



# Student Handbook & Code of Conduct

*2021-2022*

*Grades K-12*

*A Statement of Policy*

*Adopted by the Elmore County Board of Education*

*June 2021*



## ELMORE COUNTY BOARD OF EDUCATION

---

100 H.H. Robison  
P.O. Box 817  
Wetumpka, AL 36092

Phone: 334-567-1200  
Fax: 334-567-1405

Richard E. Dennis, Superintendent  
Jason M. Mann, CSFO

August 2, 2021

Dear Parents and Students:

Welcome back to the 2021-2022 school year! The Elmore County School System is committed to providing a positive educational experience for all students in our school system. To achieve this goal, parents, guardians, students, and school personnel must work together and communicate effectively to create a positive school environment.

As school begins this school year in the aftermath of the COVID-19 pandemic, it is important that everyone understand their school's basic expectations, rules, and procedures. The Elmore County Student Handbook outlines system policies and procedures that support safe, orderly environments. There are a number of changes to policies and procedures as the school system relaxes COVID-19 recommendations and procedures. The school system will follow ADPH/ALSDE guidelines and adjust policies and procedures to address and accommodate for any shifts in the health climate in Elmore County. We encourage each student to actively and safely participate in the many activities available through his/her school. Please encourage your child to act and respond in a positive manner and to give his/her best effort every day.

Again, welcome back and we look forward to working with you and your child to make this year a success.

Sincerely,

Richard E. Dennis  
Superintendent

*Every student empowered. Every student succeeds.*

---

### BOARD MEMBERS

Michael Morgan-Chairman   Dale Bain-Vice Chairman   Leisa Finley   Joey Holley   David Jones   Wendell Saxon   Brian Ward

## **EQUAL OPPORTUNITY**

The Elmore County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## **HARASSMENT POLICY**

The Elmore County Board of Education strictly prohibits discrimination and maintains a learning environment free from harassment because of an individual's race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status.

It shall be a violation of Board policy for any student, teacher, administrator, or other school personnel to harass a student, teacher, administrator, or other school personnel through conduct of a sexual nature or regarding race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status defined by this policy.

It shall also be a violation of Board policy for any teacher, administrator, or other Board employee to tolerate sexual harassment or harassment because of a student's race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities sponsored or sanctioned by the Board.

Any student who believes he or she has been the victim of harassment because of his or her actual or perceived race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status, by a student, teacher, administrator or other school personnel, should immediately report the alleged acts to the Superintendent or the Title IX Coordinator.

Additionally, any person who has personal knowledge of any unlawful harassment of any student, teacher, administrator, or other Board Personnel may file a report of such harassment. For information on filing complaints because of harassment based upon race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status, please contact the Title IX Coordinator.

### **Coordinating Compliance for Non-Discrimination and Title IX:**

Dr. Jamey McGowin  
100 H. H. Robison Drive  
Wetumpka, AL 36092  
567-1290 ext. 26001

### **Coordinating Compliance for Section 504:**

Mrs. Rashawn Blassingame  
100 H. H. Robison Drive  
Wetumpka, AL 36092  
334-567-1224 ext. 23003

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**ELMORE COUNTY BOARD OF EDUCATION**  
100 H. H. Robison Drive | P.O. Box 817 | Wetumpka, AL 36092  
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---

**Superintendent's Office**

Mr. Richard Dennis, Superintendent  
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TBD, Receptionist 567-1200

**Finance Department**

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**Human Resources**

Susanne Goodin, Director  
Phyllis Benson, Personnel Assistant 567-1210  
Carrie Strickland, Secretary FAX: 514-0016

**Administrative Services**

**Attendance, Discipline, Textbooks, School**

**Safety, Enrollment/Residency**

Andre Jackson, Director  
Doris Zeigler, Txbk/Atten/Purch Specialist. 567-1200

**Special Education/Compliance**

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Jennifer Rinehart, Secretary FAX: 514-3046

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Kathryn Bailey, Assistant Principal  
35 Harden Street 541-2291  
Eclectic, AL 36024 FAX: 541-4465

**Eclectic Middle School (5-8)**

Mark McGhee, Principal  
La'Tresia Robinson, Assistant Principal  
170 South Ann Street 541-2131  
Eclectic, AL 36024 FAX: 541-3556

**Elmore County High School (9-12)**

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Kenyatta Harris, Assistant Principal  
155 N. College Avenue 541-3661  
Eclectic, AL 36024 FAX: 541-4441

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Christy Wright, Assistant Principal  
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Deatsville, AL 36022 FAX: 569-1013

**Coosada Elementary School (K-2)**

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Millbrook, AL 36054 FAX: 285-9231

**Airport Road Intermediate School (3-4)**

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Sharon Earl, Assistant Principal  
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Millbrook, AL 36054 FAX: 285-2116

**Millbrook Middle School (5-8)**

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Letitia Ruffin-Johnson, Asst. Principal  
Renee Tucker, Assistant Principal  
Spencer Wade, Assistant Principal  
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Millbrook, AL 36054 285-2103, 2124  
FAX: 285-2102

**Stanhope Elmore High School (9-12)**

Ewell Fuller, Principal  
Michael Collins, Assist. Principal  
Brad Mann, Assistant Principal  
Jaclyn Taylor, Assistant Principal  
4300 Main Street 285-4263  
Millbrook, AL 36054 Fax: 285-4575

**Redland Elementary School (K-6)**

Chad Walls, Principal  
Cory Eckstein, Assistant Principal  
495 Scholars Drive 567-1248  
Wetumpka, AL 36093 FAX: 567-1407

**Wetumpka Elementary School (K-4)**

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Wetumpka, AL 36092 FAX: 567-1409

**Wetumpka Middle School (5-8)**

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Amy Kearley, Assistant Principal  
Jason Eason, Assistant Principal  
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**Wetumpka High School (9-12)**

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Rahman Bell, Assistant Principal  
Benetta Eutsey, Assistant Principal  
Amanda Fennel, Asst. Principal  
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Wetumpka, AL 36092 FAX: 567-1178

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Wetumpka, AL 36092 FAX: 514-3958

**ECTC**

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Tarica Lamar, Asst. Director  
800 Kelly Fitzpatrick Drive 567-1218  
Wetumpka, AL 36092 FAX: 567-1417

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**Child Development Programs**

*Preschool/After-School Care*

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Eclectic, Alabama 36024 541-4532

**Holtville Community**

Aimee Mehearg, Director  
287 Whatley Road  
Deatsville, AL 36022 514-5858

**Millbrook Community**

Cynthia Smoke, Director  
5760 Main Street  
Millbrook, AL 36054 285-9450

**Wetumpka Community**

Taunya Ballenger, Director  
510 Micanopy Street  
Wetumpka, AL 36092 567-1287

## JULY 2021

| Su | Mo | Tu | We | Th | Fr | Sa |
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## AUGUST 2021

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## SEPTEMBER 2021

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## OCTOBER 2021

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## NOVEMBER 2021

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## DECEMBER 2021

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## Elmore County Schools 2021-2022

100 H. H. Robison Drive  
Wetumpka, AL 36092  
Phone: 334-567-1200  
[www.elmoreco.com](http://www.elmoreco.com)

**Board Approved 11/17/2020**

**180 student days - 187 teacher days**

### 2021

|           |                                     |
|-----------|-------------------------------------|
| Aug 2     | Institute                           |
| Aug 3-6   | Professional Development/Work days  |
| Aug 9     | First Day for Students              |
| Sept 6    | Labor Day                           |
| Sept 22   | Professional Development/E-Learning |
| Oct 11-12 | Fall Break - Students & Staff       |
| Nov 11    | Veterans Day                        |
| Nov 22-26 | Thanksgiving Holidays               |
| Dec 20-31 | Christmas Holidays                  |

### 2022

|           |                                     |
|-----------|-------------------------------------|
| Jan 3     | Professional Development            |
| Jan 4     | Professional Development/E-Learning |
| Jan 5     | Students Return                     |
| Jan 17    | MLK Birthday                        |
| Jan 26    | Professional Development/E-Learning |
| Feb 9     | Professional Development/E-Learning |
| Mar 21-25 | Spring Break                        |
| Apr 15    | Professional Development/E-Learning |
| May 23    | Last Day for Students               |
| May 24    | Teacher Work Day                    |

### Quarter Dates

|         |                         |
|---------|-------------------------|
| Qtr 1   | Aug 9-Oct 8 (44 days)   |
| Qtr 2   | Oct 13-Dec 17 (42 days) |
| 1st Sem | <b>86 days</b>          |
| Qtr 3   | Jan 5-Mar 11 (48 days)  |
| Qtr 4   | Mar 14-May 23 (46 days) |
| 2nd Sem | <b>94 days</b>          |

## JANUARY 2022

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## FEBRUARY 2022

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| 27 | 28 |    |    |    |    |    |

## MARCH 2022

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## APRIL 2022

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## MAY 2022

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## JUNE 2022

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| 26 | 27 | 28 | 29 | 30 |    |    |



# OFFICE OF THE DISTRICT ATTORNEY RANDALL V. HOUSTON

Elmore, Autauga and Chilton Counties

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**C.J. Robinson**  
Chief Deputy  
District Attorney



**Prattville Office**  
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Prattville, AL 36067  
Phone: (334) 365-5715  
FAX: (334) 365-7284

**Clanton Office**  
P.O. Box 1053  
Clanton, AL 35045

*19th Judicial Circuit*

Phone: (205) 755-4242  
FAX: (205) 755-2484

## TRUANCY AND BEHAVIOR INTERVENTION PROGRAM (TIP) INTRODUCTION LETTER TO PARENTS / GUARDIANS

Dear Parent(s) / Guardian(s):

The Office of the District Attorney and **Elmore County Public Schools** have partnered to implement the *Helping Families Initiative*. The focus of this program is to increase school attendance by keeping students in school, off the streets, and out of the criminal justice system. Our goal is to identify and intervene with students who are considered "at risk" for truancy but are not active in the juvenile court system.

We believe it is important for every student to have an opportunity to achieve success in life. A student's ability to perform well in school is directly linked to parental involvement and regular school attendance. Students with FIVE (5) or more unexcused absences within a school year are considered truant and are more likely to fail grades, drop out of school, or engage in criminal activities.

The Alabama Compulsory Attendance Law, Section 16-28-12, Code of Alabama, states that all children between the ages of six (6) through seventeen (17) must attend school regularly and behave appropriately. The District Attorney's Office, in collaboration with ECPS and the Juvenile Court, is charged with the legal responsibility to enforce and hold accountable parents / guardians of children considered truant or misbehaving in school.

The law provides legal consequences for student(s) and parents/ guardians who fail to comply with the compulsory school attendance and conduct law. Legal consequences include attending a court hearing, fines and jailtime.

The District Attorney and ECPS Superintendent want every student to have an opportunity to achieve academic success.

Sincerely,

---

Randall V. Houston  
District Attorney

Richard Dennis  
Superintendent

# Student Attendance Policy

## ABSENCES/CHECK-OUTS/CHECK-INS

All students, regardless of age, enrolled in the Elmore County School System are required to be in continuous attendance at their designated school. Prompt and regular attendance at school provides students with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian. The Code of Alabama (16-28-15) requires that a written note from the parent/guardian stating the reason for the absence must confirm every absence (to include check-outs and check-ins) within three (3) school days. Failure to furnish the written explanation for the absence may result in the student being considered truant with the knowledge of the parent/guardian or person in control of the student. Participation in legitimate school activities or special reasons acceptable to the principal may be excused if permission is granted prior to the absence.

### Grades K – 12

Any student in grades K-12 who accumulates seven (7) excuses that have not been verified by a physician's statement, may be required, at the discretion of the principal, to secure a physician's statement for all future absences.

Any student in grades K-12 who has accumulated more than fifteen (15) excused or unexcused absences may be considered for retention in grades K-8 and denial of credits in grades 9-12.

In addition, any student grades 9-12 who accumulates more than seven (7) unexcused absences in a class may be denied credit for that course. Students will not be permitted to make up work for unexcused absences. Students in grades 9-12 who accumulate more than 4 unexcused absences in an eighteen-week class may be denied credit for that course. Required court appearances and physician-verified absences are considered excused absences.

### Absences

Written documentation must be submitted no later than three (3) days after the student's return to school. After three (3) days an excuse will not be accepted, and the absence will be regarded as truancy.

On the day of the student's return to school, he/she must arrange with the teacher for make-up work to be completed at a mutually agreed upon time. If the student fails to make arrangements or fails to meet the deadline, he/she will receive a zero for the missed work unless another absence has occurred.

Students who are out of class due to college day or other approved activities should be prepared to complete make-up work the day they return to school.

For absences of five (5) consecutive days or more, consideration should be given to the volume of make-up work required. The teachers should collaborate to establish a reasonable schedule for submission of make-up work. Make-up work for a preceding nine weeks should be completed within two weeks of the next nine weeks unless there are extenuating circumstances.

### Excused absences include, but are not limited to:

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

**Unexcused absences include, but are not limited to:**

1. Failure to register or start to school on time
2. Truancy
3. Missing a bus or ride
4. Suspension
5. Unauthorized trips, such as family vacations without prior permission, shopping, hunting, fishing, ball games, etc.
6. Birthdays or other celebrations
7. Updating an expired immunization form
8. Any absence for which a written excuse was not provided within three (3) days

**Check-Outs/Check-Ins**

Check-outs, check-ins, and tardies will be considered as absences from those class periods missed and treated as any other absence to include:

1. Students who leave school for any reason must check-out through the school office following their school's check out procedure.
2. Only persons whose names appear on the school's registration form may check-out students unless the school receives permission in writing in advance from the parent/guardian.
3. Written permission is to be given first by the parent/guardian or "emergency person" shown on the school's registration form before each check-out, except in cases of sudden illness, accident, or similar incident where telephone confirmation is the only alternative.
4. Check-ins and check-outs are considered absences in classes missed. Excused/Unexcused will be determined based on whether or not an excuse is submitted for the check in/out. Students may, at the school's discretion, be required to bring a written note when they return to school from a check-out.

