral, surrender device to administrator. Student will be asked to pouch/re-pouch phone and receive warning. Guidelines will be reviewed with the student. Student will be allowed to pick up phones at the end of the day.

Second Offense: Student will be asked to report to the office with a referral, surrender device to administrator.

Second Offense Consequence: Student will be asked to pouch/re-pouch phone. Parent /guardian MUST come pick up phone. Parent/guardian and student must sign an agreement regarding the guidelines and following consequences. Student will be assigned to ISS for 3 days.

Third Offense: Student will be asked to report to the office with a referral, surrender device to administrator.

Third Offense Consequence: Student will be asked to pouch/re-pouch phone. Parent /guardian MUST come pick up phone. Parent/guardian and student must review the agreement regarding the guidelines and following consequences. Student will be assigned to Alternative Learning Program for 5 Days.

Subsequent Offenses:

Pending Administrative Hearing

REFUSAL TO POUCH DEVICE

If a student refuses to pouch or surrender device to be pouched ...

1. Student will receive Disciplinary Referral.
2. Student will be assigned to Alternative Program pending Administrative Hearing.
3. Parent/Guardian will be contacted to remove student from school premises for the day.

STUDENT DAMAGES YONDR POUCH

If a student damages a pouch....

1. Disciplinary Referral
2. Assigned to Alternative Learning Program pending Administrative Hearing
3. Parent/Guardian will be contacted to remove student from school premises for the day.
4. Student MUST pay a \$30 replacement fee prior to returning to school.

TECHNOLOGY RESPONSIBLE USE

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

Policy Statement

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Sumter County Schools. Use of any and all technology resources is a privilege and not a right.

A. Expectations for Use of School Technological Resources

School district technological resources may be used only by students, staff, and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect

others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Student Code of Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources. In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the Student Code of Conduct. Prior to using the Internet, all students must be trained about appropriate online behavior.

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

B. Rules for Use of School Technological Resources

1. School district technological resources are provided for school-related purposes.
2. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources simply for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business, and is not otherwise prohibited by Board policy or procedure.
3. Under no circumstance may software purchased by the school district be copied for personal use or in violation of the End User License Agreement (EULA) in force with the software.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text file documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors. All users must comply with all applicable Board policies when using school district technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file-sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using email, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or Social Security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or Board policy. Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school district computer, electronic device, or network without the express permission of the superintendent or director of instructional technology or designee.

12. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts. Users are prohibited from using another individual’s ID or password for any technological resource.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., PowerSchool SIS, NexGen, time-keeping software, etc.), for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, they must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time, to ensure that such use is appropriate for the student’s age and the circumstances and purpose of the use.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
18. Without permission by the Board, users may not connect any personal technologies such as workstations, wireless access points and routers, etc., to a district-owned and -maintained local, wide, or metro area network. Connection of personal devices such as laptops, iPads, smartphones, PDAs, and printers are permitted but not supported by SCSS technical staff. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
19. Students may not use another student’s shared personal mobile device (e.g., sharing a 4G LTE hotspot) for gaining access to the Internet.
20. Teachers may not use a personal mobile device to provide Internet access to students (e.g., sharing a 4G LTE hotspot). Such connections are not filtered, and the Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.
21. Users must back up data and other important files regularly.
22. Those who use district-owned and -maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
23. Students who are issued district-owned and -maintained technological devices (i-pads, laptops, etc.) must also follow these guidelines:
 - a. Keep the device secure and damage free.
 - b. Use the provided protective case at all times.
 - c. Do not loan out the device, charger, or cords.
 - d. Do not leave the device in a vehicle.
 - e. Do not leave the device unattended.
 - f. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
 - g. Do not check the device as luggage at the airport.
 - g. Do not allow pets near the device.
 - h. Do not place the device on the floor or on a sitting area such as a chair or couch.
 - i. Do not leave the device near table or desk edges.
 - j. Do not stack objects on top of the device.
 - k. Do not leave the device outside.
 - l. Do not use the device near water, such as a pool.
24. Back up data and other important files regularly. SCSS will at times perform maintenance on the devices by imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate educational purpose. The superintendent shall ensure that technology protection measures are used as provided in the Internet Safety Policy and are disabled or minimized only when law and Board policy permits. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G LTE service).

D. Parental Consent

The Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student can independently access the Internet, the student's parent must be made aware of the possibility that the student could access inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and the monitoring of the student's electronic communication by school personnel. This section is not intended to exclude students from accessing the Internet when strict monitoring/restrictions are in place (e.g., online standardized testing).

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third-party systems for school-related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. In such cases, accounts will be created in accordance with SCSS's data governance policy and applicable laws (e.g., FERPA).

E. Privacy

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

F. Security/Care of Property

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

G. Personal Websites

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

H. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy (Title 16, Chapter 28B of The Code of Alabama 1975).

I. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. They are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students. Volunteers are subject to the School Volunteers Policy.

J. Disclaimer

The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board will not be responsible for any damages suffered by any user. Such damages include but are not limited to, data loss resulting from delays, non-deliveries, or service interruptions, whether caused by the school district's or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district expressly disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Digital Citizenship

Digital citizenship is a concept that helps teachers, technology leaders, and parents understand what students/children/technology users should know to use technology appropriately. Digital citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society full of technology. Digital citizenship includes the norms of appropriate, responsible technology use. Too often, we see students, as well as adults, who misuse and abuse technology but are not sure how to improve their conduct. The issue is more than what the users do not know; it is what is considered appropriate technology usage. **All students will receive digital citizenship expectations provided as part of the code of conduct orientation.**

Technology in the Educational Program

In alliance with state school technology goals, the Board is committed to establishing and supporting 21st-century information and communications technology systems to foster globally competitive, healthy, and responsible students. The Board recognizes the benefits of digital and technology-enabled teaching and learning resources that provide the ability to easily customize curriculum, provide access to current information, and enable access to quality materials at a lower cost than traditional materials. To that end, the Board intends to move to classroom digital and technology-enabled teaching and learning resources aligned with the Common Core State and Alabama College and Career Ready standards as they become available. In addition, to the extent that funding permits, the Board will endeavor to ensure that all students have access to personal digital and technology-enabled teaching and learning devices to foster the 21st-century skills necessary for future-ready learners.

The Board expects that information and communications technologies will be integrated across the curriculum and used to support student achievement. Such technologies will also support programs and activities that promote safe schools and healthy and responsible students. The curriculum team should provide suggestions for integrating technological resources (as defined in Section A below) into the educational program. School administrators and teachers are encouraged to develop additional strategies for integrating technological resources across the curriculum and utilizing the power of technology to improve learning outcomes while making more efficient use of resources. The strategies should be included in the school improvement plan if they require the transfer of funds or otherwise relate to any mandatory or optional components of the school improvement plan. The superintendent shall oversee the development and submit to the Board for approval a local school district technology plan aligned with state guidelines and applicable federal rules. The superintendent shall oversee the incorporation of this plan into school district strategic planning efforts and include various stakeholders, such as curriculum leaders, teachers, administrators, and representatives from technology services, instructional technology, finance, and other departments as required. The plan will explore partnerships with business/industry to support student and community needs. Once the Board has approved the plan, the superintendent shall oversee ensuring that expenditures on school information and communications technologies are made in accordance with the technology plan.

A. Selection of Technological Resources

Technological resources include but are not limited to, the following: (1) hardware, including both fixed and mobile technologies and devices such as desktop computers, laptops, netbooks, tablets, e-readers, PDAs, smartphones, and gaming devices; (2) software; (3) network and telecommunications systems and services; (4) Internet access; (5) multimedia-equipped classrooms; (6) computer classrooms and laboratories; and (7) other existing or emerging mobile communications systems. All technological resources must be purchased and used in a manner consistent with applicable law and Board policy, including laws and policies related to copyright, public records, bidding and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources must meet or exceed the following standards before they may be considered for implementation:

- a. Technological resources must support the Alabama Course of Study and Alabama College and Career Ready standards or the programs of the school district.
- b. Technological resources must support the current use of learning and instructional management technologies in the school.

- c. Technological resources must be compatible with the condition of the network and other infrastructure resources. The technology department shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standards.

B. Deployment of Technology to Schools

The superintendent shall oversee the development of the school district's technology deployment plan. The plan will be designed to ensure organized, effective, and efficient means of deploying new information and communications technologies. The superintendent shall develop procedures that outline the strategy of the technology deployment plan.

C. Staff Websites for Educational Purposes

The Board will provide numerous avenues through which teachers can facilitate their instructional programs via websites over the Internet. The Board will provide each teacher with a web space where instructional information should be posted. The Board's use of a learning management system (LMS) enables teachers to set up wikis and blogs to promote student interaction. The Board's LMS is the approved venue for hosting district-created online courses and supplemental content. All content posted on these sites remains the intellectual property of the Board.

There are numerous outside websites where employees can bookmark and compile information to support their instructional goals. These sites are not appropriate venues to serve as substitutes for the employees' use of the district-controlled websites and LMS servers. In many cases, information posted on outside sites becomes the property of the site, and the employee no longer has ownership or control of the content. For this reason, employees should not use these non-district-controlled sites to post information for students without prior written approval from the superintendent or designee and school principal.

D. Electronic Communication and Other Collaborative Tools

The superintendent is authorized to permit instructional personnel to incorporate email, social networking sites, blogs, wikis, video sharing sites, podcasts, video conferencing, online collaborations, PDAs, instant messaging, texting, virtual learning environments, and/or other forms of direct electronic communications or Web 2.0 applications for educational purposes to the extent the superintendent deems appropriate and in accordance with policies governing employee use of social media. The superintendent shall establish parameters and rules for use of these tools and shall require instruction for students in how to use such tools in a safe, effective, and appropriate way. Instructional personnel shall make all reasonable attempts to monitor student online activity and shall otherwise comply with the requirements of the Technology Responsible Use policy when using these tools.

Technology-Related Professional Development

The superintendent shall oversee planning a program of technology-enabled professional development that prepares the instructional staff for utilizing digital tools and resources. Professional development shall emphasize technology integration and continuous improvement, including the use of ongoing technology-integrated, online-learning activities throughout the course of study. Professional development shall also address the ethical, legal, and practical issues related to social networking and mobile devices in the classroom and other topics deemed necessary by the superintendent or technology director. School improvement teams should identify any staff development appropriations for technology-related professional development in their school improvement plans. The superintendent and technology director should assist schools in coordinating staff development needs.

SCSS Provided Devices

All students will participate in the SCSS one-to-one (1:1) initiative and have access to tablets/i-pads to carry back and forth between school and home. Students are eligible to check out laptops, if needed, upon completion of the following requirements:

- Parent and student signature on the Responsible Use Policy
- Parent signature on SCSS 1:1 Agreement
- Parent signature on the Device Responsibility Agreement

SCSS Provided Devices and Change of School

- When a student withdraws and will not be attending a Sumter County School, the i-pad, charging cable, and cover, if applicable must be checked back in before leaving.
- When a student transfers to another Sumter County School, the student will return their device before exiting. At the time of transfer, the school must notify the inventory manager and the technology coach or technology leader. That person will see that the laptop or tablet remains at the school.
- When a student is moved to an alternative placement, the best course of action related to the 1:1 laptop will be determined on a case-by-case basis.

Responsibility for SCSS Devices

Each device is the property of Sumter County Schools and is individually labeled and inventoried (by asset number and device serial number) to the student to whom it has been loaned. Each student who has checked out a device and their parents/guardians are responsible for proper care and use.

Damage to SCSS Devices

- If a student has a problem with a device, the student should report the issue to the school resource manager or student technology support designee, who will conduct an intake and determine the next steps. The next step could be for the student to pay a minimum of \$25 dollars up to the device's total cost. These will include referring needed repairs to the SCSS Technology Department, determining responsibility, sending a letter to parents if needed, and referring discipline concerns to school administration.
- Each student will be held accountable for damage to the device issued to them unless there is clear evidence and documentation that someone else caused the damage.
- School personnel will determine whether to provide a replacement device on a case-by-case basis. As available inventory allows, students will receive a loaner device while their assigned device is being repaired/replaced. The loaner device must be returned when the student's originally assigned device is repaired/replaced.

Loss or Theft of SCSS-Provided Devices

If a device issued to a student is lost or stolen, the student's parent/guardian must file a report with the police department and provide a copy of the police report to the school.

DRIVING AND PARKING REGULATIONS

To bring a vehicle onto school grounds, a student must register it with the school office, provide a current driver's license and proof of insurance, and purchase a parking decal. Students may park only in the student parking lot. Vehicles without a parking decal or improperly parked may be towed at the owner's expense. All vehicles on campus are subject to being searched by school officials. Driving/parking privileges may be revoked by the principal for good cause.

DRESS CODE

Sumter County Schools require all students to wear uniforms. The rules concerning dress and grooming are mandatory for all students attending Sumter County Schools. Students who fail to follow these rules will be subject to disciplinary action as outlined in Code of Conduct 1.13, "Non-conformity to Dress Code."

Section 1: Students Must Wear

- Shirts: Polo style in white or designated school color. They must cover the midriff and not be low-cut in front or back and must be opaque fabric.
- Bottoms: Khaki or black pants or skirts. Must be opaque fabric. Dresses and skirts must be fingertip length.
- Shoes: For safety reasons, shoes that are secured to the foot and do not easily fall off are highly encouraged.