**TARDIES****Tardy to School**

Students are required to report to their school no later than the official beginning of the school day. Tardy to school is excused for the same reasons as absences. *(See previous section on absences.)* Personal vehicle problems or missing the school bus will not be considered an excused tardy. All students are provided with bus transportation. Unexcused tardiness may result in disciplinary action. Only an excused tardy will permit academic work to be made up. Any exceptions to this tardy policy will be reviewed by the administration. After 20 excused tardies, a doctor's excuse is required for each successive tardy. Please note that a student will not be eligible for a perfect attendance certificate if the student has a tardy.

**Tardy to Class**

A student is considered tardy to class when he/she is not in the classroom when the tardy bell rings.

**Grades 5 - 8**

Students are to report to class for roll check before participating in any other scheduled activity. Students who report to class more than 10 minutes after class has started without a written excuse from a faculty member are considered skipping class.

**Grades 9-12**

Instructional periods are approximately 50 minutes (this may vary between schools). Students are expected to be in their assigned classroom ready for work when the tardy bell rings. Students who report to class more than 10 minutes after class has started without a written excuse from a faculty member are considered skipping class. Students who are more than 25 minutes late to class unexcused will be considered absent from that class. The accumulation of tardies starts over at the beginning of each new nine-week grading period.

## TRUANCY

The parent/guardian must be notified in writing by the school when a student has accumulated one (1) unexcused absence. By law, all absences that are not explained by a written excuse within three school days, are considered truant. At that time the parent will be provided a copy of Alabama's compulsory school attendance laws and advised of the penalties and procedures that will be followed in the event of further unexcused absences. If a parent/guardian believes that the school's attendance record is in error, he/she should contact the school.

The principal or designee must notify parent/guardian with a written notice when a student has accumulated three (3) unexcused absences. Failure to notify the parent/guardian would result in the student continuing in good status even if absences exceed the maximum number of absences.

Upon the fifth (5<sup>th</sup>) unexcused absence, a follow-up letter scheduling a conference with the parent/guardian, student, and attendance supervisor will be required. At this meeting, the parent/guardian and student will be notified that the following consequences may occur if any more unexcused absences are accumulated during the remainder of the school year:

- Participation in the Early Warning Truancy Prevention Program provided by the juvenile court
- Possible referral to the Helping Families Initiative Program
- Possible retention/denial of credit
- Appearance in juvenile court

Failure to attend the school conference for five (5) or more unexcused absences may result in a referral to the Early Warning Truancy Prevention Program.

If a student accumulates seven (7) unexcused absences, the Elmore County Attendance Coordinator will, within ten (10) school days, file a request with the Elmore County Juvenile Probation Office for an Early Warning Truancy Conference. This will require the parent's/guardian's and student's attendance at a meeting with the Elmore County Attendance Coordinator and the Chief Juvenile Probation Officer at an Early Warning Truancy Prevention Conference.

Failure to attend the Early Warning Truancy Prevention Program may result in a petition being filed by the Elmore County Attendance Coordinator for the parent/guardian and student to appear in juvenile court and/or a referral to the Helping Families Initiative Program.

If a student accumulates an additional truancy after an Early Warning Truancy Conference, or if the parent and student do not attend a scheduled Early Warning Truancy Conference, the family may be referred to the Helping Families Initiative Program. If a student accumulates three (3) additional unexcused absences after an Early Warning Truancy Conference during the school year, for a total of at least ten (10) unexcused absences, the Elmore County Attendance Coordinator will file a petition for the parent/guardian and the student to appear in juvenile court.

## DENIAL OF CREDIT

### Grades 9-12

Upon the fifth (5<sup>th</sup>) unexcused absence, a follow-up letter scheduling a conference with the principal, guidance counselor, student, and/or teachers will be required. The student and the parent/guardian will be notified at the conference that he/she may be denied credit. If a student receives seven (7) unexcused absences in a thirty-six-week course, the principal may decide to deny credit for that course.

If a student receives four (4) unexcused absences in an eighteen-week course, a conference will be held with the parent/guardian, student, and principal. At this time, the student will be notified that he/she may be denied credit for the course.

## ELMORE COUNTY VIRTUAL SCHOOL (EDGE) ATTENDANCE

For our students who attend the Elmore County Virtual School, the EDGE virtual attendance policy will apply. EDGE virtual attendance is measured in the following manner:

- Each student in the Elmore County Virtual School (EDGE) will be assigned an advisor.
- Advisors will monitor student progress in Edgenuity and Odysseyware daily via software dashboards, reports, assignments, and assessments.
- Advisors will monitor student usage weekly to monitor attendance (each Monday) in Edgenuity and Odysseyware via dashboard and reports.
- Students are not allowed to fall below 15% progress or have a grade below 60%.

In cases in which students are off-pace, the principal and/or administrative staff, as well as attendance officer will intervene consistent with the schedule presented in Table 1.

**Table 1: Elmore County Virtual School (EDGE) Intervention Schedule**

| <b><u>PERCENTAGE OFF-<br/>PACE IN THE<br/>COURSE:</u></b> | <b><u>STUDENT INTERVENTION:</u></b>   |
|---|---|
| <b><u>Fifteen (15%) Percent</u></b>                       | <p>When the student is fifteen (15%) percent behind in the course or has a grade below 60%, advisors will make contact with the student and/or guardian(s).</p> <p>If progress is not corrected, student is required to report to tutoring via Zoom or directly at the center with a certified teacher.</p> <p>If student fails to report to tutoring, progress has not improved, or contact cannot be made by the advisor, a supervisor will attempt contact with student and guardian(s) and possibly report the student to the Elmore County Truancy Officer.</p> <p>If the student continues to not meet the required criteria, students will be released from the Elmore County Virtual School to the base school and will no longer be considered for the Edge Virtual Program.</p> |

## BLENDED ATTENDANCE

Our blended attendance is a combination of both traditional attendance and virtual attendance. Blended attendance is measured through the completion of lessons/assignments consistent with the students customized learning plan and developed for students in every course that includes the target dates for each assignment.

- Prior permission must be granted for trips, special events, non-school related extracurricular activities,

etc.

- Written documentation is required for illnesses upon return to school.
- Attendance clerk will be responsible for properly documenting attendance.
- Teacher will assign lessons through the virtual platform (Edgenuity and/or Odysseyware).
- *Students are required to complete all assignments for the assigned day with a minimum score of 60% to be considered present and in attendance.*
- Simply logging into the virtual platforms, Edgenuity and/or Odysseyware is not considered attending for purposes of Alabama's Compulsory School Attendance Law.
- Progress will be monitored weekly for students out more than 5 school days.
- All assignments must be completed within 3 days after returning back to school.

## **BLENDED ENGAGEMENT REQUIREMENTS**

For purposes of compulsory attendance, lack of engagement occurs when the student is more than twenty (20) percent off-pace in one (1) or more blended or virtual course(s). *Please note that missed, incomplete, and failing assignments may be used in the calculation to determine whether or not a student is on-pace in the course as outlined via the pacing guide.* Once a student is twenty (20%) percent off-pace and appropriate interventions have been initiated, the student will continue to be considered off-pace until such time that all assignments have been completed and the student is back on-pace.

When lack of engagement occurs, the principal and/or administrative staff, as well as attendance officer will intervene consistent with the schedule presented in Table 2.

**Table 2: Blended Engagement Intervention Schedule**

### **PERCENTAGE OFF- PACE IN THE COURSE:**

#### **Ten (10%) Percent**

### **STUDENT INTERVENTION:**

When the student is ten (10%) percent behind in the course, the teacher will communicate directly with the student and parent(s)/guardian(s) that the student is off-pace.

#### **Fifteen (15%) Percent**

When the student is fifteen (15%) percent behind in the course, the attendance clerk will send an official notification to the student and parent(s)/guardian(s) that the student is off-pace. Such notification will include the ECPS truancy policy and early-warning requirements for violating Alabama's school attendance law.

#### **Twenty (20%) Percent**

When the student is twenty (20) percent off-pace, the school will send an official notification to the student and parent(s)/guardian(s) notifying all parties that the student is off-pace and in violation of Alabama's Compulsory School Attendance Law. Additionally, the principal will notify the system's Attendance Officer who may initiate the issuance of legal notifications and juvenile court intervention.

# BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

In addition to the three types of bullying listed above, *cyberbullying* is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Elmore County adheres to The *Jamari Terrell Williams Student Bullying Prevention Act*, No. 2018-472.

Incidents of bullying should be reported to an adult staff member at the school immediately. Bullying forms are also available for parents or students to file a report at the school or on the county website at [www.elmoreco.com](http://www.elmoreco.com).

## LICE POLICY

If a student is identified as having an active head lice infestation, he/she will be sent home immediately for treatment. The student may return to school as soon as the parent/guardian provides the school with proof of appropriate treatment and no evidence of live lice or nits within ¼ inch of the scalp. Excused absences for lice control will be limited to two (2) consecutive days per occurrence. Two days is a reasonable length of time to correct the lice problem. Any length of time after two (2) days will be considered UNEXCUSED.

The parent/guardian must bring proof of treatment and accompany the student to school for the reexamination by authorized school personnel before the student may return to the classroom. Persons who need additional information on lice control may contact their child's school.

## STUDENT ADDRESS VERIFICATION PROCEDURES

Elmore County Board of Education has established zones for students and requires each student to attend the school in his/her zone. All attendance zones will be strictly enforced. Every student enrolled and/or enrolling in the Elmore County school system must provide verification of residence; a street address is required that corresponds to a 911 address. A post office address will not be accepted for verification. Student residency is audited throughout the school year. The administration may request updated residency documents.

### New Students

For new students enrolling in the Elmore County Public School System, the parent or guardian of each child must complete an address verification form and provide school officials with a deed, mortgage, or apartment/home lease, plus one of the following documents: a property tax record, a utility bill, a voter identification/registration, an automobile registration, or homeowner's insurance policy. If parents are divorced, the parent with physical custody must prove residence in Elmore County.

### Current Students

For students currently enrolled in the Elmore County Public School System:

- If a student's residence has not changed from the address verified the previous year, the parent/guardian needs only to complete an address verification form.
- If a student's residence changes at any time, the parent/guardian must complete an address verification form and provide school officials with a deed, mortgage, or apartment/home lease, plus one of the following documents: a property tax record, a utility bill, a voter identification/registration, an automobile registration, or homeowner's insurance policy.

## SCHOOL ARRIVAL AND PICK-UP TIME FOR PRIVATELY TRANSPORTED STUDENTS

No student should be present on school property prior to 7:00 am or remain on school property more than thirty minutes after the close of the official school day. Exceptions are students who are enrolled in an on-site school extended day program, participating in an authorized extracurricular school activity or program, or authorized by the school principal. *School start and dismissal times vary within each community. Please check with your child's school for the correct start and dismissal times.*

## VISITORS

Parents are welcome at any time, and they are encouraged to visit classes and to attend school-sponsored activities.

- For the safety of all, visitors, including parents, must obtain a visitor's badge and sign-in at the



school's office.

- Visitors are to wear the visitor's badge at all times. The badge must be visible.
- Permission cannot be granted for students to invite school-age or younger friends or relatives to spend the day at school.
- School procedures must be followed.

## Academic Guidelines

### GRADING SCALE

A - 100-90

B - 89 - 80

C - 79 - 70

D - 69 - 60

F - 59 AND BELOW

## PROMOTION, PLACEMENT, RETENTION

The definitions for promotion, placement, and retention for K-8 students are as follows:

Promotion: the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

Placement: In grades K-4, regarding the Alabama Literacy Act, the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement. Any student who is placed into the next grade must have individualized, intensive interventions which shall be progress monitored on a continual basis during the next school year.

Retention: the re-assignment of a student to the current grade level during the next school year. A student may not be retained more than once in grades K – 8<sup>th</sup>. Any student who is retained must have individualized, intensive interventions which shall be progress monitored on a continual basis during the next school year.

## GUIDELINES FOR PROMOTION

### Introduction

It is expected that with the appropriate instruction, motivation, and attendance most students will be able to achieve at a satisfactory level that will prepare them for instruction at the next grade. A variety of teaching strategies will be used at each grade level to increase the probability of students achieving a level of academic mastery that will enable them to benefit from instruction at the next grade level.

### Kindergarten

Teachers will send home the Kindergarten Promotion Criteria for parents/guardians to review and sign. The Kindergarten Report Card is a tool used to determine promotion of the student. The professional judgment of the teacher will be valued and is an integral part of the promotion process.

## Grades K-4

- Notification of possible retention must be identified on the 3rd quarter progress report.
- If parents fail to make contact with the school, a follow-up letter will be sent home by the teacher requesting a conference. If parents do not respond to the follow-up letter, the teacher should contact parents by phone.
- Due to the implementation of the Alabama Literacy Act, students may be promoted, retained, or placed.
- **Any K – 4 student who is placed or retained must have a personalized learning plan with specific, tiered intervention strategies in place with the next teacher(s). These interventions must be monitored accordingly. The personalized learning plan, along with the applied classroom interventions must be communicated to the legal parent/guardian. Any teacher meetings about student progress in the tiered interventions must include the legal parent/guardian.**
- Kindergarten: Minimum acceptable average for promotion is 80%.
- First and Second Grade: Minimum acceptable average for promotion is 70%.
- Third through Fourth Grade: Minimum acceptable average for promotion is 60%.

*NOTE: Consideration for Tier 2/Title Intervention will remain at a year to date average of 70%.*

- **Recommendation from the teachers will be presented to the Promotion/Placement/Retention Committee, which is made up of the MTSS(Multi-Tiered System of Supports)/Retention Committee. The committee makes the final decision to promote, to place, or retain a student. At a minimum, the MTSS team should include the teacher, an administrator, and the parent/guardian. However, it is highly encouraged for the counselor and reading specialist to attend, as well.**
- In grades 1 and 2, the decision of promotion/placement/retention will be based on passing English Language Arts and Math.
- In grades 3 through 6, the decision of promotion/placement/retention will be based on passing English Language Arts, Math, and one of the Social Sciences (Science or Social Studies).

## Grades 5-8

- Notification of possible retention must be identified on the 3rd quarter progress report.
- If parents fail to make contact with the school, a follow-up letter will be sent home by the teacher requesting a conference. If parents do not respond to the follow-up letter, the teacher should contact parents by phone.
- **Any 5 – 8 student who is retained must have a personalized learning plan with specific,** tiered intervention strategies in place with the next teacher(s). These interventions must be monitored accordingly. The personalized learning plan, along with the applied classroom interventions must be communicated to the legal parent/guardian, and any teacher meetings about student progress in the tiered interventions must include the legal parent/guardian.
- Fifth through Eighth Grade: Minimum acceptable average for promotion is 60%.
- Recommendation from the teachers will be presented to the **Promotion /Retention** Committee, which is made up of the Problem-Solving Team (PST). The committee makes the final decision **to promote or to retain** a student.
- **In grades 7 and 8, a student must pass each academic subject and physical education to take the next grade level course in each subject area. For example, if a 7<sup>th</sup> grade student fails science, he/she will be promoted to 8<sup>th</sup> grade but will take a 7<sup>th</sup> grade science class if not successfully completed in summer school.**
  - Passing will be based on the yearly average.
  - Summer school may be available, or the course will be repeated the next year.
- A student will be classified a seventh grader if taking four or more seventh grade level courses.
- A student will be classified an eighth grader if taking four or more eighth grade courses.
- It is strongly recommended that students attend summer school to make up failed courses.

## Grades 9-12

A student must pass his/her required and elective courses to obtain the credits necessary for graduation. A student's promotion to the next grade will be dependent on the number of credits he/she has earned, as follows:

- Promotion to 10<sup>th</sup> grade requires at least 5 credits

- Promotion to 11<sup>th</sup> grade requires at least 12 credits
- Promotion to 12<sup>th</sup> grade requires at least 17 credits

Starting with the 2021-2022 school year, in a block high school, a student's promotion to the next grade will be dependent on the number of credits he/she has earned, as follows:

- Promotion to 10th grade requires at least 6 credits
- Promotion to 11th grade requires at least 15 credits
- Promotion to 12th grade requires at least 20 credits

Starting with the 2021-2022 school year, in a block high school, the number to graduate will be 28 credits.

### Special Education

Promotion or graduation of any student in a special program will be based on his/her accomplishment of goals stated in the IEP in conjunction with other regular program requirements.

## SEMESTER EXAM EXEMPTIONS

For 7<sup>th</sup> and 8<sup>th</sup> grade, in lieu of semester exams, all students would take two benchmark assessments in each content area (checkpoints) each nine weeks. These exams are common teacher created tested that are rigorous. They include a variety of question types, online testing tools, and DOK levels that would prepare our students for the ACAP test. Immediate feedback would be provided to teachers and administrators about students' mastery of standards. The county exemption policy would be amended to exclude middle schools. An addendum would be made to the policy to reflect Middle School Double A Days (Attendance and Academics). In lieu of semester exam exemptions, students would be awarded excused absence days at the end of each semester by meeting the following criteria:

- Overall A average with no more than 2 absences (All four core areas)- 3 Double A Days
- Overall B average with no more than 1 absence (All four core areas)- 2 Double A Days
- Overall C average with no absences (All four core areas)- 1 Double A Day
- Any student who has skipped either a class period or a school day, has been assigned to ATS for five or more days, or has been assigned to ECAP (short-term or long-term) will forfeit the opportunity to be rewarded Double A Days regardless of grade average.
- Five or more tardies, check-ins, or check outs in any class will forfeit the opportunity to be rewarded Double A Days regardless of grade average.

Students in grades ninth (9) through twelve (12) may exempt semester examinations if they meet the following criteria:

- An "A" average with no more than 2 absences
- A "B" average with no more than 1 absence
- A "C" average with no absences

Any student taking AP courses, who doesn't take the qualifying exam for the course will be required to take the final exam and will not be exempt.

Any student who has skipped either a class period or a school day, been assigned to in-school suspension or detention for 5 or more days, been suspended, or been assigned to the Elmore County Alternative Program (ECAP) will forfeit the opportunity to exempt any final examination regardless of grade average. Three unexcused tardies to class will forfeit exemption status in that class. Please note: Virtual engagement days, school authorized field trips, a college day (with proper documentation), and military absences (with proper documentation) do not count as absences towards exemptions.

## **GRADUATION REQUIREMENTS BEGINNING WITH 9<sup>TH</sup> GRADE 2013-2014**

Graduation requirements for students who began 9<sup>th</sup> grade in 2013-2014 or after and will graduate in 2017 or after are shown on the following page. Parents and/or students who have questions are encouraged to contact the school's Guidance Department for assistance.

Seniors who are working toward but do not meet the requirements for the Advanced or Standard Diploma will NOT participate in graduation ceremonies.

## Alabama High School Diploma

Cohort Years 2017 and Future

| AREAS OF STUDY                                    | REQUIREMENTS   |  | CREDITS   |
|---|--|--|-----------|
|   | Alabama High School Diploma <sup>1</sup>   | Alabama High School Diploma with Advanced Endorsement <sup>2,3</sup>   |           |
| English   | English 9, 10, 11, and 12  | Advanced English 9, 10, 11, and 12 or any AP   | 4         |
| Mathematics                                       | Algebra I<br>Geometry<br>Algebra II<br>One additional math elective  | Advanced Algebra I<br>Advanced Geometry<br>Algebra II w/ Trig<br>One additional advanced math elective   | 4         |
| Science   | Biology<br>A physical science<br>2 additional science electives  | Advanced Biology<br>An advanced physical science<br>2 additional advanced science electives  | 4         |
| Social Studies                                    | World History<br>U.S. History (2 years)<br>Government/Economics  | Advanced World History<br>Advanced U.S. History (2 years)<br>Advanced Government/Economics   | 4         |
| Physical Education                                | LIFE (Personal Fitness)<br>JROTC credit may be used to meet this requirement                                       | LIFE (Personal Fitness)<br>JROTC credit may be used to meet this requirement   | 1         |
| Health Education                                  | <i>Alabama Course of Study: Health Education</i>   | <i>Alabama Course of Study: Health Education</i>   | .5        |
| Career Preparedness                               | Career Preparedness Course (Career & Academic Planning, Computer Applications, Financial Literacy)                 | Career Preparedness Course (Career & Academic Planning, Computer Applications, Financial Literacy)   | 1         |
| CTE and/or Foreign Language and/or Arts Education | Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence. | Advanced Endorsement REQUIRES a minimum of 1 Foreign Language; remaining credits may be chosen from CTE, Arts Education, and/or Foreign Language | 3         |
| Electives   |  |  | 2.5       |
| <b>TOTAL CREDITS REQUIRED FOR GRADUATION</b>      |  |  | <b>24</b> |

### NOTES:

<sup>1</sup>Students who complete three consecutive Career-Technical Education courses in the same program will earn the Alabama High School Diploma with Career-Technical Education Endorsement.

<sup>2</sup>Students must take a minimum of 12 advanced-level core courses, with all 11<sup>th</sup> and 12<sup>th</sup> grade core courses being advanced-level, to earn this diploma.

<sup>3</sup>Students who complete three consecutive Career-Technical Education courses in the same program will earn the Alabama High School Diploma with Advanced Career-Technical Education Endorsement

## ALABAMA LITERACY ACT

In 2019, the Alabama legislature passed the Alabama Literacy Act; it became effective September 1, 2019. The first group of students that falls under this act is 1st graders during the 2019-2020 school year.

The Alabama Literacy Act was established to implement steps to improve the reading proficiency of public school kindergarten to 3rd grade students and ensure that those students are able to read at or above grade level by the end of the 3rd grade.

The law states that all 3rd grade students (with a few “good cause” exemptions) shall demonstrate sufficient reading skills for promotion to 4th grade, beginning with the 2021-2022 School Year.

So why 3rd grade? Research shows that “90% of children with reading difficulties will achieve grade level in reading if they receive help in the 1st grade. Seventy percent of children whose help is delayed to age 9 or later continue to struggle throughout their school career.”\*

A parent, custodial parent, or legal guardian of any K-3 student who exhibits a consistent deficiency in reading or characteristics of dyslexia at any time during the school year shall be notified in writing.

## WEEKLY PAPERS

**Weekly papers** will not be sent home for students in grades K-6. Parents may view grades in the InformationNOW Parent Portal. Parents may view student papers upon request.

## PROGRESS REPORTS

A detailed student progress report will be issued in each subject at the midterm of each grading period. In addition, parents may request in writing or by telephone a weekly progress report. After the school office notifies the teacher that such a report has been requested, the teacher will provide the student with a weekly printout of current grades. The requested progress report should be signed by the parent or guardian and returned to the teacher.

## REPORT CARDS

Report cards will be issued following the end of each grading period.

## CONFERENCES

Parents are encouraged to schedule conferences with teachers concerning the progress of their child. Conferences are scheduled after school hours and during teacher planning periods. Teachers are not available for conferences during the time that they are teaching. Please call the school to set up an appointment for a conference.

## HONOR ROLL

- **Grades 1-2** will be calculated using grades from core curriculum: english language arts, mathematics, and social science. Physical education grades will not be used to determine honor roll.
- **Grades 3-4** will be calculated using grades from core curriculum: english language arts, mathematics, and social science. Physical education grades will not be used to determine honor roll.
- **Grades 5-6** will be calculated using grades from core curriculum and physical education.
- **Grades 7-8** will be calculated using grades from core curriculum, physical education, and electives.
- **Grades 9-12** will be calculated using grades from core curriculum, physical education, and all electives except for those with an “aide” descriptor.

## VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian of each high school will be awarded to the student(s) with the highest overall grade point average (GPA) using all Carnegie credit and half-credit courses except for those with an “aide” descriptor. Honors/advanced, Advanced Placement (AP), and dual enrollment courses will be weighted. Grade point average will be computed through the fourth nine weeks of the 12<sup>th</sup> grade. The principal makes the final determination in the event of a tie and/or other extraordinary circumstances.

Beginning with the freshman class of 2018-2019, grade point averages calculated for determining Valedictorian and Salutatorian will include only the four core classes and foreign language. **Additionally, any core classes taken beyond the 4 required for each subject must be taken on campus or they will not count for the purpose of**

determining valedictorian and/or salutatorian.

## **VIRTUAL SCHOOL**

Alabama Act No. 2015-89 requires, “at a minimum, each local board of education to adopt a policy for providing a virtual school option for eligible students in grades nine through twelve. The policy offers students an online pathway for earning a high school diploma.” The Elmore County Public School System does provide a virtual pathway option for students in grades **K-12**. Students enrolled in the virtual pathway option are required to complete and pass all classes. Students who are interested in enrolling in the virtual option should contact the school they are zoned for to obtain eligibility criteria and enrollment documents. Upon completion of all graduation requirements, students enrolled in the virtual option will receive an Elmore County Public Schools diploma.

# Due Process

Students shall be treated with fairness in all discipline matters and shall be afforded procedural due process when the discipline measures of corporal punishment, short and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule or regulation, the local school principal or designee shall ensure that students are afforded due process.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interest of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's records, request amendment of the records, and have some control over the disclosure of the information from the records. For secondary students, FERPA restricts the release of their school records or information from their records that could identify the student.

An important exception to the "prior consent requirement" deals with "directory information." A school can disclose "directory information" without prior parental consent after giving notice of the intent to do so.

Elmore County Schools will provide the following "directory information" on students based on reasonable request:

**Name, address, and telephone number, date and place of birth, homeroom assignment (for the purpose of data exports for Pictures, School Messenger, and software only), major field of study, official activities, dates of attendance, height and weight (for sports), diplomas and honors received, most recent previous education institution, and photograph.**

The system considers these items to be directory information, and in most instances, disclosure is helpful to both the student and the school. Parents can, however, retain the right to consent to the disclosure of this directory information. Parents who wish to retain this right must so advise the school principal in writing.

## STATEMENT OF POLICY

In addition to applicable federal and state laws, each Elmore County school operates according to policy and procedures adopted by the Elmore County Board of Education. The policy is posted on the Elmore County web page ([www.elmoreco.com](http://www.elmoreco.com)) under "Publications."

## DISCIPLINE

See the Elmore County Student Code of Conduct in the second section of this handbook.

## DRESS CODE

See Elmore County Student Code of Conduct in the second section of this handbook and the individual school's student handbook.



## GRIEVANCE RESOLUTION PROCEDURE

Reference: ECBOE Policy 4.6, Revised March 7, 2019

Education is a shared responsibility among home, school and the surrounding community. The Elmore County Board of Education believes all stakeholders have both the right and responsibility to express school-related concerns and grievances to school faculty and administration. All stakeholders are always welcome to make appointments to discuss any concerns they may have regarding their school. The faculty and administration will strive to resolve grievances at the school level (**at the lowest possible administrative level**). It is expected that most grievances will be resolved satisfactorily at this level. However, in the event that the grievance cannot be settled at this level, then the parties involved may pursue the grievance to the Superintendent and then to the Board.

For the purpose of this procedure, a grievance is defined as a claim submitted by an employee, a student, parent/guardian of a student, or a community member of violation, misinterpretation, or inequitable application of local Board policy, local school rule/regulation, or local administrative procedure. A grievance is also a concern regarding identification, evaluation, eligibility, or services related to instructional programs within the school. The term “grievance” shall apply to matters which fall within the discretionary powers of the principal, Superintendent and/or Board but shall not apply to areas where the principal, Superintendent or Board has no authority to act. The Board is the final authority in all matters pertaining to grievances unless the grievant should desire to exercise proper redress through the courts or utilize appeal procedures as established by law.