Section 2: Students May Not Wear

- Leggings, joggers, yoga pants, and "skinny jeans"
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Spaghetti straps or strapless tops
- Hats or head coverings except as a religious observance
- Sleepwear (pajama top and/or bottom, onesies, etc.)
- House slippers or shoes intended for indoors only, crocs, slides, flip flops or boots
- Sunglasses (indoors)
- Hoods, hoodies, bonnets, caps, hair wraps, etc.

HEALTH SERVICES

Immunization

Students entering school, including those entering pre-kindergarten, kindergarten, or 1st grade, those from out of state, and those from nonpublic schools, will be required to submit proof of all up-to-date immunizations as required by law. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school that the student is to attend.

Exceptions

In the absence of an epidemic or immediate threat, parent(s) or guardian(s) shall file with school authorities a signed, written statement that immunization measures conflict with their religious tenets or practices. Exceptions may also be made due to medical reasons if a student has a written statement from their doctor excusing them from such immunizations.

Hospitalizations

If your child has experienced hospitalization related to an accident/injury or chronic illness, please notify the school administration and/or the school nurse for required accommodations. This will allow for a smooth transition and seamless reentry to school.

Acute and Chronic Health Conditions

Parents/guardians of students attending SCSS must complete a Confidential Student Health Assessment form, which must be kept on file in the school health office. If the student's health information/condition changes, this form must be updated annually or sooner. Any student who has a chronic or severe health condition (diabetes, asthma, seizures, blood disorders, heart problems, etc.) must have information from the student's doctor that defines the condition(s), notes any restrictions/limitations, and provides an emergency plan of care for this student.

Parents or guardians of students with acute or chronic diseases, illnesses, conditions, or issues should contact the school nurse if the child requires assistance.

Based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan, or Fact Sheet and communicate with school personnel to implement an appropriate plan.

Communicable Diseases

Students may be excluded from school to prevent the spread of contagious diseases. A student with a communicable or contagious disease or parasite shall be ineligible to attend school until such time as appropriate treatment has been administered and/or the student is declared safe to return to school by the school principal or their designee, and/or if cleared by a physician. Students should be fever-free at least 24 hours without the use of fever-reducing medications. A student should not come to school if they have a fever greater than 100 degrees and complain of feeling ill. Students should be free of vomiting, diarrhea, and feeling poorly for at least 24 hours before returning to school. Signs and symptoms when a child should not be at school or in contact with other children may include the following: runny nose with cloudy or yellow/green discharge with congestion and fever; frequent cough or uncontrollable coughing and fever; diarrhea or vomiting and fever; pink eye/red eye with complaint of burning/itching and thick white/yellow drainage; skin infection or skin rash not already evaluated by a doctor; strep throat, scarlet fever, flu, positive COVID-19 test, new loss of taste/smell sensation, sore throat, or other viral/bacterial illnesses. Contagious diseases include, but are not limited to, measles, chicken pox, mumps, whooping cough, flu, COVID-19, viral infections, strep throat, scarlet fever, diphtheria, conjunctivitis, ringworm, impetigo, scabies, rash and/or skin infection, or other disease diagnosed as contagious.

School Health Screenings

To ensure that all students are able to benefit optimally from their educational experiences, school nurses or school-based health programs may perform routine health screenings (vision, hearing, spinal, etc.), mass screenings, state-mandated screenings, or screenings by referral from parents and/or teachers. At times, nursing students from approved nursing programs may observe and/or assist school nurses with screenings. If a parent does NOT authorize the school to screen their child, the parent must notify the child's school nurse in writing.

Heavy Backpacks

For more information about the potential health impact of heavy backpacks and proactive measures to avoid injury, visit www.bacsupport.com.

Meningococcal Disease and Vaccine

- Meningococcal disease is an illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2–18 years of age in the U.S. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Meningococcal disease can be very serious, even life-threatening in 48 hours or less. The bacteria that cause meningococcal disease are very common.
- Symptoms of meningococcal disease are similar to influenza and may include sudden onset of high fever, headache, stiff neck, nausea, vomiting, rash, increased sensitivity to light, confusion, and severe aches and pain in the muscles, joints, chest, or belly.
- The disease is spread through exchange of respiratory droplets or saliva with an infected person (e.g., kissing, coughing, sneezing, sharing drinking glasses and eating utensils, close or lengthy contact, and among people who share a room or live in the same household).
- The meningococcal vaccine is recommended for all children 11-12 years of age, and a booster dose is recommended at age 16-18. High school seniors should also consider obtaining the meningococcal vaccine prior to entering college, especially if they are planning on living in a dormitory. Parents should contact their family physician or the local health department for more information on meningococcal disease and vaccine.
- Additional resources for information about meningococcal disease and the vaccine can be found on the following websites:
 - <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>
 - adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf
 - www.MeningitisB.com

Influenza (Flu) Vaccine (Inactivated or Recombinant)

- Influenza (“flu”) is a contagious disease that spreads around the U.S. annually, usually between October and May. Flu is caused by influenza viruses and is spread mainly by coughing, sneezing, and close contact. Anyone can get the flu. Flu strikes suddenly and can last several days.
- Symptoms vary by age but can include fever/chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Flu can also lead to pneumonia and blood infections and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse. Flu is more dangerous for some people, especially infants and those with weakened immune systems.
- The flu vaccine can keep you from getting the flu, make it less severe if you do get it, and keep you from spreading it to your family and other people.
- A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. Some people should not get the vaccine and/or should first discuss it with their family physician. Parents should contact their family physician or the local health department for more information on influenza and the vaccine.
- Additional resources for information about influenza disease and the vaccine can be found on the following websites:
 - <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>
 - adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf
 - www.MeningitisB.com

Tetanus-Diphtheria-Acellular Pertussis (Tdap) Vaccine Requirement for School

- Tetanus, diphtheria, and pertussis are very serious diseases caused by bacteria. Tetanus (lockjaw) is rare in the U.S. It causes painful muscle tightening and stiffness, usually all over the body. Diphtheria is also rare in the U.S. It can cause a thick coating to form in the back of the throat and lead to breathing problems, heart failure, paralysis, and death. Pertussis (whooping cough) causes severe coughing spells, which can cause difficulty breathing, vomiting, and disturbed sleep. It can lead to weight loss, incontinence, rib fractures, pneumonia, and death.
- Diphtheria and pertussis are spread from person to person through secretions from coughing or sneezing. Tetanus enters the body through cuts, scratches, or wounds.
- The Tdap vaccine can protect adolescents and adults from tetanus, diphtheria, and pertussis.

All students 11 and older entering the 6th grade in Alabama schools must have a tetanus-diphtheria-acellular pertussis (Tdap) vaccine. Each pupil 11 or older who enters the 6th grade will be required to have a new certificate of immunization (COI). Adolescents who have already received a booster dose of Td are encouraged to receive a dose of Tdap. Parents should contact their family physician or the local health department for more information.

- Additional resources for information about tetanus, diphtheria, pertussis, and the Tdap vaccine can be found on the following websites:
 - www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.pdf
 - www.adph.org/immunization/assets/DTaP.pdf
- CDC 2021 Immunization Schedules:
 - www.cdc.gov/vaccines/schedules/index.html

STUDENT MEDICATION PROCEDURES

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. During the school year, parents are encouraged to give medication to the student when the student is not in school or participating in school activities. We request that parents give once-a-day (a.m.) medications and “long-acting” or “time-released” a.m. medications to their child. Students are best prepared to learn when their medications are administered at home in the morning. Once-a-day and twice-a-day medication should be given at home. Medication prescribed three times a day should be given at home in the morning, after school, and at bedtime. Contact the nurse’s office if there are other special conditions that need to be cleared by Health Services.

The following requirements provide schools, parents, students, and health professionals with the guidance necessary to provide safe and proper assistance with medication in schools.

- a. **ALL** medications must be delivered to the school nurse or designated school personnel by the student’s parent or the parent’s designated responsible adult, in the original container. All prescription medication must be in a correctly labeled prescription container (which includes student’s name, licensed prescriber’s name, name of medication, strength, dosage, time interval, route, and date of drug’s discontinuation when applicable).
- b. All non-prescription medication must be in an original, unopened, sealed container of the drug, identifying the medication and the entire manufacturer’s labeling plus the student’s name (written legibly on the container). Do not under any circumstances send medication to school in a Ziploc bag or container other than the original container. This medication will not be given, and parents will be contacted to pick up the medication.
- c. The parent shall give the first dose of a new medication or a change in dosage (increase or decrease) of a current medication at home, with the exception of emergency medications (e.g., EpiPen injection) in case of a possible allergic reaction.
- d. One of the following criteria must be met before any Sumter County Board of Education employee can assist with medication administration in the school setting:
 - The employee must have successfully completed the Alabama State Department of Education and the Alabama Board of Nursing “Curriculum to Teach Unlicensed School Personnel How to Assist with Medications in the School Setting.”
 - The employee must have successfully completed the Alabama Health Services Diabetic Curriculum Training in order to become an Unlicensed Diabetic Assistant (UDA). The UDA will assist the school nurse with the care needed to support students with diabetic medical needs

according to the student's IHP and medical authorizations up to and including the administration of injectable medications specific to the student's diabetes.

- Possession of an active Alabama license to practice as a registered nurse or licensed practical nurse.

4. For all **prescription and non-prescription** medication delivered to designated school personnel:

- A completed School Medication Prescriber/Parent Authorization (PPA) Form signed by the licensed prescriber and parent must be submitted and on file before any prescription or non-prescription medication (non-prescription medicine requires the parent's signature only; not a licensed prescriber) can be given at school, with the exception of sunscreen and insect repellents. The signed prescriber's authorization (PPA) is required at the time of the order and remains valid for one calendar year (or as indicated by the prescriber).
- Students may possess and apply federal Food and Drug Administration (FDA) regulated over-the-counter sunscreen at school and at school-based events.
- If a parent is asking a school board employee to apply sunscreen or insect repellent, the parent must present to the nurse a PPA containing a parent or guardian signature (no licensed prescriber signature required).
- All labeled bottle instructions for sunscreen and insect repellents must be followed.
- The first application of sunscreen products is recommended to be applied at home prior to school when outdoor activity is planned. Sun protective clothing is also recommended.
- If the medication order is changed during the school year by the prescriber, a new School Medication Prescriber/Parent Authorization Form (PPA) must be completed by the licensed prescriber and parent/guardian.
- The designated school personnel and parent/guardian must count all medications upon delivery/return to and from school and document the number of tablets, capsules, inhalers, or other forms of medication delivered to and from the school.
- Please provide over-the-counter medication in the smallest quantity/container available, e.g., travel-size bottles of Tylenol, antacids, and Benadryl.
- All over-the-counter medications and supplies/food items needed to assist with medication administration (e.g., special cups/utensils, apple sauce, pudding, juice, crackers, bottled water) must be provided by the parent. The school does not provide/stock over-the-counter medications (e.g., Tylenol, antibiotic ointment, Pepto-Bismol, and hydrocortisone). (Over-the-counter medications can only be kept at school for two weeks at a time (a new PPA form is required after two weeks); if medicine is required for longer than one month a PPA (prescriber/parent authorization form) signed by a licensed prescriber will be required)
- Essential oils, herbal products, dietary supplements, and other natural substances are not recommended to be administered at school without the explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage, and reasonable information regarding therapeutic and untoward effects.
- Medication will not be accepted if the medication appears to be altered or tampered with.

5. Medication Labeling

- For prescription medications, a current pharmacy labeled container is required, which includes the student's name, licensed prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable. All asthma inhalers must have the prescription label on either the canister or the prescription box. This includes asthma inhalers carried by students who have been approved to carry and self-administer.
- The parent shall provide nonprescription medication in an original, unopened, sealed container of the drug identifying the medication and the entire manufacturer's labeling plus the student's name (written legibly on the container).
- School personnel will not administer medication when there is any discrepancy (e.g., label different from instruction or contents, label is unclear, or label torn). This medication **will not be given** until clarification is obtained.

6. Medication Storage at School

- All medication must be stored in the original pharmacy's or manufacturer's labeled containers in such a manner as to render them safe and effective.
- Medication will be stored in a securely locked, clean container or cabinet unless the licensed prescriber authorizes a different arrangement (including but not limited to asthma inhalers, EpiPens, and emergency medications) for specific students.
- It is recommended that no more than a 30-day, school-day supply of any medication be stored at school.

- The parent shall pick up the student's unused medication (when the medicine is completed, out of date, discontinued, within three days after a field trip, or the last day of the school year). The school nurse or other school personnel designated by the school nurse in the presence of a witness will destroy medications not picked up by the parent/guardian. Any unauthorized medications will be discarded after one week if not retrieved by the parent/guardian.
7. Documentation of Medication
- The school nurse or delegated school personnel and parent must count, and document on the Medication Administration Record, all medications delivered to the school.
 - A daily Medication Administration Record will be completed for each medication given to the student.
8. Self-Medication and Carrying Medication by Students
- Upon obtaining permission to self-administer approved medication, a student shall be permitted to self-carry or possess and/or self-administer approved medication (usually emergency medications), according to the orders of the prescriber, at any time while on school property or while attending a school-sponsored event (Kyle Graddy Act, 2019).
 - Emergency medications and approved medications must have a current pharmacy label that includes the student's name, licensed prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable. All asthma inhalers must have the prescription label on either the canister or the prescription box.
 - Students must have an order/authorization from a licensed prescriber and signed parent/guardian permission (School Medication Prescriber/Parent Authorization Form) to self-medicate and carry medications on their persons (e.g., EpiPen, asthma inhalers, insulin).
- For students who have met the criteria to self-medicate, Sumter County Schools' nurses must be reasonably assured that the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication ordered, and follows the school's self-medication procedures. (e.g., safety and security precautions, proper labeling).
 - A student is not permitted to possess a controlled substance, as defined in the Medication Curriculum, on school property.
9. For students who need to receive medication at school activities away from the school, such as field trips or outside of school hours, the local educational agency will follow guidelines from the Alabama State Department of Education and the Alabama Board of Nursing "Curriculum to Teach Unlicensed School Personnel How to Assist with Medication in the School Setting." The principal will be responsible for ensuring that an actively licensed individual or trained medication assistant will be available as necessitated by the medical needs of the students.