The normal procedure usually followed by any employee, parent/guardian or student regarding a personal grievance is to discuss the matter with the teacher or administrator directly involved. When the nature of the grievance dictates otherwise, the employee, parent/guardian or student upon notifying the staff directly involved, may request a meeting with the school principal. Such meetings should be granted within five (5) working days at a reasonable time and place. A student expressing concern may request the presence of one faculty member of the student’s choice or his/her parent/guardian(s) to be present at such meeting.

In an effort to resolve concerns prior to filing a formal grievance, the following steps should be taken by an **employee, parent, student, and/or community member**:

1. The initial contact should be a school conference requested by the grievant(s) within 10 school days of the incident where the issue/concern will be presented orally and/or in writing.
2. The immediate supervisor to whom the conference request is presented should schedule a conference within five working days of the request.
3. School informal conference should be documented.
4. In cases when a concern cannot be resolved through an informal conference at the local school level, the grievance procedure herein should be followed.

## FORMAL GRIEVANCE PROCEDURE

For the purpose of this procedure, a grievance is defined as *a claim submitted by an employee, parent/guardian, community member, or student regarding a violation, misinterpretation, or inequitable application of local board policy, local school rule and regulation, or local administrative procedure, (i.e. matters concerning curriculum, sports, disciplinary problems, school calendar, classroom policy, etc.)* Incidents/issues not addressed in this grievance procedure are: grades, promotion, placement, Title I, Title IV, 504, and FERPA. Employee grievances should not be submitted for issues regarding dismissal, terminations, transfers, reassignments and any other procedures already established by law and/or the Students First Act.

The following steps should be followed **sequentially** to file a grievance:

**1. Principal/Immediate Supervisor**

- a. A completed grievance resolution form should be submitted to the principal/employee's immediate supervisor within 10 school days of the informal conference that is the subject of the grievance. (This form may be obtained from the principal or Board of Education Office.)
- b. The school staff and involved parties are to be immediately given a copy of the completed form by the principal/immediate supervisor and given an opportunity to respond within 3 school days.
- c. The principal/immediate supervisor will schedule a formal mediation conference with the involved parties and complete the School Conference Report form for documentation (conference scheduled within five days of submitted grievance). The principal shall provide a response on the grievance resolution form to the grievant within ten days of the formal mediation conference.

**2. Superintendent**

- a. If the grievance is not resolved at level one, the grievant(s) may proceed to level two by submitting the original grievance with the principal's response, and the *School Conference Report* to the Superintendent's office within 5 school days of the principal's decision.
- b. The Superintendent or his/her designee will review the principal's decision and may arrange for a meeting to review the situation.
- c. The Superintendent may refer the grievant(s) to the appropriate administrative staff to resolve the situation.
- d. A decision will be rendered by the Superintendent or his/her designee within 10 school days after receiving the forwarded grievance form and principal's response.

**3. Elmore County Board of Education (ECBOE)**

- a. If a grievance is not resolved at level two, the grievant(s) may proceed to level three by presenting the established record, including the original grievance, response, decision and any evidence submitted, to the Board President within 10 school days after the Superintendent's decision.
- b. The Board will review the record, consider the evidence and vote to affirm or deny the grievance at the next regularly scheduled Board meeting, or as soon as practicable after receipt of the grievance.
- c. The Board may schedule a hearing with the grievant before making a final decision, if the Board deems a hearing necessary.
- d. The grievant(s) will be notified of the Board's decision within 10 school days of the Board's vote.
- e. The decision of the Board shall be considered final.

Failure at any step of this procedure to communicate decisions at the levels and in the manner required at the respective level shall permit the grievance to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within specified time limits shall be deemed an acceptance of the decision rendered at that level and this procedure shall terminate for the given grievance.

# Emergency Procedures

## EMERGENCY CLOSING PROCEDURES

Occasionally, a circumstance arises which makes it necessary to close school before the usual time. Such a circumstance might be snow, storms, floods, or other unforeseen emergencies. When this occurs, the following procedure will be followed:

1. School Messenger will be used to notify all parents.
2. Parents need to monitor/check the system website – [www.elmoreco.com](http://www.elmoreco.com).
3. Parents should listen to area radio and TV stations that will inform them of school closings.
4. Parents should monitor/check the Elmore County Public Schools Facebook page for updates - <https://www.facebook.com/ECBOE/?fref=ts>
5. Buses will transport students to their usual home station.
6. Parents who normally pick up their children will need to come to school immediately after the emergency announcement.

## SEVERE WEATHER

In case of a tornado watch or warning or any natural disaster, children will be taken to a place of safety. Drills are conducted during the year so that children will know how to react in the event they are faced with an actual tornado or threatening weather conditions.

The children will go to a pre-assigned area, kneel on the floor, and cover their heads. Parents should not call the school or pick up their children if an emergency of this nature occurs. Children will be safer at school than in a car during severe weather. Parents who insist on picking up their child/children during severe weather must report to the office and sign the child/children out of school. The parent's signature will be kept on file indicating that the child/children was/were checked out of school during severe weather.

## FIRE DRILLS

Fire drills will be conducted multiple times annually. When the signal sounds, students will file out quietly, orderly, and quickly in the direction indicated by the teacher. An evacuation plan is posted in each classroom.

## LOCK-DOWN DRILLS

Lock-down drills will be conducted at least two times during the school year. Students will follow directions indicated by the teacher. In the event of an actual lock down, no students or school personnel will be allowed to enter or leave the school during the lock-down (no check-in or check-out). All exterior doors will be locked.

# School Property

## SCHOOL PROPERTY DAMAGE

Students and their parents will be held responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all types, as well as equipment, buildings, and grounds.

## TOBACCO FREE CAMPUS

Smoking/tobacco is not permitted by any person on school properties (inside or outside buildings) that are operated by the Elmore County Board of Education. Smoking/tobacco use is also not allowed by parent chaperones or school personnel while attending field trips or participating in any school sponsored activity.

## TEXTBOOKS

All textbooks are furnished. Each student must have a signed textbook permission slip before textbooks can be issued. If a book becomes damaged or lost, it must be paid for before another book will be issued.

## BUS TRANSPORTATION

Elmore County Public Schools makes every attempt to pick up at approved bus stops, take to school, and take home all school-age children of Elmore County. Transportation service is a privilege and may be adjusted, suspended, or removed from any child through the proper procedures as set forth in the Student Handbook, Code of Conduct, and Board Policy as approved every year by the Board of Education of Elmore County.

All bus routes reflect the best possible routes that can be established by the Transportation Department on state, county, and city roadways. The school bus shall not be used for transportation of school children to and from school on or through private property unless approved by the Superintendent. Approval must be through the submission of a *Private Road Agreement Application*. This approval must meet criteria regarding safety, road condition (to include, but not limited to, width, distance, proper road maintenance, and road surface), and appropriate turnarounds. If controversy arises due to bus service on or through private roads, bus service will be terminated until the conflict is resolved. The expense of the resolution will be the responsibility of the property owners.

The Transportation Department requests that your child(ren) arrive at the designated stop at least 5 minutes prior to the bus arrival. Bus drivers have been instructed not to wait for students unless inclement weather conditions occur. Please note that the driver is directed to stop only ONCE at a designated stop. Often drivers travel through a street and must return by passing a designated stop again. BUS DRIVERS HAVE BEEN DIRECTED TO MAKE ONLY ONE STOP.

The routes should reflect the safest and most efficient use of the school bus as possible. When any roadway is determined to be unsafe for school bus travel by the Superintendent of Elmore County, the Elmore County Board of Education Transportation Department, or the Alabama Department of Pupil Transportation, the route will be adjusted to reflect the best possible alternative route. For the safety of all children, no one is allowed to enter or ride a school bus unless he/she is assigned as a regular route student or has a bus pass issued by a principal or authorization from the Transportation Department. [It is unlawful to obstruct governmental operations (13A-10-2(2), or Criminal Trespass (13A-7-3)].

## VEHICLE TRANSPORTATION

Elmore County Public Schools allows high school students to drive to school if they meet certain criteria. At no point are middle school students allowed to drive to school. Students who are authorized to drive to school are subject to random drug testing per the Extracurricular Activity/Student Driver Drug Testing Policy. This includes but is not limited to mopeds and motorcycles. Please refer to the back of this handbook for additional information and forms regarding vehicle transportation.

## Personal Issues

### PERSONAL PROPERTY

The responsibility for a student's personal property belongs to the student. Teachers are not responsible for keeping up with any items, including money, which belong to the students. Each parent is requested to mark his/her child's name in or on personal items to reduce the number of disagreements over ownership. Students should bring only the amount of money that is needed for juice, snack, lunch, and school supplies.

### SELLING OF ITEMS AT SCHOOL

Students will not be allowed to sell non-school related items at any time.

### PERSONAL PARTIES AND GIFTS

Invitations to any non-school related event must not be given out at school. Deliveries (balloons, flowers, etc.) to schools from florists will not be accepted.

### PHOTOS AND VIDEO

Photos and video may be taken of students for public relations (i.e. press release) or educational activities unless a parent/guardian notifies the school principal and the classroom teacher in writing that he/she objects to the use of any photos and video of his/her child. Students are not allowed to take photos or video with cell phone cameras or any other type of electronic device (camera, iPad, laptop, etc.) during the school day unless they have the permission of the principal.

### USE OF DIGITAL DEVICE DURING ADMINISTRATION OF A SECURE TEST

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

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

## PERSONAL ELECTRONIC DEVICE USE

- Use of all personal electronic devices—including smart phones, laptops, tablets, readers, handheld devices, smart watches, storage devices, etc.—used on district property or attached to the district network is subject to all guidelines of Responsible Use Guidelines, Bring Your Own Technology (BYOT) Procedures, and the Student Handbook & Code of Conduct. A laptop, tablet, phone, and any other electronic device may belong to the user, but the network belongs to Elmore County Public Schools (ECPS). Therefore, all ECPS network rules apply. If personal devices disrupt network operations, ECPS has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action.
- Responsibility to keep the personal technology secure rests with the individual owner. ECPS is not liable for any device stolen or damaged on campus. The district cannot replace or provide financial restitution for any stolen or damaged personal technological device.
- Furthermore, users must agree to the following conditions:
  - Personal electronic devices cannot be used to bypass the district internet filter. Internet access is filtered by the District on personal devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required. Devices which utilize their own personal cellular network (i.e. 3G, 4G, LTE, etc.), cannot be monitored through district resources. Students' using cellular service to bypass the district filter may be subject to disciplinary action.
  - Although the District provides the ability for students to bring their personal electronic device to school, a student will not be required to bring a personal electronic device as a factor in grading or assessing student work. Students who do not have access to personal electronic devices will be provided with a comparable District or campus-owned device on which to complete the assignment OR given similar assignments that do not require access to electronic devices.
  - All personal devices must be in silent mode while on school campuses.
  - Each user is responsible for his/her own device: set-up, maintenance, charging, and security. District personnel will not support, diagnose or repair personal devices.
  - Personal technology must be charged prior to bringing it to school and must run off its own battery while at school.
  - The technology may not be used to cheat on assignments or tests, or for non-instructional purposes in the classroom.
  - Students are prohibited from trading or selling personal devices to other students while on school property including buses or attending any school-sponsored activity.
  - Personal devices should not be used to record, transmit, or post photographic images or video of a person, or persons for non-instructional purposes while on school property including buses, or attending any school-sponsored activity on campus during school activities and/or hours.
  - Personal devices may only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
  - Personal electronic devices are only to be used for educational purposes at the direction and under the supervision of a classroom teacher. Although the district provides the ability to access electronic resources on personal electronic devices, the use of personal electronic devices during the school day is at the discretion of teachers and other campus personnel.
  - The teacher and campus administrators have the right to prohibit the use of personal electronic devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, guest speakers, etc.) that occur on campus.
  - An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines and the laws of the State of

- Alabama.
- Printing from personal technology will not be possible at school.
- Use of personal devices to make phone calls in common areas and/or after school hours will be determined by the campus administration.

In addition, ECPS is

- NOT responsible for stolen or damaged personal technology devices,
- NOT responsible for the maintenance or repair of any personal technology, and
- NOT responsible for any costs incurred due to the use of personal technology.

## Special Services

### SPECIAL EDUCATION SERVICES

Elmore County School System's Special Education Policy states:

Elmore County School System ensures that a free appropriate public education, consistent with the standards established by this plan and by state and federal regulations, is being provided to all children with disabilities ages 3-21.

The Elmore County School System ensures that all children residing within the jurisdiction of the local education agency, birth to twenty-one years of age, regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated.

If you have concerns about your child's progress and would like more information about these services, please feel free to contact the school's administrator, the student services facilitator, or the Chief Compliance Officer at (334) 567-1224.

### SECTION 504 SERVICES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of a disability and requires that appropriate educational services (accommodations) are provided to qualified students. The Elmore County School System provides accommodations in the educational setting that do not alter the content of the curriculum or level of expectation for a student with a disability, but allows the student to access the general education curriculum in order to participate in public education programs and activities.

If you have any questions, please contact the administrator at the school.

### RECORDING OF IEP and SECTION 504 MEETINGS

The recording of an individualized education program ("IEP") or Section 504 meeting is prohibited unless a parent/guardian, authorized representative of a parent/guardian is unable to understand or meaningfully participate in the IEP or Section 504 process, or the planning of the relevant student's educational program, due to a disability, language barrier, or some other impairment.

If a parent/guardian believes that recording an IEP or Section 504 meeting is necessary, the parent/guardian should notify the principal or designee in writing at least five (5) school days before the IEP or Section 504

Team meeting, of the request to record the meeting and the reason the recording is required. The principal or designee will notify the parent/guardian at least two (2) school days before the meeting of the grant or denial of the parent's/guardian's request to record the meeting.

If the principal or designee denies the request to record the IEP or Section 504 meeting, the reasons will be stated in writing for the denial. Authorized exceptions to the general prohibition against the recording of IEP or Section 504 meetings involve situations when a parent/guardian, or authorized representative of a parent/guardian, is unable to understand or meaningfully participate in the IEP or Section 504 process or the planning of the relevant student's educational program due to a disability, language barrier, or some other impairment.

If a parent/guardian is permitted to record the meeting, the parent/guardian must use his or her own audio recording device. If the school district records an IEP or Section 504 meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with state and federal law.

For purposes of this policy, a recording is defined as the capture of moving visual images, voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review.

Video recording, including recording of visual images, at an IEP or Section 504 meeting is strictly prohibited.

The use of court reporter services at an IEP or Section 504 meeting is strictly prohibited.

## **ESL, IMMIGRANT, MIGRANT, HOMELESS, & FOSTER CARE STUDENT SERVICES**

The Every Student Succeeds Act of 2015 and the Stewart B McKinney-Vento Homeless Assistance Act, for serving students who are homeless, in foster care, migratory, limited-English proficient (LEP) and immigrant students, requires that children must have equal access to the same free appropriate public education provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. In the Elmore County Public School System, all language-minority students with identified academic or social needs are provided accommodations in the regular program and assistance with the acquisition of English language skills.

If you have questions or concerns about your child's progress and would like more information about these services, please feel free to contact the school's administrator, the ESL School Coordinator, the District ESL/Parent Liaison at (334) 514-2810 ext. 24004, or the Director of Federal Programs at (334) 514-2810 ext. 24008.

## **GIFTED AND TALENTED EDUCATION PROGRAM**

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

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



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

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

## INDIVIDUALIZED HEALTH CARE PLANS

An individualized health care plan (IHP) is an organized plan that outlines specific medical, nursing, and emergency care for an individual student. An IHP is recommended for students who are identified as having a health condition that affects or has the potential to affect their participation and performance in school. Students with conditions such as asthma, life-threatening allergies, seizures, diabetes or any health condition requiring professional observation or intervention at school should have a health care plan specific to the student's needs. The parent/guardian of any student who may need an IHP should contact the administrator or school nurse with information about the student's health condition and work with the school to put a plan of care in place for the student. To ensure that students who have IHPs are receiving all necessary services and protections to which they are entitled under Section 504 of the Rehabilitation Act, please contact the school administrator.

## MEDICATION AT SCHOOL

Medication should be scheduled to be given at home whenever possible. Students requiring medication at school due to illness or medical conditions must adhere to the Student Health Services Medication Guidelines. The complete guidelines may be obtained at any school in the system. Medication authorization forms are available at each school and in the *Student Handbook & Code of Conduct Required Forms* booklet. The form may be photocopied.

Some key points of the guidelines are as follows:

- A School Medication Prescriber/Parent Authorization form must be completed and signed by the parent/guardian and the prescribing physician before any prescription or over-the-counter medicine will be given.
- A new Prescriber/Parent Authorization form is required for each new school year and for any change in dose, time, or method of administration.
- All medication must be transported to and from school by a parent/guardian or designated adult unless the medicine is used for emergency care or chronic illness and has been approved through the school nurse for transport. Consult the school nurse for securing permission for a student to carry and self-administer an emergency medicine or medicine that is required for a chronic illness.
- The parent/guardian must pick up student medications by the last day of school or within one week if it is discontinued during the year. Medication that is not picked up will be destroyed.
- Prescription medication must be in the original pharmacy labeled container that provides the time for the medication to be given at school. Inhalers must have a prescription label on the inhaler.
- Over-the-counter medication must be in the sealed original manufacturer's container with the student's name clearly written on the container without obscuring the manufacturer's instructions.

## EXCLUSION FROM SCHOOL FOR ILLNESS – PARENT INSTRUCTIONS

Based on the signs and symptoms that your child reports or exhibits, it is possible that your child may have an illness or condition that is considered a communicable disease. The table below includes conditions that are frequently seen in the school setting. Please follow the instructions for exclusion before returning your child to school if you suspect your child has a communicable disease. If you have questions regarding these instructions,

you may contact your child's school.

| Illness/<br>Condition                | Signs/Symptoms  | Instructions for Exclusion   |
|--------------------------------------|---|--|
| <b>Conjunctivitis<br/>(pink eye)</b> | Pink or red conjunctiva with white or yellow eye discharge                                  | Exclude from school until after treatment has been initiated with proof of treatment by a physician  |
| <b>Rash</b>                          | Any type of flat or raised area of redness with or without drainage on any area of the skin | Exclude until a health care provider determines that these symptoms do not indicate a communicable disease.<br><b><u>Impetigo</u></b> – exclude until 24 hours after treatment<br><b><u>Chickenpox</u></b> – exclude until all sores have dried and crusted<br><b><u>Shingles</u></b> – exclude if the rash cannot be covered up<br><b><u>Ringworm (Scalp)</u></b> – exclude until proof of treatment by a physician<br><b><u>Ringworm (Body)</u></b> – exclude until proof of treatment |
| <b>Diarrhea</b>                      | Watery stools or blood in stools that is not associated with a change in diet               | Exclude from school until the diarrhea goes away <b>OR</b> if diarrhea is caused by <i>Salmonella</i> , <i>Shigella</i> , or <i>E Coli</i> , student may return with health care provider approval   |
| <b>Fever of<br/>unknown origin</b>   | Above 100° F  | Exclude student from school if exhibiting COVID-19 symptoms or a fever of 100 or greater for 14 days. Medical excuse may be required by the school administrator to return to school prior to 14 days.   |
| <b>Vomiting</b>                      | Two or more episodes of vomiting in the previous 24 hours                                   | Exclude from school until vomiting stops; or until a health care provider determines that the cause of vomiting is not contagious nor in danger of dehydration with a physician statement provided to the school   |

The COVID-19 pandemic has altered many of the educational processes traditionally utilized in Elmore County Public Schools. Calendars, policies, and procedures are subject to change in order to meet the challenges of COVID-19 and still educate our students.

# Programs and Activities

## RENAISSANCE LEARNING

STAR Early Literacy (STAREL)/STAR360 Reading and STAR360 Mathematics will be administered in K-8 grades as Universal Screeners. Assessment results will be used by teachers to determine necessary classroom instruction in areas assessed.

## ALABAMA READING INITIATIVE

The Alabama Reading Initiative (ARI) is a statewide initiative managed by the Alabama State Department of Education. The goal of ARI is to significantly improve reading instruction and ultimately achieve 100% literacy among public school students. The Alabama Reading Initiative provides teachers with training to help them teach in proven and effective ways.

## IXL

IXL is a comprehensive online digital program providing students in various grades and schools, the ability to work on math, language arts, and social studies skills aligned to the standards. Students can use this program at school and at home.

## ALABAMA MATH, SCIENCE, AND TECHNOLOGY INITIATIVE (AMSTI) AND CAROLINA BIOLOGICAL

AMSTI (Alabama Math, Science, and Technology Initiative) is an Alabama Department of Education initiative to improve math, science, and technology education across the state. AMSTI or Carolina Biological inquiry-based hands on learning will be used to teach science in some K-8 Elmore County classrooms. AMSTI and Carolina Biological help students develop the knowledge and skills needed to succeed in post-secondary studies and the workforce.

## LIBRARY MEDIA CENTER

Books and reference materials are located in the library/media center. Students are encouraged to check out and read books. Students visit the library/media center either as a group or as an individual on an unlimited as-needed basis during times specified by the classroom teacher. In an effort to remind students of the importance of returning books in a timely manner, a library fine may be charged to students. Each library/media center follows the board approved criteria: Grades K-4-no fines charged; Middle Schools-\$.10 per day; High Schools-\$.25 per day with a cap of \$5.00. You may contact the school principal or librarian for more information.

## FIELD TRIPS

Educational field trips will be taken by various classes during the school year. Students will be transported in school-owned or chartered buses with teachers in charge. All parents must sign permission slips if they wish for their child to go on these trips. A student will not be permitted to go on a field trip if his/her permission slip is not signed by the parent/guardian and returned. The permission slip will be sent home with the student a few days before the trip. If for any reason parents do not wish for their child to go on a field trip, the child will be supervised at school during the school day.

## EXTRACURRICULAR ACTIVITIES

It is the policy of the Elmore County Board of Education to encourage participation in extracurricular activities and clubs by students. No eligible student is to be denied the opportunity to participate in any activity or club. The sponsor, coach, or director of each extracurricular activity is available, upon request, to fully inform any student about his or her program.

## EXTRACURRICULAR ACTIVITY PARTICIPATION/ACADEMICS FIRST

The Elmore County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Elmore County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. The Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by the State Board of Education resolution and the *Alabama Administrative Code* to earn a minimum of 24 credits in Grades 9-12 with four (4) credits each in science, mathematics, social studies, and English. The Elmore County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

- Students entering grades 10-12 must, for the last two semesters of attendance and summer school if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits for the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school if applicable, have a passing grade in five (5) subjects with a composite numerical grade of 70 with all rules applying the same as to students in grades 9-12. Students promoted to the seventh grade are eligible.
- Physical education may count as only one (1) unit per year.
- In regard to extracurricular activity, no more than two (2) credit units may be made up during the summer. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules established by the Board of Education as they pertain to other extracurricular activities.
- Each eligible student entering grades 10-12 must have a minimum composite numerical average of seventy (70) and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work may substitute for regular schoolwork repeated in computing the seventy (70) average.
- Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- Any student who earns more than four (4) credits in the core curriculum in any given year or who

accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

- Each student involved in athletics must meet all the requirements of the Alabama High School Athletic Association for eligibility. These requirements are available at each school.
- Any student participating in extracurricular athletic programs (i.e. sports, cheerleading) must have proof of and maintain full coverage medical insurance.
- Each student involved in extracurricular activities for grades 7-12 is subject to random drug testing. The complete Extracurricular Activity/Student Driver Drug Testing Policy is available online: <http://www.elmoreco.com/Download.asp?L=1&LMID=92160&PN=DocumentUploads&DivisionID=2445&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=1&I=566931>

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by the school, which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and /or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

Notwithstanding anything contrary to this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses and attendance at events such as athletic events (pre-game, game, half-time, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate. Decisions regarding a student's participation in extracurricular activities will be consistent with the requirements found in the Individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

## **ATHLETICS**

Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board, provided in applicable law or established by any athletic association of which the Board is a member. Schools may establish terms and conditions for participation in such programs as long as school eligibility criteria are not inconsistent with system-wide eligibility or participation criteria, rules, regulations, or standards established by any athletic association or organization of which the Board is a member, or any rule, principle, or provision of applicable law.

## **HOME SCHOOL ATHLETIC/BAND ENROLLMENT**

The Alabama High School Athletic Association (AHSAA) bylaws allow non-traditional students and/or home school students to participate in interscholastic athletics with AHSAA member public schools. In accordance with this bylaw, the Elmore County Public Schools will allow athletic/band student enrollment for non-traditional students. Non-traditional students may participate in the following AHSAA sports: baseball,

basketball, bowling, cross country, football, golf, indoor track & field, outdoor track & field, soccer, softball, swimming & diving, tennis, volleyball, wrestling and band. Home school students must be enrolled within the first 20 days of the semester in the school they are zoned to attend (residency documents required) in order to participate in athletics.

## **RESPONSIBLE USE GUIDELINES FOR STUDENTS**

With the use of technology, Elmore County Public Schools (ECPS) is expanding learning access for students, staff, parents and the entire Elmore County community. With this opportunity comes the obligation for appropriate and responsible use.

We in the Elmore County Public Schools district are pleased to be able to provide our students, staff and guests access to computer technology, including access to the Internet and a robust network. We are dedicated to the access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

The operation of technology in the district relies heavily on the proper conduct of the users. Every ECPS user has the responsibility to respect and protect the right of every other user in our community. ECPS users are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the resources they use, and with the laws of Alabama and the United States.

Adherence to the following is necessary for continued access to ANY and ALL technology resources while at school:

### **Users must respect and protect the privacy of others by:**

- Using only assigned accounts/passwords and not sharing login/password information with others.
- Only viewing, copying or using passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves (such as full name, date of birth, address, phone number, Social Security Number, etc.) on blogs, web forms, or other websites using the ECPS network.

### **Users must respect and protect the integrity, availability, and security of all electronic resources by:**

- Observing all district Internet filters and posted network security practices.
- Reporting security risks or violations to a teacher or administrator.
- Not accessing data, networks, hardware, software or other resources that do not belong to them, without clear permission of the owner.
- Not making any changes to settings in hardware, software or the network.
- Not vandalizing data, networks, hardware or other resources. Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user or ECPS, the Internet/Intranet, or other networks.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of computer or network malfunctions.
- Not installing software onto computers without appropriate approval.

### **Users must respect and protect the intellectual property of others by:**

- Following copyright laws (not making illegal copies of music, games, or movies).
- Citing sources when using others' work (not plagiarizing).

### **Users must respect and practice the principles of community by:**

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.

- Not intentionally accessing, transmitting, copying, or creating material that violates the district's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Respecting the rights of others by refraining from cyberbullying, harassment or intimidation in messages, blogs, web content, social media and other electronic mediums.
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works) through messages, blogs, web content, social media and other electronic mediums.
- Not using district resources to further other acts that are criminal or violate the district's code of conduct.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, lobbying or otherwise conducting business, unless approved as a school project.
- Only using the Internet and other electronic resources that are in support of education and with the educational goals, objectives, and policies of Elmore County Public Schools.