RULES OF CONDUCT FOR TRANSPORTED STUDENTS

The Transportation Department exists for the benefit of the students of Sumter County Schools. While not all students ride to and from school on a bus, all students benefit from the use of transportation for field trips, athletic events, or other extracurricular activities.

Any student behavior that distracts the driver from safely operating the bus or requires the driver to stop the bus to correct behavior, restore order, or request assistance will be reported to the school administrator for appropriate disciplinary action, up to and including revocation of bus riding privileges. Should misconduct on a SCSS school bus create a danger to the driver or students, the bus driver is authorized to pull the bus over in a safe place or drive immediately to the nearest school or police department and request assistance.

Students and parents/guardians should note the following information:

- 1. Transportation services are a privilege, not a right.**
2. The bus driver is in charge of the bus at all times.
3. Students will treat the driver, other riders, and the school bus itself with respect.
4. Transportation is available to all enrolled Sumter County Schools students who live beyond the legally prescribed two-mile no-transport zone of their zoned school, or to those students with an authorized exception.
5. All students must complete a student information card for the Transportation Department.
6. A student will ordinarily be transported to or from a bus stop in proximity to their home residence. If a student is to be transported from school to an address other than the home residence, the student must go to the same address every day.

7. Students are assigned to a particular school bus by the appropriate Transportation Department personnel. Students are not permitted to ride any bus other than their regularly assigned bus without written request from the parent to the school administrator, and without written permission from the school administrator, in coordination with the Transportation Department. Special authorization covers only students authorized to ride a bus and will not displace any other student from their assigned bus.
8. The locations of all bus stops will be determined at the sole discretion of the Transportation Department. Any request for a new stop or a change of a stop location must be made to the Transportation Department, where the final decision will be made according to state and national guidelines. **School bus drivers are not permitted to make changes in bus stop locations or times.**
9. Students may be assigned a seat by the bus driver, within the driver's discretion. Should they receive an assignment by the driver, the student must sit in that seat unless otherwise directed by the driver or school system administrator.
10. Video cameras are placed on all schools' buses as a tool for school personnel to monitor behavior and shall not limit the bus driver's authority or the discretion of school administrators in enforcing the provisions of the Code of Conduct and the Rules of Conduct for Transported Students.
11. Any carry-on equipment (e.g., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fundraiser items, personal items, etc.) must be held by the student owner or safely placed under the student's seat, must not interfere with either the seating or the safety of other students on the bus, and must not block the aisles or emergency exits.
12. Preschool students assigned to a school bus must be accompanied to the bus stop by a responsible adult; likewise, a responsible adult must meet the preschool student at the bus stop. **Failure to comply with these requirements will result in denial of bus privileges.**
13. Any student willfully damaging or destroying school bus property will be disciplined according to the SCSS Code of Conduct and will bear the cost of repairs.
14. A school bus is considered an extension of the classroom. Student safety while on the school bus is of critical importance; therefore, any behavioral issues interfering with that safety will not be tolerated. Please refer to "Classification of Violations" for appropriate disciplinary actions for school bus behavioral issues.

Bus Rules of Conduct/ Personal Safety at Bus Stops

1. Students must be at the bus stop approximately 10 minutes prior to the scheduled arrival time of their bus in the morning.
2. Students must stand at least 10 feet away from the road and in front of where the bus stops so that the driver can maintain clear visibility of the students.
3. Students should form a single-file line and board the bus in an orderly manner.
4. There should be no horseplay, pushing, shoving, or other dangerous behavior at the bus stop or while on the bus. If it is necessary to cross a road before boarding the bus, the student should:
 - a. Remain on the side of the road and wait for the driver's signal to cross the road **after** the bus has come to a complete stop and has activated the red lights, stop arm, and crossing control gate.
 - b. Upon seeing the clear signal of the school bus driver, look both right and left to make sure that all traffic has stopped and quickly proceed across the road at least 10 feet in front of the bus, and in front of the crossing control gate.
 - c. Board the bus and take a seat quickly.
5. **NEVER** run after the bus once it has begun moving away from the stop.
6. **NEVER** attempt to chase the bus down or beat it to the next stop, either running or in a car.
7. Remain seated throughout the route.
8. Keep your hands and feet to yourself and away from aisles and windows.
9. No food or drink on the bus. Dispose of any trash in the trash can.
10. When exiting the bus, students should wait until the bus has completely stopped before standing up.
11. Carefully walk down the bus steps and move quickly away from the bus toward the school or residence.
12. If it is necessary to cross the road after getting off the bus, the student should:
 - a. Move toward the front of the bus and stop at least 10 feet up on the side of the road beyond the crossing control gate.
 - b. Wait for the bus driver to signal that it is safe to cross the road.
 - c. Move quickly across in front of the bus, being careful to watch traffic in both directions while crossing.
 - d. Move away from the road and toward the school or residence.

BUS INFRACTIONS

- 1st Offense: Warning (Parent Contact)
- 2nd Offense: 1-3 days bus suspension
- 3rd Offense: 3-5 days bus suspension
- 4th Offense: 5-10 days bus suspension
- 5th Offense: 10-20 days bus suspension
- 6th Offense: suspended off the bus for the remainder of school year

Fighting on the bus will result in more severe disciplinary action. Fighting endangers EVERYONE and will not be tolerated. Parents will be notified by telephone or by mail when a student is suspended from the bus. When a student is suspended from the bus, he/she is suspended from all school buses.

- 1st Offense: 5 days bus suspension
- 2nd Offense: 10 days bus suspension
- 3rd Offense: 15 days bus suspension
- 4th Offense: suspended off the bus for the remainder of the year

STEPS FOR PARENTS REGARDING STUDENT BUS INFRACTION

Step 1: Contact the principal at the school that your child attends.

Step 2: The principal will contact the transportation director.

Step 3: The transportation director will take meetings at the student's base school. A parent should not come to the transportation office to gain information about the discipline recommended by the school administrators.

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus for misconduct on the bus.

As per the Charles "Chuck" Poland, Jr. Act—ALABAMA ACT 2013-347, there is no trespassing on school buses. Any unauthorized person boarding a bus will be prosecuted to the fullest extent of the law. Punishment could result in a fine of up to \$6,000 and up to one year in jail.

HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, AND BULLYING

The Sumter County Board of Education is committed to protecting its students from harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, and discrimination. The Board believes that all students are entitled to a safe school experience in which students can realize their maximum potential and engage fully in the learning process. Conduct that constitutes harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination, as defined in the Board's policy manual, is strictly prohibited. Sumter County Schools will take appropriate action to prevent, correct, and, where warranted, discipline behavior that violates this policy.

Students who believe they have been harassed, sexually harassed, bullied, or discriminated against, or have knowledge of harassment, sexual harassment, bullying, or discrimination against another student, are encouraged to report the problem, verbally or in writing, to the principal, counselor, coordinator of student services, superintendent, or other faculty member. No student shall be subjected to harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination by employees, students, or third parties. Any student who violates this policy will be subject to appropriate disciplinary action, including any sanction, penalty, or consequence available to school officials under the Student Code of Conduct. Any employee who violates this policy shall be subject to appropriate disciplinary action in accordance with Board policy and state and federal law. Third parties who violate this policy will be dealt with on a case- by-case basis by the school system administration. For a detailed statement of the Board's policies concerning harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination, including descriptions of prohibited conduct, reporting methods, investigative procedures, and disciplinary consequences, please refer to the Board's policy manual, a copy of which is maintained at the Board's Central Office, at each local school, and on the SCSS website; as well as the Student Code of Conduct contained herein.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires Sumter County Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sumter County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised SCSS to the contrary in accordance with school system procedures. The primary purpose of directory information is to allow SCSS to include this type of information from your child's education records in certain publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for football, showing weight and height of team members.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings— unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Sumter County Schools to disclose directory information from your child's education records without your prior written consent, you must notify SCSS in writing no later than the end of August each year. You can obtain a form at your local school. SCSS has designated the following information as directory information:

- student's name
- address
- telephone listing
- date and place of birth
- grade level
- dates of attendance
- participation in officially recognized activities
- email addresses
- weight and height of members of athletic teams
- photograph
- degrees, honors, and/or awards received
- most recent educational agency or institution attended

Sumter County Schools may use this information to communication and/or conduct telephone, text message, or email surveys about the school district.

SCHOOL VISITATIONS

To protect students' health, safety, and welfare, all persons who visit schools must follow the Board's visitation procedures. The principal of each school can provide individuals with a copy of the visitation procedures. Parents can visit classrooms when approval is given through the principal's office. Parents will show proof of nontraditional or legal custody upon request from the principal and provide notice to the principal and classroom teacher at least 24 hours before the anticipated visit. So as not to disturb the educational environment for all, student classroom visits should be infrequent and for a limited duration. The principal will have complete discretion over the number and duration of classroom visits allowed. Under no circumstances will visits be permitted during testing.

STUDENT COMPLAINTS AND GRIEVANCES

Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to any alleged violation of Board policy, or the student's legal rights, only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments may be set aside by the Board only upon a showing that the act or decision in question violates Board policy or the student's legal rights.

CURRICULUM & INSTRUCTION

Each teacher is expected to determine the weighted value of individual grades on tests, papers, projects, and other learning/evaluative exercises and to assign grades within accepted standards as stated below. Academic grades cannot be used as punishment for misbehavior nor as a reward for good behavior.

Letter Grade	Numerical Grade (100-point scale)	Grade Point Average (Policy 7.03)
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

PROMOTION, EARNING CREDITS, AND GRADING

PROMOTION AND RETENTION POLICY (GRADES K-5)

The process for making decisions about promotion and retention of elementary students should consider various factors, including age, maturity, motor coordination, capacity for learning, and academic progress. The decision-making process should involve the Principal and teacher(s) with THE AUTHORITY FOR DETERMINING PROMOTION AND RETENTION RESTING ENTIRELY WITH THE TEACHER(S) AND PRINCIPAL, except that a kindergarten student may be retained only upon approval/agreement of the student's parents/guardians. If a student needs to be retained based on the teacher's opinion of the student's academic performance and/or other factors, then the parents/guardians of that student should be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made based on which grade placement provides the student a better chance of progressing in his/her educational development.

PROMOTION AND RETENTION POLICY (GRADES 6-8)

Students in grades 6, 7, and 8 must pass all four courses/subjects (English, mathematics, science, and social studies) and one additional subject. Students who do not pass the required courses/subjects each year will be retained at their current grade level with the following exceptions:

1. Students who do not meet the established criteria for promotion may be retained one time in grades 6- 8 if the student has been previously retained in grades K-5;
2. Students who do not meet the established criteria for promotion may be retained twice in grades 6-8 if the student has not been previously retained in grades K-5;
3. A student should not be retained in middle school if the student will reach his/her sixteenth birthday during the following academic year.

Students will be provided an opportunity to recover up to two courses/subjects during a summer program. Students who do not pass the required core courses/subjects for promotion are strongly encouraged to attend the summer program to pass the required course(s) for promotion. Students may be promoted only at the end of the school year or after attending the summer program. No students will be promoted at midyear.

PROMOTION AND RETENTION POLICY (GRADES 9-12)

Students must earn the minimum number of Carnegie units (credits) necessary for grade placement above grade 9 as indicated below:

10th Grade – 5 11th Grade – 12 12th Grade – 19 Graduation (Total) – 24

PROMOTION OF SPECIAL EDUCATION STUDENTS

Promotion of any student in a special education program with the exception of gifted students must be based on the student's accomplishments of goals stated in the Individualized Education Program in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; that is, for a special education student to be placed at the sixth-grade level, he/she must have been enrolled in school for at least 5 years (Policy: 7.03.3).

CREDIT IMPROVEMENT (GRADES 9-12)

Credit improvement allows students who may need or want to take a course for additional credit an opportunity to do so. Students may attempt credit improvement through obtaining credit, recovering credit and/or repeating credit. The alternative academic and administrative options at and the SCSS Homebound Education Program also utilize credit improvement opportunities for the students.

Admission and eligibility requirements of various organizations are subject to change, and it is the student's responsibility to consult with outside organizations such as universities, the AHSAA, NCAA, etc. to determine how credits earned through credit improvement (advancing credit, obtaining credit, recovering credit and repeating credit) might affect eligibility, admissions, or status.

A credit improvement application is required for participation. The application may be requested from the school. The application must be signed by the parent or guardian, the student, and the high school counselor or administrator.

Credit improvement incorporates the use of technology and curriculum provided through one (or a combination) of the following:

- **ACCESS (Alabama Connecting Classrooms, Educations and Students Statewide) Virtual Learning** For more specific information, students should contact their school counselors or visit the ACCESS Virtual Learning website at <http://accessdl.state.al.us/>
NOTE: The NCAA reviews ACCESS courses. Credit Recovery/Credit Advancement courses available through ACCESS are NOT accepted by the NCAA for eligibility purposes.
- **EDGENUITY** – Edgenuity is provided by the Sumter County School System. Specific courses offered through Edgenuity are approved by NCAA. There may be a cost associated with these courses.
- **CORRESPONDENCE/INDEPENDENT STUDY** – Students in grades 9-12 may be approved to take correspondence or independent study courses for credit. Such courses must be offered through institutions recognized by the Alabama State Department of Education or from institutions accredited by a national accrediting agency recognized by the U.S. Office of Education. Prior written approval for each correspondence/independent study course must be granted by the school Principal. Correspondence work may be taken only when the curricular offerings deny a student a course he/she particularly needs. It is the student's responsibility to consult with outside organizations such as universities, the AHSAA, NCAA, etc. to determine how credits earned through correspondence/independent study might affect eligibility, admissions, or status.
- **DUAL ENROLLMENT** - Dual enrollment allows eligible high school students to earn credit for a college course on both their high school and college transcripts.

CREDIT ACCELERATION – OBTAINING CREDIT

Students who may need or want to take a course for additional credit may participate in this program. Students can attempt credit obtainment in math, English, science, social studies and elective classes. Unlike credit advancement, students will take the course in its entirety; therefore, a pretest will not be administered. Credit obtainment is an alternative to the traditional approach to course completion. Using this program, students must take the entire course and the course is not weighted. There is not a limit on the number of credits that a student can earn through this program.

Students eligible for credit obtainment will:

- Be a transfer student whose deficit in the required credit(s) is not due to failure of the course OR
- Be a student who exhibits the desire to earn more than the traditional credits allotted in the school year

Whether or not a credit obtained for a course through this program is approved by NCAA depends on how the instruction is provided.

RECOVERING CREDIT

In accordance with guidelines established by the Alabama State Department of Education, the Sumter County School System offers students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring students to repeat the entire course.

In order to be accepted students will

- Have an overall average of 40-59 in the course they seek to recover credit;
- Only complete the standards from the course that caused them to fail. The identification of the standards that caused the student to fail is performed through a computer-based course and skill-specific diagnostic tool. This prevents the student from having to redo the entire course and allows them to recover the lost credit in a much shorter timeframe;

The maximum grade a student can receive in Credit Recovery is a 60. The original failing grade shall stay on the permanent record and be included in computing the student's overall Grade Point Average. The credit recovery grade shall be included in computing the student's overall Grade Point Average.

Transfer students from non-AdvancED accredited schools who fail the validation tests with a score of 40-59 for any core courses are also eligible for Credit Recovery.

Any credit obtained for a course through this program is not approved by NCAA.

REPEATING CREDIT

This program is primarily for those students who made less than a 40 in the class they failed. Using this program, students must retake the entire course. Instruction may be provided traditionally or non-traditionally. Also, students who are eligible for Credit Recovery, but want to try and achieve higher than a 60 on their transcript for a course they failed may choose this option because students will be expected to complete all objectives from the course they failed.

Whether or not a credit obtained for a course through this program is approved by NCAA depends on how the instruction is provided. For example, a course taken through ACCESS Virtual Learning is approved by NCAA, but a course taken through Edgenuity is currently not approved by NCAA.

VIRTUAL LEARNING PROGRAM

Through the SCSS Virtual Learning Program, the Sumter County School System provides students in grades 9-12 the option to complete courses by way of an online, virtual platform through ACCESS Virtual Learning. The virtual courses, which align with the Alabama College and Career Ready Standards, offer students the benefits of time, flexibility and program customization. Students who utilize the virtual program also assume increased responsibility in personal time management, organization, self-direction, and personal discipline to complete course and school requirements. A direct link to the SCSS Virtual Learning Program Handbook may be found in the Students & Families Section of <https://www.sumter.k12.al.us/> (Policy 7.08)

SUMMER PROGRAMS

SUMMER PROGRAM -CREDIT IMPROVEMENT (GRADES 9-12)

The Sumter County Board of Education may operate summer programs when needed to serve the educational goals of the Sumter County School System. All summer sessions will comply with Alabama law and the current administrative code. The following procedures apply to the operation of summer schools by the Sumter County School System:

1. Prior to enrolling in a summer program course, the student must obtain written permission for each class from his or her principal or the principal's designee. Credits earned without prior approval of the principal or the principal's designee will not be recognized.
2. Summer program course content is determined by the Alabama Course of Study/Alabama College and Career Ready Standards for the particular course; mastery of the course content is determined by the teacher in the same manner as for a course taught during the regular school year.
3. A student shall not earn credit toward graduation for a course that duplicates course content for which credit has already been awarded. A student shall not earn credit toward graduation for a course whose content is subsumed by a course for which credit has already been awarded. 290-3-1-02(8)(c)1-2 (Policy: 5.26)

SUMMER PROGRAM (GRADES 6-8)

Summer program courses are intended for makeup work only. Failed courses must be retaken on a course-by-course basis. A student who does not pass course work may attend an Alabama State Department of Education approved summer program. The following procedures apply to the operation of summer programs by the Sumter County School System:

1. A student may make up no more than two (2) courses in any given summer program session (Policy: 6.05.3).
2. Students must obtain the written permission of the school principal or the principal's designee to enroll in summer program courses.

DETERMINING PROMOTION AND RETENTION USING SUMMER SCHOOL CREDIT (GRADES 6-12)

Summer school grades may not be averaged with regular school year grades to determine passage or failure of a course or a portion of a course. Promotion and retention determinations for students are made by the appropriate school staff in accordance with Policy 7.03.5.

SUMMER PROGRAM AVAILABILITY AND COSTS (GRADES 6-12)

The Sumter County School System receives no funding for summer programs; therefore, the costs associated with the operation of summer programs may be borne by the enrolled students.

ERRORS AND OMISSIONS (GRADES 6-12)

The student and parent(s) or guardian(s) are to be held responsible for errors in subject selection and appropriate approvals unless the above procedures are followed.

UNIFORM GRADING SCALE

A numerical system will be used as the uniform grading scale. The key to grades should be listed on the report cards and permanent records. Each teacher should have a minimum of one grade per week (homework, daily work, tests, etc.) for each week in a grading period. Grades may not vary from this scale (Policy:).

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 0 – 59%

Procedure for Examinations for High Schools

In alignment with the Alabama State Department of Education's focus on the effective use of both formative and summative assessments, Sumter County Schools will administer end-of-course exams at the end of each semester. The exams shall be used to evaluate student achievement when utilized in a method that effectively estimates the mastery of goals and objectives required by the Alabama Course of Study, along with the locally developed curriculum guides. Data obtained from semester examinations will be used to inform instructional decisions.

The following procedures will be implemented in the development and administration of exams:

1. All examinations and answer keys will be submitted to the principal or their designee a minimum of 10 working days before the examination is to be administered. The examination must contain an alignment to Alabama Course of Study and/or College and Career Readiness Standards upon submission.
2. The principal or their designee will review the examination prior to administering the test in terms of the following:
 - o Content alignment to the Alabama Course of Study and/or College and Career Readiness Standards
 - o Assessment of course content and skills
 - o Appropriate length and time allotment
3. If the examination does not meet the above criteria, the principal or their designee shall ask the teacher to make the appropriate adjustments and resubmit for approval before the designated examination date. The approved examination with a standards alignment and answer key will be filed in the administrator's office.
4. All regular classroom projects and tests should be completed at least two days prior to the first day of exams.
5. Exams shall constitute 20% of a grade, with daily assignments, quizzes, and tests completing the remaining 80%.

High School Examination Exemption

To support all students at the high school level, it is our goal to improve academic performance and attendance; students in grades 9 through 12 may qualify for exam exemption per semester under the following criteria:

1. Students who earn a grade of A in a course with no unexcused absences or unexcused tardies and no out-of-school suspensions may earn exemption from the qualifying course.
2. Students who earn a grade of B in a course and three or fewer excused absences, three or fewer excused tardies, no unexcused absences or unexcused tardies, and no out-of-school suspensions may earn exemption from the qualifying course.
3. Students in grade 12 may earn exemption for seven courses.
4. Students in grade 11 may earn exemption for five courses.
5. Students in grade 10 may earn exemption for three courses.
6. Students in grade 9 may earn exemption for two courses.

English Language Learners (ELL)

The core English language development program, ESL (English as a Second Language), is provided to all limited-English proficient students in the regular education classroom during school hours. An individualized plan is developed by an ESL Committee for each student based on their English proficiency in listening, speaking, reading, and writing. This plan includes a list of classroom accommodations. Each teacher will receive a copy of the student's plan. As the student gains English proficiency, the committee will make changes to the accommodations. Student grades will be based on accommodated work at the student's English language proficiency level. Title III supplemental services are provided based on student need in addition to the core program. Parents have a right to deny these supplemental services by contacting the ESL coordinator or ESL specialist. Additional information regarding the ESL Program can be found in the SCSS ESL Plan linked on the SCSS website under Teaching and Learning/Federal Programs.

Special Education Services

Special education is specially designed instruction including related and supplementary aids and services as appropriate that address the unique needs of students with disabilities. Related services such as special transportation, occupational therapy, or physical therapy enable a child to benefit from their special education program. Supplementary aids and services are additional accommodations and supports, such as behavior management plans and assistive technology, that enable the child to access the general education curriculum.

Students receiving special education services in the general education classroom will be evaluated in that subject according to the same standards as their peers and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

If a student is receiving all instruction in a self-contained special education classroom or is receiving instruction in a subject in both the general education and self-contained classrooms, the Individualized Education Program (IEP) developed by the IEP team will govern promotion.

Gifted Education Services

Intellectually gifted students and youth are those who perform at or who demonstrate potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These children require services not ordinarily provided by the general program. Children and youth possessing these abilities can be found in all populations, across economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

Procedures are in place to ensure that students who exhibit gifted characteristics are referred for gifted services. These include public notice, equity to ensure that efforts are made to identify students among all populations and socioeconomic groups, Second Grade Child Find, and standard referrals made by teachers, counselors, administrators, and parents/guardians. Parents must be informed when students are referred.

Teachers, counselors, administrators, parents or guardians, peers, or any other individuals with knowledge of the student's abilities may refer a student. Students may also refer themselves. Additionally, all 2nd-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

Students in grades 3 to 5 receive gifted services in their neighborhood schools. To make a referral, contact the counselor at your child's school or the Office of Special Education Services at the Sumter County Schools Central Office.

ACADEMIC APPEALS PROCEDURE

Parents wishing to appeal either of the following two areas may do so by submitting supporting information in writing, to the school principal:

- a. A teacher's decision relative to a final grade for a course/subject
- b. Placement by the principal in a specific course (e.g., Honors Language Arts)
 - The notice of appeal and supporting information must be received within five school days after the receipt of the report card or course placement. The following procedures will be followed in responding to all appeals.
 - The principal will investigate and notify the parents, within seven school days of receipt of the appeal, of their decision.
 - If the appeal is not resolved at the school level, the parent may notify the superintendent within five school days of receiving the principal's decision. The principal will forward all information considered in the decision to the superintendent.
 - The superintendent or their designee will review all supporting evidence and make a final decision. The parents will have the opportunity to submit their position in writing, along with all supporting evidence, to the superintendent or their designee. The superintendent or their designee may request a conference with the parents and/or student. The decision with reference to the appeal will be communicated to the parents and the principal by the superintendent or their designee in writing. The decision of the superintendent or their designee is final and cannot be appealed.

VALEDICTORIAN AND SALUTATORIAN

There will be one valedictorian and one salutatorian for each high school. To be eligible for consideration as valedictorian or salutatorian, a student must have been enrolled in Sumter County Schools for one calendar year prior to graduation. To be eligible for valedictorian or salutatorian, grade point average calculations will be determined for grades earned in grades 9 through 12, including the second term of the senior year. Calculations will be carried to the fourth decimal place to determine the highest-grade point average (valedictorian) and second-highest grade point average (salutatorian). All students with a grade point average of 4.0 and higher who are pursuing AP, Dual Enrollment, or Honors diplomas will be recognized as honor graduates.

SECTION 504

The Rehabilitation Act of 1973 requires all schools that receive federal funds to offer 504 services to students who qualify as having a handicapping condition that affects several areas, including sight, learning, walking, and emotional stability. The counselors at each school are the contact concerning 504 services and the referral and eligibility process for 504.

CODE OF CONDUCT

It is the policy of the Board for the principal of the school and their faculty to use whatever reasonable and lawful system of discipline will most effectively meet the needs of the children in the school. This system may include such measures as consultation with parents and pupils, suspension from school, detention halls, recommendation for alternative placement, and/or expulsion from school (Board action necessary for expulsion), and other procedures decided upon by the principal and their faculty.

JURISDICTION OF THE SCHOOL BOARD

Students are subject to the Student Code of Conduct, and possible disciplinary action, while:

- a. on school property even if the student is not enrolled at the school in which the violation occurs;
- b. attending a school-sponsored activity or event, on or off school property;
- c. being transported to and from school, or a school-sponsored activity or event, via transportation provided or arranged by the Sumter County Board of Education (including school bus stops); or,
- d. off school property if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of a school or a school-sponsored activity or event.