**Users may, if in accordance with the above guidelines:**

- Design and post web pages and other material from school resources. Students may have the opportunity to participate in electronic publishing. From time to time, your child's school or the district may wish to publish examples of student projects, quotes, photographs, student recognitions and/or videos that include your child. Student work or images published on school web pages may include the student's name and the use of personal information will follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA) section of the code of conduct. Any information about ECPS students or activities, even if hosted on outside servers, should follow ECPS web posting procedures. The district respects the rights of parents to restrict their children from publishing on the Internet and will secure parent permission for the current school year. Parents will be required to sign a form if they choose to deny having student work, pictures, and/or student's name appear on the Internet/Intranet.
- Communicate electronically via tools such as email, chat, text, or document sharing resources. All accounts with third party providers will be used for school projects and to support the mastery of effective and proper communications. ECPS cannot and does not guarantee the security of electronic files located on external repositories. Although these providers have content filters in place, the district cannot assure that users will not be exposed to unsolicited information. All student confidentiality precautions should be followed when using third party resources.
- Participate in videoconferencing activities including virtual fieldtrip connections with entities such as zoos, museums, universities, and government agencies. Classes may also participate in point-to-point connections with other classrooms around the district and around the world or multi-point conferences connecting many classrooms. In a distance learning environment, the teacher and students' voice, physical presence and participation in classroom activities will be transmitted to other distance learning sites. These events may or may not be recorded.
- Use district resources for any educational purpose.

**Consequences for Violation**

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

Use of the district network is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege, disciplinary action, and/or prosecution. Prior to participation, a potential network user will receive information pertaining to the proper use of the network and sign a user agreement. School and district administrators will decide what constitutes inappropriate use of the network and their decision is final.

Violations will be dealt with in accordance with the Elmore County Public Schools' Student Handbook & Code of Conduct and/or local, state or federal law.

## **Supervision and Monitoring**

Information networks are "public places" and user actions are visible to others on the network. Elmore County Public Schools has the right to monitor network use to ensure that the network continues to function properly for all its users. Anyone using electronic networks expressly consents to such monitoring. Monthly reports of Internet use are generated and may be shared with campus administrators. Prosecution and/or termination of user privileges will occur without warning. As required by the federal Children's Internet Protection Act (CIPA), ECPS Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or to any material deemed harmful to minors as defined by CIPA and as determined by the Superintendent or designee. In the classroom, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity; however, it is impossible to control all materials on a global network and users may encounter inappropriate information. Even with filtering the school district cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district.

## **Warranties**

Elmore County Public Schools and joint providers of the network make no warranties of any kind, whether expressed or implied, for the services provided. ECPS will not be responsible for any damages suffered while using the system. These damages include, but are not limited to, loss of data, delays, non-deliveries, service interruptions caused by the system, or service interruptions caused by errors or omissions of the user. The District specifically disclaims responsibility for the accuracy or quality of information obtained through Internet connections. Although the Board claims ownership of its various technology resources, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. Students and their parents must be aware that Elmore County Public Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

## **Accessing the District Wi-Fi Network**

The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic information. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District will open a wireless network through which students in specific age groups will be able to connect technology devices for instructional activities. Students using district owned or personal technology devices must follow the guidelines stated in this document and the BYOT Procedures ([http://bit.ly/ECPS\\_BYOT](http://bit.ly/ECPS_BYOT)) while on school property, attending any school-sponsored activity, or using the ECPS network.

- High School – Students are allowed to use district or personal technology devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner. However, headphones may only be used in the classroom setting as directed by the teacher. Headphones may not be worn in common areas or between classes.
- Middle School – Students are allowed to use district or personal technology devices that can access the Internet for educational purposes as determined by the campus administrator and/or classroom teacher. Students will not be allowed to use the devices during transition times, in the cafeteria, or in any classroom without the express permission of the teacher. Headphones may only be used in the classroom setting as directed by the teacher. Headphones may not be worn in common areas or between classes.
- Elementary – Students in grades K-5 are allowed to use district technology devices for academic classroom uses determined by the classroom teacher.

When utilizing the district Wi-Fi network, students are expected to adhere to the following:

- The district is not responsible for any content accessed by users who bypass the district Internet filter by



connecting to the Internet via their personal cellular network (i.e. 3G, 4G, LTE, etc.), instead of through the district Wi-Fi.

- Users are responsible for backing up their personal data and other important files regularly.
- Those who use district owned and maintained technologies to access the Internet at home are responsible for the set-up and cost of home internet service.

### **Expectations for Use of District Issued Technology Devices**

Responsible use of district issued technology devices is the same as use of classroom and lab computers that belong to the school--it 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 Handbook & Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

Students who are issued district owned and maintained devices will be asked to sign a contract agreeing to district guidelines. Users of school district technology resources are expected to respect school district property and be responsible in 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 to devices while under their control. The school district is responsible for any routine maintenance or standard repairs to school system devices.

## **CAFETERIA**

### **Cafeteria procedures will be adjusted as necessary related to COVID-19 Pandemic.**

The Elmore County Public Schools Child Nutrition Program (CNP) is in compliance with the State Department of Education Wellness Guidelines. The Elmore County School Board recognizes that students need adequate, nourishing food to learn, grow, and maintain good health. All meals served meet patterns established by the National School Breakfast and Lunch Program and the United States Department of Agriculture (USDA). Our goal is to assist in reducing the concerns of obesity in school age children.

Students who need substitutions or special diets must have a Medical Statement/Diet Prescription form completed by a state recognized medical professional, which are available through the school nurse or the school office. Every school in Elmore County serves breakfast and lunch each operating day. Students who qualify may receive free meals or reduced-price meals. Parents/Guardians may complete the *Free and Reduced Meal Benefit Application* at any time during the school year. New applications must be submitted each school year. Applications are available in the school office, CNP Office, or online at [www.myschoolapps.com](http://www.myschoolapps.com). All paper applications will be scanned for processing as the application arrives in the CNP Office. The CNP office is allowed 10 working days to process an application after it reaches the CNP office. Parents should be prepared to pay for meals until their child's application is processed and the cafeteria or parent is notified of the results. Incomplete applications will be returned through the students, so please follow the directions carefully to avoid any delays in processing. Due to USDA waivers, all students qualify to receive meals at no charge during the 2021-2022 school year. It is critical for households to complete Free and Reduced Meal Benefit applications to ensure access to certain funding such as Title I funds, P-EBT cards, ACT/AP/Dual enrollment fee assistance, etc.

## MEAL PRICES

|               | BREAKFAST                                | LUNCH                                   |
|---------------|--|---|
| All Students  | First Meal \$0.00<br>Second Meal \$ 1.50 | First Meal \$0.00<br>Second Meal \$2.50 |
| BOE Employees | \$2.00                                   | \$3.25                                  |
| Visitor       | \$2.50                                   | \$4.00                                  |
| Milk          | \$0.50                                   | \$0.50                                  |

Menus are provided monthly and can be found on the Elmore County Public Schools website under Child Nutrition. Menus are subject to change based on food availability. Students may purchase extra food items in each cafeteria. À la carte items and pricing vary among schools. No glass items are allowed in the school cafeteria. Foods and drinks brought into the cafeteria in competitive packaging, i.e. fast foods, are prohibited. A lunch number (POS#) is established for each student. Parents may pay for meals online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or with cash or personal check on a daily, weekly, or monthly basis. Our check policy is as follows:

1. The total amount of the check will be deposited into your child's lunch account and cannot be used to pay for other school items such as field trips, library fees, etc.
2. The Elmore County Child Nutrition Program recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, CNP has contracted with Checkredi, LLC, for collection of returned checks.
  - a. Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a lunchroom, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account and the service fee for returned checks established by law may be debited from the same account.
  - b. If the check and fee are not collected electronically, Checkredi will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Checkredi, P.O. Box 3829, Huntsville, AL 35810.

### My School Bucks

Parents have the opportunity to deposit money directly into their child(ren)'s lunch account(s) using their banking information or debit/credit cards. There is a transaction fee for each deposit; however, you can allocate money to more than one child per deposit. For additional information and instructions, go to [www.myschoolbucks.com](http://www.myschoolbucks.com) or call 1.855.832.5226. There is also a link on the Elmore County Schools website at [www.elmoreco.com](http://www.elmoreco.com).

### Online Application

Parents may complete an application for free and reduced meal benefits online at [www.myschoolapps.com](http://www.myschoolapps.com). A link to the site is also located on the Elmore County Schools Website ([www.elmoreco.com](http://www.elmoreco.com)). Please follow the instructions carefully. You will receive a reference/confirmation number once the application has been successfully completed. All precautions have been taken to make this process secure.

### Charge Policy

We realize that sometimes a parent and/or student will forget to bring money to pay for meals. However, federal and state child nutrition guidelines prohibit schools from allowing students to accrue charges.

Please remember the following items regarding charges:

- All students will be eligible to receive a reimbursable meal at no charge regardless of meal benefit eligibility status.
- A la carte items and 2nd meals may not be charged for any reason.
- Employees or guests/visitors of Elmore County Public Schools are not allowed to charge a meal.

### **Assistance to Households**

Households with questions or needing assistance may contact the Child Nutrition Program office at: (334) 567-1222, 100 H.H. Robison Drive, Wetumpka 36092, or email the CNP Director at [ElmoreCNP@elmoreco.com](mailto:ElmoreCNP@elmoreco.com).

### **Bad Debt**

- Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable in the Child Nutrition Program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using CNP funds or the district's general fund. Bad debt must be paid using non-public funding sources.

Elmore County Schools

**Student  
Code of Conduct**

2021 - 2022

# Elmore County Student Code of Conduct

## OVERVIEW

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

As students progress in the Elmore County Schools, they will be expected to assume greater responsibility for their actions as they increase in age and maturity. This Student Code of Conduct, effective August 2017, is issued to each student and teacher, and the procedures will be followed until necessary revisions are approved by the Board of Education. (*Ala. Code* §16-28A-3) The procedures described in this Code of Conduct shall apply to all students, parents, and school personnel except those students with disabilities that are subject to relevant state and federal laws.

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

The Elmore County Board of Education will comply with *Ala. Code* §16-28-12 which states that each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with this written policy, shall be guilty of a misdemeanor, and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days.

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

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

- a. Arrive at their designated school at the appropriate time.
- b. Report to all classes promptly.
- c. Prepare assigned work and participate in all learning activities as directed by teachers.
- d. Respect individuals and their property.
- e. Refrain from the use of profanity.
- f. Abide by rules of good citizenship.
- g. Obey the laws of the city/county, state, and federal governments.
- h. Obey all reasonable or proper orders, directives, or instructions of school personnel.
- i. Dress appropriately for school (See Dress Code).

## ACADEMIC HONESTY

### **Cheating**

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

- Cheating by receiving unauthorized aid or assistance.
- Giving or receiving of unfair advantage on any form of academic work to include use of electronic device(s) to text/take pictures of/convey exams and/or answer sheets.
- Possessing materials that invalidate any academic course work either during or prior to the work being assigned (test or course work).

Any student completing any academic work dishonestly will receive a zero for that assignment with no opportunity to make it up. Plagiarism is a form of academic dishonesty. RAMP guidelines may differ.

Students who provide information and/or commit cheating will be disciplined in accordance with Class 1 Offense AK. The teacher will also contact the parents/guardians of the student and inform them of the student's actions.

### **Plagiarism**

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

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

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

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

All the following are considered plagiarism:

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

### **DRESS CODE**

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

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

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

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

1. Clothing conducive to learning and respectful of the learning environment
2. Clothing which fully covers the shoulders, cleavage, abdomen, and back
3. Clothing that is appropriate to student's size
4. Pants/slacks at the natural waistline
5. Shoes appropriate for the activity and safety: class, gym, shop, etc.
6. Shorts, skirts, and dresses no more than two inches above the knee

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

1. Sunglasses in the building except with a doctor's prescription
2. See-through, skintight and/or revealing clothing, yoga pants, or spandex. Jeggings or leggings may be worn if shirt is no more than two inches above the knee.
3. Open or chain belts, belt buckles not buckled, electronic belts or buckles, or cap "fish hooks"
4. Unfastened overalls
5. Pants/slacks with the appearance of sagging
6. Hats, caps, headgear, and any other head cover in the buildings on campus
7. Curlers, picks, combs, or chop sticks
8. Bandannas or sashes anywhere as a part of dress
9. Clothing with holes more than two inches above the knee and/or with skin showing.
10. House shoes/slippers are inappropriate unless approved by the school administration.
11. Clothing depicting unacceptable and/or inappropriate decals, slogans, or pictures; profanity; language containing or referring to suggestive or immoral behavior; gang activity; alcohol, drugs, or tobacco
12. Any clothing and/or headgear which directly or by innuendo disrespects (or is perceived to disrespect) a student's race, color, religion, gender, national origin, or disability and/or creates, supports, or promotes a hostile learning environment contrary to the anti-harassment policies of the Board of Education (including negative feelings, disharmony, racial or religious discord, intimidation, embarrassment and/or fear)
13. Trench coats or Matrix coats, pajamas, blankets or stuffed animals shall not be worn at school or brought to school

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

## **TRANSPORTATION DEPARTMENT CODE OF CONDUCT AND SAFETY RULES**

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

1. Do not stand or play in a public road while waiting for your bus.
2. Be sure the bus is completely stopped before you board or get off your bus.
3. Keep head, arms, and hands inside the bus at all times.
4. Never use the emergency door except in an emergency.
5. Participate in no activity that may divert your driver's attention from driving.
6. Always remain in your seat until time to leave the bus.
7. In an emergency, remain in your seat until the driver tells you otherwise.
8. Assist the driver in assuring the safety and comfort of small children.
9. When getting off the bus, be sure the driver can see you at all times. Don't loiter.