If the student withdraws from Sumter County Schools while disciplinary action is pending, then returns to the school system, disciplinary action will resume. The student's conduct while not enrolled in Sumter County Schools may be considered in determining the appropriate discipline.

STUDENT DUE PROCESS

The Board of Education will adhere to the basic tenets of due process when carrying out the procedures contained in this guide. Furthermore, the Board and the education staff employed by the Board will comply with the legal elements of due process, which include procedural due process and substantive due process. With regard to procedural due process, students will be informed of the rules and regulations applicable to them; will receive adequate notice of any charges that they have violated those rules and regulations; and will be given an appropriate opportunity to be heard on any disciplinary matter. With regard to substantive due process, the rules and regulations adopted by the Board are reasonably related to the legitimate purpose and function of the school system.

Following an alleged student disciplinary incident or infraction, the principal, or his or her designee, may consider all of the following factors before recommending or initiating disciplinary action against a student: the age of the student, the disciplinary history of the student, the seriousness of the violation or behavior, and/or whether a lesser intervention would appropriately address the behavior of the student.

Following an alleged violation of the code of student conduct or an alleged violation of state law that results in a recommendation for the long-term alternative school placement, long-term suspension, or expulsion of a student, the local board of education, at a minimum, shall ensure that all of the following procedures are followed:

- (1) The student is afforded an opportunity for a disciplinary hearing before the local board of education, or a designee of the local board of education, to determine whether the alleged violation has occurred.
- (2) The student, and his or her parent or guardian, receive reasonable written notice of the disciplinary hearing, delivered to them personally or by mail. If the written notice is not responded to by a parent or guardian, the hearing shall be waived. The notice shall include:
 - a. A statement of the time, place, and nature of the hearing;
 - b. A short and plain statement detailing the alleged conduct, the provision of the code of student conduct or state law allegedly violated, and any recommended discipline;
 - c. A statement outlining the rights of the student at the hearing; and
 - d. An optional waiver of the disciplinary hearing indicating the parent or guardian's assent to the alleged violation or violations and to the recommended discipline.
- (3) If the notice has been responded to by a parent or guardian, the disciplinary **hearing shall occur within 10 school days** after the initial suspension from school, unless good cause is otherwise shown or upon agreement of the parties.
- (4) The student may be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense.
- (5) At least **five days before the hearing**, the student, parent or guardian, and legal counsel or advocate of the student may review any audio or video recording of the incident and, consistent with federal and state student

records laws and regulations, any records, documents, or other information that may be presented as evidence at the hearing, including written statements made by witnesses related to the alleged incident leading to the suspension or expulsion.

- (6) Representatives from the school seeking the proposed disciplinary action shall offer evidence at the hearing that the student violated the code of student conduct or state law.
- (7) The student, parent or guardian, or legal counsel or advocate may present a defense, question adverse witnesses who are present at the hearing and offering testimony, excluding students under 14 years of age, and offer evidence, including oral testimony from supporting witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. **The anonymity of witnesses shall be protected. Witnesses shall not be compelled to attend and/or testify in hearings.**
- (8) Each party to the hearing, upon request, shall receive an electronic or written record of the hearing from the local board of education.
- (9) The student and parent or guardian of the student shall receive a written decision from the local board of education, or its designee, within five school days after the hearing. The written decision shall include, but not be limited to, all of the following information:
 - a. The basis for the decision, including a reference to the provision of the code of student conduct or state law that the student is accused of violating.
 - b. A statement detailing the information that shall be included in the official record of the student.
 - c. A statement detailing the right of the student to appeal the decision pursuant to the code of student conduct of the local board of education, Section 12-15-115, and notice of the procedures necessary to file an appeal.

DUE PROCESS HEARING REQUIRED

LONG-TERM ALTERNATIVE SCHOOL PLACEMENT

The placement of a student in alternative school for **more** than 15 school days per incidence

LONG-TERM SUSPENSION

The exclusion of a student from his or her regular school environment for **more** than 10, and less than 90, school days per incidence

EXPULSION

The exclusion of a student from his or her regular school environment for **more** than 90, and less than 180, school days per incidence

DUE PROCESS HEARING NOT REQUIRED

- In School Suspension (ISS) Placement
- Virtual School Placement

Board policies, rules, regulations, and other information contained in this guide deal with matters of legitimate interest with the intent of protecting the health, safety, and educational welfare of students and personnel and ensuring the efficient operation of the schools.

CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three classes: minor, intermediate, and major (outlined as Class I, II, and III, respectively). Before determining the classification of a violation, the principal or designee will consult with the involved students and school personnel. Once the classification of the violation is determined, the principal or designee will implement the appropriate disciplinary procedure. The initial disciplinary action will be coded with the information the principal or designee has available to them at the time of discipline. However, the principal or designee has the authority to reclassify the disciplinary infraction and/or amend the disciplinary action as warranted if new facts or evidence are discovered. This may include adding or removing offenses, changing the coding of the offense(s), consideration of aggravating or mitigating circumstances (see below), and/or modifying the discipline related to the offense. Should additional investigation produce facts supporting modification of the charges or action, the parent and student will receive notification. The principal or designee may suspend a student pending a full investigation. Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or their designee.

AGGRAVATING CIRCUMSTANCES

Any student committing one of the offenses listed herein, whether Class I, II, or III, based on one or more of the following characteristics of the victim of such offense, will be subject to additional, or more severe, disciplinary action. Offenses committed based on one of these characteristics allows the discipline to be escalated up one class (i.e. from a Class I offense to a Class II, from a Class II to a Class III, and from a Class III where expulsion is not normally a consideration to a Class III with an expulsion consideration)

- | | | |
|---------------------|---------------------------|--|
| 1) race; | 7) age | 13) sexual orientation; |
| 2) color; | 8) ethnicity | 14) family background; |
| 3) gender; | 9) genetic information; | 15) gender nonconformity; |
| 4) religion; | 10) socioeconomic status; | 16) marital status; |
| 5) national origin; | 11) family background | 17) physical appearance; or |
| 6) disability | 12) linguistic preference | 18) conduct directed toward a Board employee |

MINOR OFFENSES—CLASS I**Code Offense: Description**

- 1.11 Disorderly conduct:** Any act that disrupts or has the potential to disrupt the conduct of a school function or the orderly learning environment.
- 1.12 Excessive tardiness:** Three or more incidents of reporting late to school, class, or an assigned area.
- 1.13 Nonconformity to dress code:** Failure to comply with the dress code set forth in this handbook.
- 1.14 Inappropriate public display of affection:** Including, but not limited to, embracing and kissing.
- 1.15 Minor disruption on a school bus:** Failure to comply with the Rules of Conduct for Transported Students set forth in this handbook.
- 1.16 Continued refusal to complete class assignments and/or failure to follow instructions:** This includes, but is not limited to, failure to carry correspondence home; continuous refusal to bring notebook, pencil, books, or other classroom materials; and failure to obey directions in the hallways, at assemblies, etc.
- 1.17 Unauthorized use of school or personal property:** Including but not limited to the use of computers, personal technology devices, online services, or websites to access distracting, irrelevant, or inappropriate content, or for any other reason other than instructional purposes.
- 1.18 Littering** Knowingly depositing rubbish, refuse, waste, garbage, paper, glass, cans, bottles, trash, debris, or any foreign substance of whatever kind and description on Board property.
- 1.19 Defacing school property:** Spoiling the appearance of Board property by drawing, writing, or otherwise altering the appearance of it.
- 1.20 Displaying unsportsmanlike conduct at school athletic events:** Commission of any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator.
- 1.21 Ordering or accepting food from a food delivery service:** Students may not order or accept any orders from a restaurant or food delivery service (Door Dash, Uber Eats, etc.).
- 1.22 Leaving Doors Opened:** Students may not leave external doors open or ajar, prop doors open, or allow entry to anyone not identifiable as a student or faculty/staff.
- 1.99 Any other offense that the principal may reasonably deem to fall within this category after investigation and consideration of all relevant circumstances.**

CLASS I ADMINISTRATIVE RESPONSES:

Administrative responses for Class I violations include, but are not limited to, the following:

Pre-K

Pre-K students are expected to adhere to the Sumter County Schools Parent/Student Code of Conduct. Failure to

adhere may result in administrative responses per class offense. The Superintendent or his/her designee will make the final decision which could result in dismissal from the Pre-K program.

Elementary Students

- Student conference/written warning
- In-school intervention
- Parent contact/conference
- Before-/after-school detention
- Denial of bus privileges
- Out-of-school suspension not to exceed one day
- Assignment to in-school intervention
- Response to instruction plan for behavior
- Positive behavior support program interventions
- Counselor referral
- Social worker referral

Middle and High School Students

- Parent contact/conference
- In-school intervention
- Before-/after-school detention
- Denial of bus privileges
- Work assignments before or after school, in-school intervention
- Out-of-school suspension not to exceed one day
- Assignment to an alternative educational program apart from the normal setting
- Positive behavior support program interventions
- Suspension/in-school intervention combination
- Counselor referral
- Social worker referral

Before determining the appropriate administrative response, the principal or their designee will consider the student's prior disciplinary history.

INTERMEDIATE OFFENSES—CLASS II

<u>Code</u>	<u>Offense: Description</u>
2.20	Trespassing: To enter or remain on Board property without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on Board property after being directed to leave by an authorized Board employee.
2.21	Fighting: Participation in a fight involving physical violence where there are only two participants, but no one main offender. This does not include verbal confrontations, tussles, or major confrontations.
2.22	Excessive disorderly conduct: Any disruptive act that substantially disrupts or has the potential to substantially disrupt the conduct of a school function, or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.
2.23	Defiance of authority: Opposition to or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions.
2.24	Disruptive demonstrations: Demonstrations which could cause harm or serious inconvenience, annoyance, or alarm.
2.25	Unjustified activation of a fire alarm system, fire extinguisher, AED, emergency, or security system: Knowingly triggering an emergency system without reasonable cause.
2.26	Inciting or participating in a disturbance: Leading, encouraging, or assisting in a major disturbance which results in one or more of the following: destruction/damage to property or injury to others; or, a substantial disruption of the learning environment; or, which poses a threat to the health, safety, and/or welfare of students, staff, or others.
2.27	Persistent, willful disobedience: Recurring, intentional violation of the Code of Conduct that disrupts the orderly conduct of a school function; or, behavior that disrupts the orderly learning environment; or, poses a threat to the health, safety, and/or welfare of students, staff, or others.

- 2.28 Profanity or Vulgarity:** The use of obscene, abusive, vulgar, or irreverent language.
- 2.29 Gambling:** To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes are \$100 or less.
- 2.30 Leaving class or campus without official permission:** Leaving class or school without permission or skipping class or school.
- 2.31 Misuse of personal technology devices (PTDs):** Any violation of the Cell Phone/Personal Technology Devices policy, as set forth in this handbook.
- 2.32 Vandalism:** The willful destruction, damage, or defacement of public or private property, without the consent of the owner or person having control over it and causing damage of \$200 or less. This includes graffiti, carving initials in school furniture, etc. If a student is deemed responsible for vandalism of Sumter County School property, the child and/or their parents may be responsible for restitution.
- 2.33 Petty theft:** The unlawful taking of another's property valued at \$100 or less.
- 2.34 Possession of stolen property:** The possession of stolen property valued at or less than \$100 with knowledge that it is stolen.
- 2.35 Extortion by threat:** Maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any person, to do any act or refrain from doing any act against their will. **Note:** Completion of the threat by the victim complying with the demands, or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.36 Unauthorized organizations:** Any campus participation in non-sanctioned fraternities, sororities, secret societies, gangs, or non-affiliated school clubs.
- 2.37 Academic dishonesty:** Cheating, including both giving and receiving information on an academic assignment; plagiarism, i.e., use of another's words, ideas, or data without acknowledgment; or use of artificial intelligence, such as Chat GPT or the like; or fabrication/falsification, distorting, or inventing the origin or content of information used as authority. The student may receive reduced credit or no credit on the particular assignment, along with other appropriate disciplinary action, at the discretion of the classroom teacher.
- 2.38 Forgery:** The student (a) alters any writing of another without their authority; (b) makes, completes, executes, authenticates, issues, or transfers any writing so that it purports to be the act of another who did not authorize that act, or to have been executed at a time or place or in a numbered sequence other than was in fact the case, or to be a copy of an original when or if such original existed; or (c) alters the contents of any writing that the student knows to be forged in a manner specified above.
- 2.39 Continuous disruption on bus:** Continual failure to comply with the Rules of Conduct for Transported Students as set forth in this handbook.
- 2.40 Computer records, destruction:** The destruction of computer records by an individual who has no right to do so nor any reasonable grounds to believe that they have such a right.
- 2.41 Possession and/or use of prescription or non-prescription medication, inhalants, or other over-the-counter drugs:** Failure to comply with the Student Medication Procedures set forth in this handbook.
- 2.42 Unauthorized recording/distribution:** Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system, without that individual's permission.
- 2.43 Possession or viewing of pornographic, suggestive, or inappropriate material:** Possession or viewing of any visual depiction or electronic image of sexual conduct, nudity, or material that appeals to a person's prurient interests.
- 2.44 Possession of a fake/toy weapon:** Possession, use, intent to use any instrument or object which resembles a weapon or firearm as described in 3.42 or 3.45.
- 2.45 Use of insults or slurs:** Oral or written affronts of a nature set forth in "Aggravating Circumstances" above.