10. Never eat or drink on the bus.
11. Absolute quiet is necessary at main intersections and railroad crossings.
12. Live, dead, or preserved animals or objects larger than 24" X 24" are not permitted on the bus. Band instruments, sports bags, etc. may be allowed on the bus at the driver's discretion.
13. Be at your designated stop five minutes prior to expected bus arrival.
14. The bus driver is in complete authority; extend to him/her your support and cooperation.
15. Always show courtesy and respect for the rights of others.
16. Do not deface or damage the bus in any manner; assist in keeping it clean.
17. Electronic communication and gaming device use is allowed if the device is not audible to others.
18. Vulgar language, profanity, or **loud noise** is prohibited.
19. Never throw any object in the bus or from the bus.
20. Students are expected to ride their assigned bus and board or get off at their designated stop, except by permission from the principal. In order to get off at a location other than his/her designated stop, a student must have two notes: one from his/her guardian and one from an adult at the alternate location.
21. Any activity that is not conducive to good conduct will not be allowed. Students unwilling to conduct themselves as good citizens may forfeit the right to ride a school bus.
22. Failure to identify self may result in suspension from the bus.
23. When a student is assigned to ECAP for a bus violation, that student is also suspended from the bus until the completion of their ECAP assignment. (Suspension from a bus includes suspension from all Elmore County route buses).

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

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



## SEARCHES BY SCHOOL OFFICIALS

### School Property

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

### Individuals

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

### Automobiles

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

### By Law Enforcement Officials

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

## SECLUSION AND RESTRAINT POLICY

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

## OFF-CAMPUS BEHAVIOR

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

## ELMORE COUNTY ALTERNATIVE PROGRAMS (Discipline Division)

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

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

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

Transportation to and from ECAP for discipline will not be provided. It is the parent's/legal guardian's responsibility to provide transportation to and from ECAP daily when his/her child has been assigned to ECAP as a result of disciplinary action. If a parent experiences a hardship in providing transportation to and from ECAP, a hardship request for transportation may be requested to the superintendent.

Days assigned to ECAP in one school year, will roll over to the next academic year.

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

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

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

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

# ELMORE COUNTY ALTERNATIVE PROGRAMS 2021 - 2022

## RULES & EXPECTATIONS

Dr. Blair J. Andress, Director

Linda Ross, Deputy Director

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*ECAP is located at 124 Chapel Road in Wetumpka. Our phone number is 567-1298.*

*Revised 6/24/2021.*

## **DETENTION**

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

## **CLASSROOM DISCIPLINE PROCEDURES**

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

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

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

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

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

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

If a student is enrolled on athletic/band enrollment and is found to be in violation of an offense in the Elmore County Code of Conduct that includes the punishment of in school suspension/detention, the student will be required to meet with the school Principal, school Athletic Director/Band Director, and their guardian before they can return to athletic/band play/practice. All subsequent referrals will result in suspension from athletic/band play/practice for one day for each referral received.

**Out-of-School Suspension**

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

## **ECAP**

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

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

## **BUS DISCIPLINE PROCEDURES**

The procedure for handling disciplinary issues related to Class I bus violations is below. NOTE: Bus referrals are accumulated for the school year.

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

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

## **COVID-19 NOTICE**

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

## **CLASSIFICATION OF VIOLATIONS**

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

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

### **Procedures for the Administration of Formal Disciplinary Actions**

In each class of violations, the principal/designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. Appropriate due process shall be provided. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has considered evidence, including hearsay, and has given the student an

opportunity to be heard and to present witnesses. Administrators/school personnel may talk to students, as part of an investigation or concern, regarding school matters without parent permission and/or presence.

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

In addition to the consequences outlined, students who commit a Class II, III, or IV offense may be assigned to the SEL (Social Emotional Learning) intervention/counseling program, which incorporates age-appropriate, intervention methods to correct negative behavior. If this program is assigned, students must successfully complete the program, as part of their consequence. This program will be assigned on a case by case basis at the discretion of the administrator.

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

## CLASS I OFFENSES

|           |  |
|-----------|--|
| <b>AA</b> | <b>Excessive distraction of other students</b> - any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or to any other students. Examples: talking excessively, interrupting class functions, provoking other students, etc.  |
| <b>AB</b> | <b>Minor intimidation of a student</b> - the intentional threat by word or act to do harm to another student.  |
| <b>AC</b> | <b>Participation in gambling or games of chance for money and/or other things of a value less than \$10.00</b> - unauthorized playing cards, dice, or other gambling devices, as well as the money involved will be confiscated.   |
| <b>AD</b> | <b>Directed or non-directed use of inappropriate language</b>  |
| <b>AE</b> | <b>Unauthorized selling</b> – selling of goods or services not connected directly with educational projects.   |
| <b>AF</b> | <b>Failure to follow instructions</b> –Examples: Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.  |
| <b>AG</b> | <b>Unauthorized use on school property (to include having cell phones out)</b> of electronic devices such as iPhones, iPads, smartwatches, etc. Administration will not be expected to spend time searching for personal items that are lost and or stolen. The school will not be responsible for lost or stolen items.<br><b>*This offense will move to BQ if student refuses to put device away when instructed to do so.</b> |
| <b>AH</b> | <b>Bodily contact</b> – minor incidents of intentionally touching, e.g. intentionally touching, pinching, pushing, tripping, slapping, or “horseplay”.   |
| <b>AI</b> | <b>Littering of school property</b>  |
| <b>AJ</b> | <b>Petty theft</b> – the intentional, unlawful taking or carrying away of public, real or personal property, with a value less than \$10.00. Second offense moves to BF.   |
| <b>AK</b> | <b>Cheating</b> – the act of providing or receiving information to fraud or swindle or to gain an advantage by dishonest means (to include plagiarism).  |
| <b>AL</b> | <b>Inappropriate public display of affection</b> – Including, but not limited to, embracing and kissing.   |

|           |  |
|-----------|--|
| <b>AM</b> | <b>Any other violation, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.</b> |
|-----------|--|

### Procedures for Class I Offenses

**Step 1.** A teacher-student conference initiated by the teacher

**Step 2.** Teacher-initiated notification of discipline problems to parent/guardian along with teacher designated consequence

**Step 3.** The administrator or his/her designee may assign the student to one day of detention or to counselor intervention, whichever he or she deems appropriate.

**Step 4.** Referral to administration as a Class II Offense (BA – Habitual Class I Offenses)

Note: Under no circumstance should academic grades be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating academic grades. All academic grades should reflect the teacher's most objective assessment of the student's academic achievement.

### CLASS II OFFENSES

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

|           |   |             |                               |   |
|-----------|---|-------------|-------------------------------|---|
| <b>BA</b> | <b>Habitual Class I Offenses</b>  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | In-school suspension (1 day) or detention (1 day)                             |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (5 days) or detention (5 days)                           |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (3 days)   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | In-school suspension (1 day) or detention (3 days)                            |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (5 days) or detention (5 days)                           |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (5 days)   |
| <b>BB</b> | <b>Defiance of authority</b> - any verbal or non-verbal refusal to comply with reasonable directions or orders of school personnel. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   |             | <b>1<sup>st</sup> offense</b> | In-school suspension (3 days) or detention (3 days)                           |



|    |  |      |                         |   |
|----|--|------|-------------------------|---|
|    |  | 4-6  | 2 <sup>nd</sup> offense | In-school suspension (5 days) or detention (5 days)                           |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (3 days)   |
|    |  | 7-12 | 1 <sup>st</sup> offense | In-school suspension (3 days)   |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (3 days)   |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (5 – 10 days)  |
| BC | <b>Possession and/or use of tobacco products, matches, lighter, e-cigarettes, vapor devices</b> – having or using tobacco products on the school premises or at any school-sponsored activity.<br>Unauthorized possession of tobacco paraphernalia, tobacco or nicotine products or non- controlled substances that are represented to be tobacco.<br><br>Students must complete SEL module while serving days at ECAP and before returning back to the base school. | K-3  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action |
|    |  |      | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                   |
|    |  |      | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                   |
|    |  |      | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action         |
|    |  | 4-6  | 1 <sup>st</sup> offense | ECAP (5 days)   |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (10 days)  |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (15 days)  |
|    |  | 7-12 | 1 <sup>st</sup> offense | ECAP (5 days)   |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (10 days)  |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (15 days)  |
| BD | <b>Battery upon students</b> – intentionally hitting, striking, or any forceful blow to cause bodily harm and includes any other action that may create a health issue.<br><br>*Police report will be filed with local law enforcement.<br><br>** After two or more incidents, the school board may take legal action against the student.   | K-3  | 1 <sup>st</sup> offense | In-school suspension (3 days)   |
|    |  |      | 2 <sup>nd</sup> offense | In-school suspension (5 days)   |
|    |  |      | 3 <sup>rd</sup> offense | In-school suspension (10 days)  |
|    |  | 4-6  | 1 <sup>st</sup> offense | ECAP (10 days)  |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (30 days)  |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (60 days)  |
|    |  | 7-12 | 1 <sup>st</sup> offense | ECAP (10 days)  |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (30 days)  |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (60 days)  |
| BE | <b>Property damage</b> – An intentional action resulting in injury or damages up to \$100.00 to public property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. School bus damage, student will forfeit bus privileges until full restitution is made.  | K-3  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action |
|    |  |      | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                   |
|    |  |      | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                   |
|    |  |      | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action         |
|    |  | 4-6  | 1 <sup>st</sup> offense | In-school suspension (1 day) or detention (1 day)                             |
|    |  |      | 2 <sup>nd</sup> offense | In-school suspension (3 days) or detention (3 days)                           |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (3 days)   |

|           |  |             |                         |   |
|-----------|--|-------------|-------------------------|---|
|           | Law enforcement may be notified.   | 7-12        | 1 <sup>st</sup> offense | In-school suspension (1 day), detention (3 days), or school-designated action |
|           |  |             | 2 <sup>nd</sup> offense | In school suspension (3 days) or ECAP (3 days)                                |
|           |  |             | 3 <sup>rd</sup> offense | ECAP (5-10 days)  |
| <b>BF</b> | <b>Stealing - Larceny - Petty Theft –Possession of Stolen Property</b><br>the intentional, unlawful taking, carrying away, or possession of public, real, or personal property valued at less than \$100.00.<br><ul style="list-style-type: none"> <li>• <b>Law enforcement may be notified.</b></li> <li>• <b>Restitution is required.</b></li> </ul>                 | <b>K-3</b>  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |  |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                   |
|           |  |             | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                   |
|           |  |             | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action         |
|           |  | <b>4-6</b>  | 1 <sup>st</sup> offense | In-school suspension (3 days)   |
|           |  |             | 2 <sup>nd</sup> offense | In-school suspension (5 days)   |
|           |  |             | 3 <sup>rd</sup> offense | ECAP (3 days)   |
|           |  | <b>7-12</b> | 1 <sup>st</sup> offense | In-school suspension (3 days)   |
|           |  |             | 2 <sup>nd</sup> offense | ECAP (3 days)   |
|           |  |             | 3 <sup>rd</sup> offense | ECAP (5–10 days)  |
| <b>BG</b> | <b>Threats</b> – verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another.<br><b>Note:</b> Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.                              | <b>K-3</b>  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |  |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                   |
|           |  |             | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                   |
|           |  |             | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action         |
|           |  | <b>4-6</b>  | 1 <sup>st</sup> offense | In-school suspension (1 day) or detention (3 days)                            |
|           |  |             | 2 <sup>nd</sup> offense | In-school suspension (3 days)   |
|           |  |             | 3 <sup>rd</sup> offense | In-school suspension (5 days)   |
|           |  | <b>7-12</b> | 1 <sup>st</sup> offense | In-school suspension (3 days)   |
|           |  |             | 2 <sup>nd</sup> offense | ECAP (3 days)   |
|           |  |             | 3 <sup>rd</sup> offense | ECAP (5–10 days)  |
| <b>BH</b> | <b>Extortion</b> - verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or w/intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. | <b>K-3</b>  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |  |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                   |
|           |  |             | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                   |
|           |  |             | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action         |
|           |  | <b>4-6</b>  | 1 <sup>st</sup> offense | In-school suspension (3 days)   |
|           |  |             | 2 <sup>nd</sup> offense | In-school suspension (5 days)   |
|           |  |             | 3 <sup>rd</sup> offense | ECAP (3 days)   |
|           |  |             | 1 <sup>st</sup> offense | ECAP (3 days)   |
|           |  |             | 2 <sup>nd</sup> offense | ECAP (5 days)   |

|           |   |              |                         |  |
|-----------|---|--------------|-------------------------|--|
|           | <b>Note:</b> Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.   | 7-12         | 3 <sup>rd</sup> offense | ECAP (10 days)   |
| <b>BI</b> | <b>Possession of an explosive or incendiary charge</b> – having an explosive or incendiary charge of less than one-quarter ounce, including fireworks and stink bombs. (More than this constitutes a Class IV Weapons Offense.) | <b>K-3</b>   | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action  |
|           |   |              | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                    |
|           |   |              | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                    |
|           |   |              | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action          |
|           |   | <b>4-6</b>   | 1 <sup>st</sup> offense | In-school suspension (3 days) or detention (3 days)                            |
|           |   |              | 2 <sup>nd</sup> offense | In-school suspension (5 days) or detention (5 days)                            |
|           |   |              | 3 <sup>rd</sup> offense | ECAP (3 days)  |
|           |   | <b>7-12</b>  | 1 <sup>st</sup> offense | In-school suspension (3 days), detention (5 days), or school-designated action |
|           |   |              | 2 <sup>nd</sup> offense | ECAP (3 days)  |
|           |   |              | 3 <sup>rd</sup> offense | ECAP (5 days)  |
| <b>BJ</b> | <b>Offensive behavior</b> towards another person, written or verbal propositions to promote sexual acts, and/or use of obscene manifestations (verbal, written, gesture, to also include offensive touching).                   | <b>K-3</b>   | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action  |
|           |   |              | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                    |
|           |   |              | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                    |
|           |   |              | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action          |
|           |   | <b>4-6</b>   | 1 <sup>st</sup> offense | In-school suspension (3 days) or detention (3 days)                            |
|           |   |              | 2 <sup>nd</sup> offense | ECAP (3 days)  |
|           |   |              | 3 <sup>rd</sup> offense | ECAP (5 days)  |
|           |   | <b>7 -12</b> | 1 <sup>st</sup> offense | In-school suspension (3 days)  |
|           |   |              | 2 <sup>nd</sup> offense | ECAP (3 days)  |
|           |   |              | 3 <sup>rd</sup> offense | ECAP (5-10 days)   |
| <b>BK</b> | <b>Directed or non-directed use of obscene or profane language or gesture to a student.</b>   | <b>K-3</b>   | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action  |
|           |   |              | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                    |
|           |   |              | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                    |
|           |   |              | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action          |
|           |   |              | 1 <sup>st</sup> offense | In-school suspension (1 day) or detention (1 day)                              |