- 2.46 Unauthorized use or tampering of a computer or computer system:** Unauthorized usage or tampering with the Sumter County Schools' computer system/network or the computer or PTD of another student, faculty member, or staff. This includes, but is not limited to, distribution of restricted passwords, unauthorized access to restricted computer sites, intentionally tampering with another student's work, intentionally damaging and/or sabotaging computer equipment belonging to the system, and other misuse of computers.
- 2.47 Fleeing or evading a school board employee:** To intentionally flee or evade, by any means, any Board employee who the student knows is directing them to stop or is attempting to get their attention.
- 2.48 Repeated and/or excessive commission of Class I disciplinary infractions.**
- 2.49** Any other offense that the principal or designee may deem reasonable to fall within this category after investigation and consideration of relevant circumstances.

CLASS II ADMINISTRATIVE RESPONSES

Administrative responses for Class II violations include, but are not limited to, the following:

Pre-K

Pre-k students are expected to adhere to the Sumter County Schools Parent/Student Code of Conduct. Failure to adhere may result in administrative responses per class offense. The Superintendent or his/her designee will make the final decision which could result in dismissal from the pre-k program.

Elementary Students

- Parent contact/conference
- Student conference/written warning
- Before-/after-school detention
- Out-of-school suspension not to exceed two (five) days, with parent or guardian conference before the student may return to school
- Assignment to in-school intervention
- Response to Instruction referral
- Positive behavior support program interventions
- Counselor referral
- Social worker referral
- Denial of bus privileges

Middle and High School Students

- In-school suspension
- Suspension of up to five days, with parent or guardian conference before the student may return to school
- Out-of-school suspension/in-school intervention combination
- Disciplinary probation
- Before-/after-school detention
- Work assignments before or after school
- Positive behavior support program interventions
- Counselor referral
- Social worker referral
- Denial of bus privileges
- Placement in the Board's alternative educational program
- Recommendation for expulsion.

Before determining the appropriate administrative response, the principal or their designee will consider the student's prior disciplinary history.

MAJOR OFFENSES—CLASS III

Code Offense: Description

- 3.28 Homicide:** Killing of one human being by another, either intentionally or through negligence.
- 3.29 Sexual battery:** Sexual contact forcibly and/or against the person's will; or, where the victim is incapable of giving consent because of their youth, or because of temporary or permanent mental incapacity. **Note:** "sexual contact" is defined as the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or

arouse or gratify the sexual desire of any person.

- 3.30 Kidnapping:** The unlawful seizure, transportation, and/or detention of a person against their will or of a minor without the consent of their parent.
- 3.31 Robbery:** The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
- 3.32 Aggravated battery:** Intentionally or recklessly causing great bodily harm, disability, or permanent disfigurement; or any battery with use of a weapon regardless of the injuries sustained.
- 3.33 Battery of a Board Employee:** A student who either intentionally, or recklessly, causes physical contact with a Board employee OR has physical contact with a Board employee during the commission of a disciplinary infraction.
- 3.34 Assault on Board employee:** Any act causing a Board employee to reasonably fear an attack or imminent physical harm.
- 3.35 Violence/threat of violence:** The infliction of force with the intent to cause injury to another or damage to the property of another; or an expression of an intention to inflict violence on another.
- 3.36 Intimidation:** A threat or other action that is intended to or could reasonably cause fear or apprehension in another, especially for the purpose of coercing or deterring a student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.
- 3.37 Aggravated fighting:** Participation in a fight where there is no one main offender, and **any one or more of the following:**
- Involves more than two individuals;
 - causes a major disruption;
 - at least one of the participants sustains a serious physical injury. If any one participant sustains a serious physical injury, all participants are guilty of a Class III offense.
- 3.38 Battery:** A student who either intentionally, or recklessly, causes physical contact with another OR has physical contact with another during the commission of a disciplinary infraction.
- 3.39 Assault:** Any act causing another to reasonably fear an attack or imminent physical harm.
- 3.40 Offensive touching of another person:** Touching without permission, either directly or through the clothing, another person's, genitalia, anus, groin, breast, inner thigh, or buttocks, OR touching any part of another person if done with an intent to harass, annoy, or alarm that person.
- 3.41 Bomb threats:** To unlawfully place any person in fear of bodily harm, or interfere with the educational environment, by threat of explosives by any means of communication, regardless of whether or not a bomb actually exists.
- 3.42 Possession of firearm:** Carrying a firearm is a violation of the Safe Schools Act of 2013: Any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded), including, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun, etc.
- 3.43 Discharging of any firearm:** The discharge of any firearm as defined in the preceding section.
- 3.44 Possession of a fake/toy weapon with intent to deceive:** possession, use, or intent to use any instrument or object which resembles a weapon or firearm as described in 3.43 or 3.46 for the purpose of leading others to believe the student is in possession of an actual weapon or firearm.

- 3.45 Possession of weapon:** Possession, use, or intent to use, any instrument or object used in fighting; an instrument of offensive or defensive combat, to inflict harm on another person, or to intimidate any person including, but not limited to, instruments with sharp cutting edges, chemical weapons or devices (mace/pepper spray), electrical weapons or devices (stun guns), or blunt instruments capable of being used as a weapon etc.
- 3.46 Burglary:** The unlawful entry into a building or other structure with intent to commit an offense therein.
- 3.47 Grand theft:** The unlawful taking of another's property, valued at more than \$100.
- 3.48 Arson:** Intentionally damaging property or putting property at risk of damage by starting or maintaining a fire or causing an explosion.
- 3.49 Drugs:** The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or CBD product (including, but not limited to, Delta-8), or equipment and devices used for preparing or taking drugs, narcotics, or CBD products. This includes being under the influence of or possessing drugs or substances represented as drugs. This also includes prescription or over-the-counter medication if abused by the student or the possession of said drugs at the school without a properly completed School Medication Prescriber/Parent Authorization Form.
- 3.50 Harassment:** Behavior intended to pressure or intimidate, including, but not limited to, written, electronic, verbal, non-verbal, or physical acts that (a) place a person in reasonable fear of harm to their person or damage to their property; (b) have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student; (c) have the effect of substantially disrupting or interfering with the orderly operation of a school; (d) have the effect of creating a hostile environment; or, (e) have the effect of being sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.
- 3.51 Bullying:** Any written, electronic, verbal, non-verbal, or physical behavior or action against another, including but not limited to any threatening, insulting, or dehumanizing gesture that a reasonable person should know will have the effect of:
- placing another in reasonable fear of substantial harm to their emotional or physical well-being or substantial harm to their property; or
 - creating a hostile, threatening, humiliating, or abusive educational environment due to their actions or due to a power differential between the bully and the target; or
 - interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits; or
 - perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another person.
- 3.52 Cyberbullying:** An act of harassment, intimidation, discrimination, or bullying committed using digital technology, including but not limited to email, blogs, cell phone, social media (Facebook, Twitter, etc.), chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system, computer network, or PTD.
- 3.53 Cyberstalking:** To engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of email or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose.
- 3.54 Sexual harassment:** Any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.
- 3.55 Sexual offense:** Mutual engagement in sexual intercourse, sexual contact, or behavior or conduct intended to result in sexual gratification without force or threat of force.
- 3.56 Explosives:** Preparing, possessing, or igniting an explosive on Board property likely to cause bodily injury or property damage. This includes fireworks, firecrackers, and any various devices detonated to release destructive material such as gas or smoke.
- 3.57 Criminal mischief/vandalism:** The willful destruction, damage, or defacement of public or private property, without the consent of the owner or person having control over it, and causing damage in excess of \$200. If

a student is deemed responsible for vandalism of Sumter County School the child and/or their parents are responsible for restitution.

- 3.58 Alcohol:** The manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated or under the influence of alcohol while under the Board's jurisdiction.
- 3.59 Indecent exposure:** Exposure of a student's genitals, breasts, or buttocks.
- 3.60 Gambling:** To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes exceed \$100.
- 3.61 Extortion by act:** Completion of a threat as described in 2.35.
- 3.62 Other criminal acts:** Commission of any criminal act, not herein listed, as defined by the laws of the Cities of Livingston, York, State of Alabama, or United States of America.
- 3.63 Dissemination of obscene matter:** To expose, exhibit, show, or in any way display, by electronic means or otherwise, any visual depiction of sexual conduct, nudity, or material that appeals to a person's prurient interests. This includes, but is not limited to, a visual depiction of the person disseminating the obscene material.
- 3.64 Video recording and/or sharing recordings of school fights or sexual activity:** Recording, filming, and/or sharing of a school fight and/or any sexual activity via text message, social media, chat room, group text thread, messaging app, or the like.
- 3.65 Distribution of explicit images:** No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.
- 3.66 Possession or use of tobacco and vaping products:** Possession, use, distribution, or sale/transfer of tobacco products, e-cigarettes, vape cartridges, vape pens, lighters, matches, or similar products.
- 3.67 Defiance of authority while in the commission of a disciplinary offense:** Continuing to engage in a disciplinary infraction after a Board employee has directed the student to cease the activity.
- 3.68 Repeated and/or excessive commission of Class I or Class II disciplinary infractions.**
- 3.99** Any other offense that the principal may deem reasonable to fall within this category after investigation and consideration of all relevant circumstances.

CLASS III ADMINISTRATIVE RESPONSES

Administrative responses for Class III offenses include, but are not limited to, the following:

- Out-of-school suspension not to exceed ten days
- In-school intervention
- In-school suspension
- After-school detention hall
- Denial of bus privileges
- Counselor referral
- Social worker referral
- Suspension/in-school intervention combination
- Threat assessment
- Disciplinary Probation
- Placement in the Board's alternative educational program
- Recommendation for expulsion

Pre-K

Pre-k students are expected to adhere to the Sumter County Schools Parent/Student Code of Conduct. Failure to adhere may result in administrative responses per class offense. The Superintendent or his/her designee will make the final decision which could result in dismissal from the pre-k program.

DEFINITIONS OF ADMINISTRATIVE RESPONSES TO DISCIPLINARY INFRACTIONS

Before School Detention/After-School Detention Hall

The principal or designee has the authority to assign students to a designated room (detention hall) on campus at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The parent or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parents or guardian prior to the assignment of a student to detention. If the parents or guardian can be notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned for the following day.

Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or designee during which a student must correct their behavior while abiding by all regulations that govern student behavior. The principal or designee has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment. The principal and appropriate central office staff will establish probation standards that will describe the conditions under which the student will correct their behavior within a reasonable and specific period of time. School counseling, parent involvement, and other forms of assistance will be a part of the probation standards agreements.

In-School Intervention Program

In-school intervention is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school intervention program for a reasonable and specified period of time.

Suspension

The Board defines suspension as “the temporary removal of a student from a school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of the school.” The principal or designee will have the authority to suspend a student from school. During the suspension period, suspended students cannot attend school functions, participate in extracurricular/athletic activities, or enter school property for any reason.

Suspension/In-School Suspension Combination

The principal or designee has the authority to assign students to a combination of in-school and out-of-school suspension not to exceed three (3) days of out of school suspension and ten (10) days of in school suspension.

Alternative Program

The alternative program for SCSS is a transient program for students who have committed certain behavioral offenses.

Expulsion

Expulsion is defined as “the removal of the right and obligation of a student to attend public school under conditions set by the School Board.” The superintendent or their designee will review any referral for expulsion and may request a conference with the necessary parties.

Alternative Program

PROCEDURE FOR PARTICULAR DISCIPLINARY DISPOSITIONS

Students are assigned to the alternative program by the local school principal or their designee. Students will be assigned for a minimum period of 30 days but may remain longer based on the determination of the Alternative Program teacher, based on attendance, behavior, and grades while assigned to the alternative program, and progress made toward correcting the behavior to earn the required points to exit the alternative program.

No student who has previously completed an assignment to the alternative program may be assigned for a subsequent school placement within four (4) years without first appearing before the Board for consideration of expulsion.

If a student currently attending the alternative program commits a Class II or Class III disciplinary infraction, they will be referred to the Superintendent for consideration of a recommendation for an expulsion hearing.

While assigned to the alternative program, students will not be allowed to attend Sumter County School functions, participate in extracurricular/athletic activities, or enter school property for any reason. This includes, but is not limited to, school dances, homecoming activities, prom, and/or graduation exercises.

School Board Hearing - Appealing Alternative Placement

A student or parent may appeal a placement to the Alternative Program before the Board of Education. This hearing is a basic hearing which is meant to protect the student's due process rights. There is no opportunity for cross examination and the student may not be represented by counsel. After notice is received by the Superintendent or their designee that the student wishes to appeal against the disciplinary recommendation, the student will receive written notice advising them of the date, time, and place of the hearing. They will be advised of their right to attend the hearing, present evidence, and call witnesses. The student may be represented at the hearing by a parent listed on their birth certificate, legally adoptive parent, or court-appointed guardian. No other third parties may attend the hearing unless they are called as a witness. At the hearing, evidence will first be presented in support of Alternative Placement. The student will then be allowed to present evidence and make their request regarding the disciplinary disposition. Once the presentation of evidence is complete, the Board will deliberate in private and decide what action it will take on the appeal. In making its decision, the Board will only consider the evidence presented during the hearing. The student and their parents will be notified of the Board's decision the following day, both by phone and in writing. If the decision of the Board is for the student to remain in the Alternative Program, the decision will specify the duration.

Expulsion

If the decision of the superintendent is to recommend expulsion, a hearing before the School Board will be scheduled. Following the hearing, the Board will decide whether to approve the superintendent's recommendation or take some other action. In accordance with the Alabama state law requiring compulsory attendance, the Board makes the final disposition of an expulsion recommendation.

The expulsion of a student will prohibit the student from attending any school in Sumter County Schools during the period of expulsion.

1. A student may lose academic credit if:
 - a. They are expelled prior to taking nine-week or semester examinations.
 - b. They are removed from the school attendance roll through the expulsion process.
2. A student cannot request makeup work if they are expelled from school. Any student while expelled from school cannot visit or otherwise be in attendance on any school campus in the SCS system.

School Board Hearing - Expulsion

If the superintendent recommends expulsion, a hearing will be scheduled before the Board of Education. Written notice will be given to the student and parent that expulsion has been recommended and advising them of the date, time, and place of the hearing. They will be advised of their right to attend the hearing, to be represented by an attorney or other representative, to present evidence and call witnesses, and, when warranted, to cross-examine witnesses. At the hearing, evidence will first be presented in support of the superintendent's recommendation that the student be expelled. The student will then be allowed to present evidence as to why they should not be expelled, following which the superintendent may present rebuttal evidence. Once the presentation of evidence has been completed, the Board will deliberate in private and decide what action it will take on the superintendent's recommendation for expulsion. In making its decision, the Board will consider only the evidence presented during the hearing. The student and their parents will be notified of the Board's decision the following day, both by phone and in writing. If the decision of the Board is to expel the student, the decision will specify the duration of the expulsion.

HEARING OFFICER REVIEW

The Hearing Officer will review the following disciplinary offenses: 3.28 (Homicide), 3.29 (Sexual Battery), 3.30-3.35 (Kidnapping, Robbery, Aggravated Battery, Battery on School Board Employee, Assault on School Board Employee, and Violence/Threat of Violence), 3.41-3.45 (Bomb Threats, Possession of a Firearm, Discharging a Firearm, Possession of a fake/toy weapon with intent to deceive, and Possession of a weapon), 3.48 (Arson), 3.49 (Drugs), 3.54 (Sexual Harassment), 3.56 (Explosives), 3.58 (Alcohol), and 3.61 (Extortion by Act). The Hearing Officer will also review any alternative school placement and any recommendation for expulsion. The Hearing Officer will have two (2) school days after notification of the discipline to review the recommended disciplinary action and note any inconsistencies in administration or application of discipline. In the event of an inconsistency, the Hearing Officer shall conference with the principal assigning discipline. The Hearing Officer shall render a decision on the disciplinary action, with discretion to void the recommended disciplinary action, enter a less severe sanction, or enter a more severe sanction, including a recommendation for expulsion. In the event the recommended disciplinary action is modified, written notice of this modification shall be provided to the student, parent/guardian, and principal or

designee within the two (2) day period. Prior to entering a more severe sanction, the Hearing Officer will meet with the student and give him/her an opportunity to be heard regarding the disciplinary matter (an opportunity to tell their side of the story). Discipline for the offense will not be stayed or delayed while review is pending.

In conducting their review, the Hearing Officer should evaluate the following:

- Is the offense correctly coded per the Student Code of Conduct?
- Is there sufficient evidence to establish that it is more likely than not that the student committed the alleged disciplinary infraction?
- Do the facts alleged warrant the disciplinary consequence?
- Is the disciplinary consequence an available administrative response for the offense committed?
- Is the disciplinary consequence consistent with action taken system wide under similar circumstances?
- If the recommendation is to attend the alternative program, is there an available placement spot?

This list is non-exhaustive. The Hearing Officer may consider other factors in conjunction with this analysis.

DISCIPLINARY APPEALS PROCEDURE

The following conditions are applicable to the appeal of any disciplinary action:

1. At each level of appeal, the parent must provide written notice stating the reason(s) for the appeal and a proposed resolution.
2. Discipline for the offense will not be stayed or delayed while the appeal is pending.
3. No issue or evidence may be presented on appeal that was not presented at the time of the initial disciplinary decision unless it could not have been discovered through reasonable inquiry at that time.
4. At each level of appeal, the judgment of the person/body hearing the appeal can be substituted for the underlying decision. For example, the appellate decision may void the initial disciplinary action, affirm it without change, enter a less severe sanction, **or enter a more severe sanction, including expulsion.**

In-School Discipline Appeal

Any administrative response, as set forth in this handbook, other than out-of-school suspension or alternative placement, may be appealed by providing written notice to the building principal or their designee within three school days of the disciplinary action. The principal or their designee will then schedule a conference with the student/parent to discuss the disciplinary action. If the parent or legal-aged student is not satisfied with the principal's decision following the conference, that decision may be appealed by providing written notice within three (3) school days to the Hearing Officer. The Hearing Officer will review the discipline and conference with the principal, their designee, and/or the student/parent if they deem necessary. The decision of the Hearing Officer will be final and cannot be appealed further administratively.

Any out-of-school suspension may be appealed by providing written notice to the building principal or their designee within three (3) school days of the disciplinary action. The principal or their designee will then schedule a conference with the student/parent to discuss the disciplinary action. If the parent or legal-aged student is not satisfied with the principal's decision following the conference, that decision may be appealed by providing written notice within three (3) school days to the Hearing Officer. The Hearing Officer will review the discipline and conference with the principal, their designee, and/or the student/parent if they deem necessary. The Hearing Officer will issue a written decision regarding the appeal. The decision of the Hearing Officer will be final and cannot be appealed further administratively.

Alternative Placement Appeal

A student assigned to the alternative program by the local principal, or their designee, may appeal by providing written notice to the Superintendent within three (3) school days of the disciplinary action. The Superintendent or designee may review the action, and conference with the principal, their designee, or the student/parent, if they deem necessary. The Superintendent or their designee may affirm the principal or their designee's decision or alter the discipline. The Superintendent or their designee shall issue a written decision regarding the appeal. If the student wishes to appeal the decision to the Board of Education, the student or their parents must submit a written request to the Superintendent stating the reasons for appeal, to the Board, and a proposed resolution, within two (2) days of notification of the Superintendent or designee's decision.

Representation at Appeal Hearing: Only the parent(s) listed on the birth certificate, legally adoptive parent(s), or the court-appointed legal guardian(s) of the student will be allowed to represent the student at a disciplinary appeal hearing, along with the student.

Once an appeal hearing date is set, failure by the parent or guardian to attend the hearing will result in unexcused absences for the student from that point until the appeal is resolved.

STUDENTS WITH AN INDIVIDUAL EDUCATION PLAN (IEP)

The IEP team determines any change to the least restrictive environment (LRE) of a student receiving special education services and can determine a change of placement up to 30 days in an alternative program. The IEP team will consider the current IEP, current behavior intervention plan, and the manifestation of the disability prior to placement of the student in an alternative setting.

If the IEP team determines alternative placement, upon completion of assigned days, the IEP team will reconvene prior to the return of the student to the home school to review/revise the current IEP and BIP to best support the student in the traditional school setting.

1. Prior to the administration of discipline to any student, the school official authorized to administer discipline shall ascertain, on the basis of reasonably available data, whether the student has been classified as a disabled student within the meaning of the Individuals with Disabilities Education Act (IDEA).
2. Students with disabilities shall be subject to imposition of reasonable disciplinary measures in furtherance of the school's legitimate interests in maintaining order and harmony in providing an atmosphere conducive to learning for all students. However, disciplinary decisions affecting disabled students shall be made with reference to and in consideration of the following factors as indicated by each student's Individual Education Plan (IEP):
 - a. The nature of the student's disabling condition and the appropriateness of the discipline contemplated in light of that condition;
 - b. The cause or causes of the disciplinary problem;
 - c. The disciplinary history of the child;
 - d. The availability and advisability of alternative disciplinary response to traditional ones;
 - e. Recommendations, if any from a teacher and appropriate exceptional education staff;
 - f. Such other rules and regulations governing disciplinary practices and procedures needed to comply with state and federal law, rules and regulations;
 - g. Environmental and other circumstances ordinarily taken into account in fashioning appropriate discipline for non-disabled students.
 - h. Guidelines and recommendations in the student's Behavior Intervention Plan (BIP) where applicable.
3. Suspensions of disabled students shall conform to generally applicable substantive and procedural criteria but shall not exceed ten consecutive school days without prior consultation with the Exceptional Education Department. Students with disabilities are responsible for adhering to the same rules of conduct as regular education students. Special education students should not be suspended for more than ten (10) days without a manifestation determination review. Students with disabilities may be suspended for more than 10 days; however, they are entitled to receive a free and appropriate education on the eleventh (11th) day.
4. In no event shall disciplinary action resulting in permanent or indefinite cessation of educational services to disabled students be proposed or approved without prior consultation with the Exceptional Education Department.

Discipline Procedures for Student Under a Section 504 Plan

A student who has a Section 504 Plan may not be subjected to a disciplinary change in placement for more than 10 school days unless the Section 504 Team first determines that the behavior giving rise to the discipline was not substantially related to the student's disabling condition or due to an inappropriate implementation of the plan. This process is carried out in an evaluation of behavior, including a manifestation determination/evaluation. (Form M-SCSS 504 Manual). Suspensions for less than 10 school days may be effectuated without holding a Section 504 Team Meeting. However, a series of short suspensions over the course of the school year that would amount to a total of more than 10 school days may require that a Section 504 manifestation determination meeting be held.

When making the manifestation determination, a Section 504 Team, must meet to address the following:

- Was the misconduct caused by, or directly and substantially related to, the student's disability?
- Was the misconduct a direct result of the District's failure to implement the Section 504 Plan?

If the Section 504 Team determines that there is no substantial relationship between the conduct and the student's disability and that the Section 504 Plan was properly implemented, the school may proceed to discipline the student in the same manner as it would a non-disabled student.

If the Section 504 Team determines that there is a substantial link between the conduct and the student's disability or that the Section 504 Plan was not properly implemented, the Section 504 Team must review and/or revise the Section 504 Plan to address the student's conduct. In such a situation, the student's placement would not be changed without consent of the parent/guardian of the student. An agreed upon change of placement may occur as a result of disciplinary infractions involving drugs, weapons, or behavior that has substantially injured or endangered the safety of the student or others. Notice of the Section 504 Team's decision regarding the manifestation determination will be provided to the parent. (Form M-SCSS 504 Manual).

Note: A student who is currently using illegal drugs or alcohol, and is to be disciplined by the school for such behavior loses the procedural protections provided by Section 504, including the right to a manifestation determination review prior to a change in placement for disciplinary reasons. This would hold true even if the disabling condition could be related to their conduct.

STUDENTS CHARGED AS AN ADULT OR COMMIT SERIOUS CRIME(S)

If a student is charged as an adult or is alleged to have committed a serious crime, regardless of age, their parent/guardian should contact the Hearing Officer or designee to determine appropriate school placement during this time. Identified students will not be allowed back on any school property until the appropriate placement is determined.

READMISSION

When a student returns to school after suspension, alternative placement, or expulsion, the readmission must be preceded by a conference with the principal or their designee. The conference must include the parents or guardian unless otherwise approved by the principal. The superintendent or their designee may choose to attend the readmission conference.

Probation officers from Juvenile and Family Court and/or social workers from the Department of Human Resources must accompany an adjudicated or aftercare student to the coordinator of attendance's office when such student seeks enrollment or re-enrollment in any school in the SCSS system. This process will assist school officials in pupil accounting as well as build support for the student. Appropriate representatives from the agencies will accompany the student to the school for enrollment.

Transfers from Outside Sumter County Schools

Students transferring into Sumter County Schools with unresolved disciplinary issues, e.g., pending hearings, expulsion, or alternative placement, may not enroll until the discipline status is resolved. A meeting with the Hearing Officer and/or truancy officer or designee must be held to determine enrollment and placement of the student. This also applies to students who withdraw from Sumter County Schools with a pending disciplinary action.

Students Returning from Department Youth Services (DYS) and Other Residential Placements

Each student returning from a DYS placement or other residential placement will meet with administrators from the Office of Learning Supports to determine if a transition through an alternative program is a viable option. Students who are placed for a transition reentry in an alternative setting will be placed on a point progression system to transition back successfully to their home schools. Students who receive special education services will need to be referred to their Individual Education Program (IEP) team to address a change in least restrictive environment before the student can be considered for alternative programs.

Search and Seizure

All persons on Board property are subject to search by Board personnel, which includes school resource officers, when Board personnel have a reasonable suspicion that school rules, Board policy, or applicable law is being or has been violated. This includes the right to search not only the person but also lockers, vehicles, backpacks, purses, or any other container or area of the school, and to seize any property or evidence that violates said rules, policy, or law. "Persons" includes students, staff, parents, guardians, visitors, vendors, or anyone else on Board property.

These same rights extend to law enforcement and Department of Human Resources personnel, who may enter school grounds unannounced to question or search any person on Board property within the limits of the law applicable to these agencies.

Random searches by Board personnel or law enforcement personnel may also be conducted in accordance with applicable law.

SUICIDE

The suicide protocol of the Sumter County Schools will be followed when a verbal or written threat of suicide is witnessed or reported, or an attempt is made known. The protocol is outlined on the SCSS website: “The Jason Flatt Safety Plan Protocol”.

SUMTER COUNTY SCHOOLS DRUG AND ALCOHOL SCREENING PROGRAM

Sumter County Schools recognizes that students who participate in extracurricular activities are assets to the sports and academic components of our educational institutions. Further, students who possess campus parking passes are responsible for the safety of themselves and others while operating a motor vehicle. Collectively, these two groups of students will be referred to as “Activity Students.” To assist its Activity Students in maximizing their skills and talents and afford them every opportunity to remain drug free in order to help protect themselves, as well as other students with whom they come in contact, Sumter County Schools has implemented the following Drug and Alcohol Screening Program. This program is enacted as a preventive measure and as a deterrent to Activity Students who may be thinking of trying alcohol or drugs. Except where specifically prohibited by law, the guidelines contained within this document may be changed by the school system at any time. Students covered by this policy and procedures will be informed of changes. This policy in no way circumvents nor may be used in place of Board policy and school rules pertaining to use, possession, and distribution of alcohol or drugs at school or school-sponsored events.

POLICY OBJECTIVES

1. To create and maintain a safe, drug-free environment for all Activity Students.
2. To encourage any Activity Student with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
3. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
4. To minimize the likelihood that school property will be used for illicit drug activities.
5. To discourage drug and alcohol use by Activity Students, both on and off the school campus and/or while driving on any of our campuses.

Substance abuse can be a serious threat to the school system, as well as to its students, visitors, and employees. Though the percentage of substance-abusing Activity Students may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of Sumter County Schools that the benefits derived from the policy objectives outweigh the potential inconvenience to Activity Students. The school system earnestly solicits the understanding and cooperation of all students and parents, especially those participating in extracurricular activities, in implementing this policy.

Sumter County Schools requires that all students report to school, extracurricular activities, and competitive events without any alcohol or illegal or mind-altering substances in their systems. No Activity Student shall use alcohol or other mood-altering substances while participating in any extracurricular activities or competitive events or while under the care and supervision of the school system. Further, outside conduct of a substance abuse-related nature that affects an Activity Student’s athletic, academic, or other extracurricular performance is prohibited.

Activity Students must inform their faculty sponsor, coach, assistant coach, or the designated school representative when they are legitimately taking medication that may affect their ability to practice, compete, or participate in other extracurricular activities, in order to avoid creating safety problems and violating this policy.

ENFORCEMENT

In order to enforce these rules, Sumter County Schools reserves the right to require all Activity Students to submit, at any time prior to, during, or following an extracurricular activity or while under the supervision or care of the school system, to drug and/or alcohol tests to determine the presence of prohibited substances.

Pursuant to school system policy and regulations, a student applying to participate in an extracurricular activity, or Activity Student (defined as any student, male or female, who is a member of any school-sponsored extracurricular activity program or a student who is provided the privilege of operating a private motor vehicle on school property for the purpose of parking) may be tested prior to beginning the activity of their choice. All current Activity Students may be required to undergo testing at scheduled physical examinations, and/or where the school has reasonable suspicion to believe an Activity Student has violated its Alcohol and Drug Policy, and/or on a random basis without advance notice. Parents of non-Activity Students may opt their children into the program. For this policy, these students will be titled as Volunteer Students.

This policy will be applied to Activity Students and Volunteer Students at the high school (grades 9 through 12) levels.

Violation of these rules, including testing positive, will subject the Activity Student to discipline, including suspension from student athletic or other extracurricular activities and/or forfeiture of parking privileges. Refusal to cooperate with the School in any test investigation will result in discipline, including immediate suspension from participating in extracurricular activities.

ACTIONS FOR FAILED DRUG/ALCOHOL SCREENS

First Positive

The first time an Activity Student tests positive on an alcohol/drug test, the student's parents will be notified, and the student must complete 25 hours of community service, approved by the principal, within 60 days of the failed test. The Activity Student must also retake and test negative on another alcohol or drug test within 30 days. The Activity Student will be responsible for the costs of any retest, which must be conducted through the school's drug testing provider. If there is no retest conducted within 30 days, the Activity Student will be disciplined as if they had tested positive on a second occasion.

Second Positive

A second positive test result for an Activity Student will result in an automatic 14-day suspension from participation in extracurricular activities and a forfeiture of parking privileges for that same period. In order for privileges to be reinstated, the Activity Student must first retake and test negative on another alcohol or drug test. The Activity Student will be responsible for the cost of this retest, and it must be conducted through the school's drug testing provider. If there is no retest conducted within 30 days, the Activity Student will be disciplined as if they had tested positive on a third occasion.

The student will be referred to a center for drug/alcohol evaluation and treatment. The student will also be required to complete 40 hours of community service, as approved by the principal, within 90 days of the failed test.

Third Positive

A third and any subsequent positive test results for an Activity Student will result in a 100-day ban from all extracurricular activities and forfeiture of parking privileges. In order for privileges to be reinstated, the Activity Student must first retake and test negative on another alcohol or drug test. The Activity Student will be responsible for the cost of this retest, which must be conducted through the school's drug testing provider. During the suspension, the Activity Student will be required to complete 60 hours of community service and will again be referred to a center for drug/alcohol evaluation and treatment.

After the first positive test, an Activity Student will be retested on each occasion that random drug screening is conducted at their then-assigned school until exiting the Sumter County Schools system. The Activity Student will be responsible for the costs of any retest and must have the retest conducted through the school's drug testing provider.

No Activity Student testing positive, refusing to test, refusing to cooperate with testing, or being in violation of this policy will be penalized academically. Information, including testing positive, will not be released to criminal or juvenile authorities absent compulsion by valid state or federal laws. This policy is developed to be of a non-punitive nature, and the school will work with the student and/or their parents or guardians when there is any violation of this policy and procedures.

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the school through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in the following:

- (a) As directed by the specific, written consent of the student authorizing release of the information to an identified person.
- (b) To a covered Activity Student decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual. Any questions should be directed to the persons assigned as the school's designated school representative (DSR).



ACKNOWLEDGMENT

I, _____, enrolled in _____
(Name of Student) (Name of School)

School, and my parent/guardian, hereby acknowledge by our signature that we have received and read, or had read to us, the *Student/Parent Resource Guide and Code of Student Conduct*.

(Signed) _____
Student Date

(Signed) _____
Parent Guardian Date

(Signed) _____
Parent Guardian Date

Note: The student is to sign the above statement. If the student lives with both parents, both parents are also to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student.

**Please detach this page after signing and have the student return it to the homeroom teacher.
This form will be placed in the student's cumulative folder.**



Policy Consent/Release Form

TO BE SIGNED AND RETURNED ONLY BY ACTIVITY STUDENTS, AS DEFINED HEREIN, IN GRADES 9 THROUGH 12 AND THEIR PARENT OR GUARDIAN.

I have read the above statement of policy and agree to abide by Sumter County Schools' drug and alcohol rules. I agree to submit to drug and/or alcohol tests at any time as a condition of my initial or continued participation in extracurricular activities, on-campus parking, and/or the volunteer program. I authorize any laboratory or medical provider to release test results to Sumter County Schools and its Medical Review Officer. I authorize the Medical Review Officer to release final test results to the school system.

I also expressly authorize Sumter County Schools or its MRO to release any test-related information, including positive results:

- (a) As directed by my specific, written consent authorizing release of the information to an identified person.
- (b) To my decision maker in a lawsuit, grievance, or other proceeding initiated by me or on my behalf.

I understand that this agreement in no way limits my right to terminate or be terminated from participation in extracurricular activities.

Activity Student

Date

Parent or Guardian

Date

Witness

Date



STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Responsible Use and Technology in the Educational Program policies. Should I commit any violation or in any way misuse my access to Sumter County Schools' computer network and the Internet, I understand and agree that my access privilege may be revoked, and disciplinary action may be taken against me.

User place an "X" in the correct blank: I am 18 or older _____ I am under 18 _____

If I am signing this agreement when I am under 18, I understand that when I turn 18, this agreement will continue to be in full force and effect and agree to abide by these policies.

Student Name (PRINT CLEARLY)

Student Signature

Date

PARENT(S) OR GUARDIAN(S) AGREEMENT

Student's Name

To be read and signed by parent(s) or guardian(s) of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of Sumter County Schools' Responsible Use and Technology in the Educational Program policies for the student's access to the school system's computer network and the Internet. I understand that access is being provided to students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child or ward's responsibility for abiding by the policies. I am therefore signing this agreement and agree to indemnify and hold harmless the school, the school system, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of their access to such networks or their violation of the foregoing policies. Further, I accept full responsibility for supervision of my child or ward's use of their access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access Sumter County Schools' computer network and the Internet.

_____ Parent or Guardian Name(s) (PRINT CLEARLY)

_____ Parent or Guardian Signature

_____ Date



Automated Communication Consent Form

I consent to receive automatically dialed calls/messages from Sumter County Schools for information that is deemed important at the phone numbers I have provided, including my wireless/cell phone number(s):

Phone Number:	Phone Type:		Cell/Mobile Text Messages:	
_____	<input type="checkbox"/> Landline	<input type="checkbox"/> Cell/Mobile	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Landline	<input type="checkbox"/> Cell/Mobile	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Landline	<input type="checkbox"/> Cell/Mobile	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Landline	<input type="checkbox"/> Cell/Mobile	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Landline	<input type="checkbox"/> Cell/Mobile	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I understand that these calls/messages are treated by my telephone service provider/carrier the same as other general calls/messages I receive for billing purposes according to the phone service plan I maintain with my service provider.

I understand that I may revoke my consent at any time.

In the event of an emergency, calls **may** be initiated for emergency purposes or exempted by rule or order by the Federal Communications Commission under paragraph (2)(B).

Parent/Guardian Signature

Printed Name

Date

Student Name

School





REQUEST FOR PERMISSION TO DRIVE MOTOR VEHICLE, RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT

The undersigned expressly authorize such travel and represent to the School System that Student has in effect a valid driver’s license issued by the State of Alabama allowing Students to drive, which is not suspended or revoked. Also, there is in full force and effect a policy of liability insurance covering such motor vehicles in such amount as required by the State of Alabama. Such insurance (or comparable policy) will be kept in effect so long as Students remain enrolled in Sumter County Schools. Attached is a photocopy of Student’s driver’s license and an insurance card or other proof of liability coverage.

In the event of suspension, cancellation, or revocation of either the driver’s license or insurance policy, the undersigned shall immediately notify the School System. In such an event, any permission granted by the School System to Students shall immediately be terminated.

The undersigned acknowledge and agree that if the School System grants this request, Student will be the only occupant in Student’s vehicle during such travel.

The undersigned voluntarily release and waive any and all claims against School System, both present and future, arising out of or in any way connected with Student’s use of a vehicle pursuant to this authorization, including, but not limited to, claims for breach of contract, express or implied, or for acts or failure to act, or for negligence, including any and all claims for property damage, personal injury, or wrongful death. The undersigned do hereby release, waive, and discharge School System and covenant that they will not institute any suit, claim, or action against School System for any loss, damage, or injury, to person or property, arising out of School System’s grant of permission to Student to drive a vehicle, whether such is caused by Student, School System, or a third party. The undersigned also agree to indemnify and save harm against School System of any and all claims of damages, loss or injury, costs, or expenses, including reasonable attorney’s fees, that arise out of, or are made as a result of, Student’s use of a vehicle pursuant to this request.

The undersigned have read and voluntarily executed this document, including the release, waiver of liability, and indemnity agreement. No oral representations, statements, or inducements apart from this written document have been made. We agree that this request is voluntary, and the undersigned assume all risks of loss, damage, or injury that might be sustained as a result of Student’s operation of a vehicle pursuant to permission granted by School System. The undersigned agree that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by laws of the State of Alabama and that if any portion is held invalid, the remaining provisions shall continue in full force and effect.

Student _____ Parent/Guardian of Student _____

ATTACH PHOTOGRAPH OF DRIVER’S LICENSE AND PROOF OF INSURANCE

Accepted by School System

Dated this the _____ day of _____, 20 _____

Device Responsibility Agreement to be signed by all parents/guardians

By signing below, I agree to the following:

- I have received a copy of the Code of Conduct Addendum that includes these guidelines that apply if a SCSS device is issued to my child:
 - Each device is property of Sumter County Schools, and is individually labeled and inventoried (by asset number and device serial number) to the individual student to whom it has been loaned. **Each student who has checked out a device and their parents/guardians** are responsible for proper care and use of the device.
 - SCSS provides insurance coverage for each student device according to these steps.
 - First damage incident:** No cost to the student/family for device repair/replacement.
 - Second damage incident:** Student/family will be assessed a fee of \$25 for device repair/replacement.
 - Third or more incidents:** Student/family will be assessed a fee of the FULL COST of the repair/replacement.
 - If a SCSS device, charging cable, and/or protective cover issued to a student is lost or stolen, the student's parent/guardian must file a report with the police department and provide a copy of the police report to the school.
- I will abide by these guidelines and will pay any associated costs.
- I will supervise my child's use of the SCSS device, charging cable, and protective cover (where applicable) issued to them.

Printed Student Name: _____

School: _____

Grade: _____

Printed Parent Name: _____

Parent Signature: _____

Date: _____

INTENTIONALLY

LEFT

BLANK