|           |   |             |                         |  |
|-----------|---|-------------|-------------------------|--|
|           |   | 4-6         | 2 <sup>nd</sup> offense | In-school suspension (3 days) or detention (3 days)  |
|           |   |             | 3 <sup>rd</sup> offense | ECAP (3 days)  |
|           |   | 7-12        | 1 <sup>st</sup> offense | In-school suspension (1 day), detention (3 days), or school-designated action                                |
|           |   |             | 2 <sup>nd</sup> offense | In-school suspension (3 days)  |
|           |   |             | 3 <sup>rd</sup> offense | ECAP (3 days)  |
| <b>BL</b> | <b>Leaving premises without permission</b> and/or unauthorized transportation of students off premises.   | <b>K-3</b>  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action                                |
|           |   |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action  |
|           |   |             | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action  |
|           |   |             | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action  |
|           |   | <b>4-6</b>  | 1 <sup>st</sup> offense | In-school suspension (3 days) or detention (3 days)  |
|           |   |             | 2 <sup>nd</sup> offense | In-school suspension (5 days) or detention (5 days)  |
|           |   |             | 3 <sup>rd</sup> offense | ECAP (3 days)  |
|           |   | <b>7-12</b> | 1 <sup>st</sup> offense | In-school suspension (3 days) or detention (5 days) AND driving privileges revoked for 15 days for driver(s) |
|           |   |             | 2 <sup>nd</sup> offense | ECAP (3 days) or detention (10 days) AND driving privileges revoked for 30 days for driver(s)                |
|           |   |             | 3 <sup>rd</sup> offense | ECAP (5 days) AND driving privileges revoked for 45 days for driver(s)                                       |
| <b>BM</b> | <b>Unauthorized absences</b> (cutting or skipping) from classes or school (but not leaving campus), including leaving class without permission. | <b>K-3</b>  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action                                |
|           |   |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action  |
|           |   |             | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action  |
|           |   |             | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action  |
|           |   | <b>4-6</b>  | 1 <sup>st</sup> offense | In-school suspension (1 day) or detention (1 day)  |
|           |   |             | 2 <sup>nd</sup> offense | In-school suspension (3 days) or detention (3 days)  |
|           |   |             | 3 <sup>rd</sup> offense | In-school suspension (5 days) or detention (5 days)  |
|           |   | <b>7-12</b> | 1 <sup>st</sup> offense | In-school suspension (1 day), detention (3 days), or school-designated action                                |
|           |   |             | 2 <sup>nd</sup> offense | In-school suspension (3 days), detention (5 days), or school-designated action                               |
|           |   |             | 3 <sup>rd</sup> offense | ECAP (3 days)  |
| <b>BN</b> | <b>Participation in gambling</b> or games of chance for money and/or other things of value from \$10.00 to \$50.00.                             |             | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action                                |
|           |   |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action  |

|           |   |             |                               |   |
|-----------|---|-------------|-------------------------------|---|
|           | Gambling devices and money will be confiscated.   | <b>K-3</b>  | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | In-school suspension (1 day) or detention (1 day)                             |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (3 days) or detention (3 days)                           |
|           |   |             | <b>3<sup>rd</sup> offense</b> | In-school suspension (5 days) or detention (5 days)                           |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | In-school suspension (1 day), detention (3 days), or school-designated action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (3 day)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (3 days)   |
| <b>BO</b> | <b>Directed disrespectful language or gestures</b> , either stated or implied, to or about a school board employee and/or visitor.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | In-school suspension (3 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (5 days)   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | In-school suspension (3 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (5 days)   |
| <b>BP</b> | <b>Intentionally providing false information</b> to school personnel; forgery of parent's name; intentionally providing false information to parents.<br><br>Situations that involve the forging of an official document (i.e. doctor note) will move to the Second Offense for punishment. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | In-school suspension (1 day) or detention (1 day)                             |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (3 days) or detention (3 days)                           |
|           |   |             | <b>3<sup>rd</sup> offense</b> | In-school suspension (5 days) or detention (5 days)                           |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | In-school suspension (1 day), detention (3 days), or school-designated action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (3 day) or detention (5 days)                            |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (3 days)   |

|           |   |             |  |   |
|-----------|---|-------------|--|---|
| <b>BQ</b> | <b>Electronic Devices</b> – Students must adhere to all electronic device policies and should comply with all school personnel when asked to put away their electronic device (on school campus). Minor misuse of cellular phone and/or electronic devices – <b>students are not allowed to text without permission</b> or take pictures, audio recordings, or videos using any electronic device (camera, smart phone, etc.) which violates the privacy rights of another individual – student, teacher, staff member or visitor to the school campus. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b>                                  | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b>                                  | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b>                                  | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b>                                  | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b>                                  | In-school suspension (1 day) or detention (1 day)                             |
|           |   |             | <b>2<sup>nd</sup> offense</b>                                  | In-school suspension (3 days) or detention (3 days)                           |
|           |   |             | <b>3<sup>rd</sup> offense</b><br>(and all subsequent offenses) | In-school suspension (5 days) or detention (5 days)                           |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b>                                  | In-school suspension (1 day) or detention (3 days)                            |
|           |   |             | <b>2<sup>nd</sup> offense</b>                                  | In-school suspension (3 days) or detention (5 days)                           |
|           |   |             | <b>3<sup>rd</sup> offense</b><br>(and all subsequent offenses) | In-school suspension (5 days)   |
| <b>BR</b> | <b>Inciting student disorder</b> and/or refusing to disperse. Includes videoing, audio recording, or taking pictures of disorder or physical altercations.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b>                                  | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b>                                  | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b>                                  | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b>                                  | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b>                                  | In-school suspension (5 days) or detention (5 days)                           |
|           |   |             | <b>2<sup>nd</sup> offense</b>                                  | ECAP (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b>                                  | ECAP (5 days)   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b>                                  | ECAP (3 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b>                                  | ECAP (5 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b>                                  | ECAP (15 days)  |
| <b>BS</b> | <b>Possession of Medication</b> – A student may not possess/consume over-the-counter medication on campus. All medications require parent and physician signature authorization and must be brought to the school by a parent, guardian or designated adult. Designated school staff will assist students with  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b>                                  | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b>                                  | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b>                                  | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b>                                  | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   |             | <b>1<sup>st</sup> offense</b>                                  | In-school suspension (1 day) or detention (1 day)                             |

|    |  |      |                         |   |
|----|--|------|-------------------------|---|
|    | <p>medication as ordered by the physician.<br/> <i>Exceptions to this are medications that may be carried by a student once he/she has been approved through appropriate school personnel.</i></p>   | 4-6  | 2 <sup>nd</sup> offense | In-school suspension (3 days) or detention (3 days)   |
|    |  |      | 3 <sup>rd</sup> offense | In-school suspension (5 days) or detention (5 days)   |
|    |  | 7-12 | 1 <sup>st</sup> offense | In-school suspension (1 day) or school-designated action  |
|    |  |      | 2 <sup>nd</sup> offense | In-school suspension (3 days), detention (3 days), or school-designated action                        |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (3 days)   |
| BT | <b>Dispensing of Medication (Over-the-counter Medications)</b>   | K-3  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action                         |
|    |  |      | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action   |
|    |  |      | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action   |
|    |  |      | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action                                 |
|    |  | 4-6  | 1 <sup>st</sup> offense | ECAP (3 days)   |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (5 days)   |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (10 days)  |
|    |  | 7-12 | 1 <sup>st</sup> offense | ECAP (5 days)   |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (10 days)  |
|    |  |      | 3 <sup>rd</sup> offense | ECAP (45 days)  |
| BU | <p><b>Excessive tardiness</b> to school or class.</p> <p><b>Grades K-12:</b> All tardies – to school and to class – start over at the beginning of each grading period (nine weeks).</p> <p>Documentation must be provided that all steps have been completed.</p> <p>Driving privileges will only be revoked for tardies to school.</p> | K-4  |                         | 7 <sup>th</sup> unexcused tardy – parent/guardian is notified by letter and admin-parent conference   |
|    |  |      |                         | 10 <sup>th</sup> unexcused tardy – detention (1 day) and parent conference with Attendance Supervisor |
|    |  |      |                         | 15 <sup>th</sup> unexcused tardy – detention (2 days) and Early Warning Truancy Conference            |
|    |  |      |                         | 20 <sup>th</sup> unexcused tardy – detention (3 days)   |
|    |  | 5-6  |                         | 1 <sup>st</sup> – 3 <sup>rd</sup> unexcused tardies – teacher documentation                           |
|    |  |      |                         | 4 <sup>th</sup> unexcused tardy – parent contact  |
|    |  |      |                         | 5 <sup>th</sup> unexcused tardy – detention (5 day) or in-school suspension (3 day)                   |
|    |  |      |                         | 6 <sup>th</sup> unexcused tardy – in-school suspension (5 days)                                       |

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|           |  |              |                               | 7 <sup>th</sup> unexcused tardy – ECAP (3 days)  |
|           |  |              |                               | 8 <sup>th</sup> unexcused tardy – ECAP (5 days)  |
|           |  | 7 -12        |                               | 1 <sup>st</sup> – 3 <sup>rd</sup> unexcused tardies – teacher documentation  |
|           |  |              |                               | 4 <sup>th</sup> unexcused tardy – parent contact   |
|           |  |              |                               | 5 <sup>th</sup> unexcused tardy – in-school suspension (3 days) or detention (5 days)  |
|           |  |              |                               | 6 <sup>th</sup> unexcused tardy – in-school suspension (5 days) and driving privileges will be revoked for 15 school days  |
|           |  |              |                               | 7 <sup>th</sup> unexcused tardy – ECAP (3 days) AND driving privileges will be revoked for 30 school days  |
|           |  |              |                               | 8 <sup>th</sup> unexcused tardy – ECAP (5 days) AND driving privileges will be revoked for 45 school days  |
| <b>BV</b> | <b>Non-conformity to the dress code</b> –See Dress Code Policy (page 38)<br><br>(Headgear taken up will be returned on the last day of the school year.) | <b>K-3</b>   | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action  |
|           |  |              | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action  |
|           |  |              | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action  |
|           |  |              | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action  |
|           |  | <b>4-6</b>   | <b>1<sup>st</sup> offense</b> | Parent contacted; change of clothes brought to school or student wears provided garment. Student may be temporarily placed in in-school suspension until change of clothes is brought to school. |
|           |  |              | <b>2<sup>nd</sup> offense</b> | In-school suspension (1 day) or detention (1 day)  |
|           |  |              | <b>3<sup>rd</sup> offense</b> | In-school suspension (3 days) or detention (3 days)  |
|           |  | <b>7 -12</b> | <b>1<sup>st</sup> offense</b> | Parent contacted; change of clothes brought to school or student wears provided garment. Student may be temporarily placed in in-school suspension until change of clothes is brought to school. |
|           |  |              | <b>2<sup>nd</sup> offense</b> | In-school suspension (3 days) or school-designated action  |
|           |  |              | <b>3<sup>rd</sup> offense</b> | In-school suspension (5 days), detention (3 days), or school-designated action   |



|           |   |             |                               |   |
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| <b>BW</b> | <b>Bullying</b> – Committing or instigating aggressive acts toward another student with the intent to irritate, intimidate, hurt, or produce a negative reaction from the other student.<br><br>Student will be referred to the school counselor beginning with the first offense.<br><br>*Refer to State Bullying Law on page 14 of the Student Handbook Section.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (3 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (5 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (10 days)  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (3 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (5 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (15 days)  |
| <b>BX</b> | <b>Fighting</b> – Mutual participation in a fight. <ul style="list-style-type: none"> <li>If aggressor/instigator is clearly defined, his/her punishment will be moved directly to 2nd consequence.</li> </ul> *Police report will be filed with local law enforcement and student may be subject to arrest.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | In-school suspension (3 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (5 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | In-school suspension (10 days)  |
|           |   |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (5 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (10 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (45 days)  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (5 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (10 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (45 days)  |
| <b>BY</b> | <b>Computer Misuse – <i>Minor Incidents of computer fraud and tampering.</i></b> (This includes but is not limited to playing games, downloading games or music, attempting to access inappropriate material, plagiarism, accessing social networking sites, use of another student's password with permission, and emailing or surfing the internet without permission)<br><i>A charge of \$15.00 per hour will be charged for time spent correcting damage. Restitution and/or payment of fine must be paid prior to student's returning to classes. Also, computer access may be</i> | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|           |   |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | Parent contact  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | In-school suspension (5 days)   |
|           |   |             | <b>4<sup>th</sup> offense</b> | ECAP (3 days)   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | Parent contact  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | In-school suspension (5 days)   |

|            |  |             |                               |   |
|------------|--|-------------|-------------------------------|---|
|            | <i>denied.<br/>Additional discipline action may be taken depending upon the severity of misuse.</i>  |             | <b>4<sup>th</sup> offense</b> | ECAP (3 days)   |
| <b>BZ</b>  | <b>Unlawful Harassment (Racial &amp; Sexual)</b> Verbal or written or physical conduct based on actual or perceived race, color, national origin, sex, disability, age, or religion conducted to intimidate or create a hostile environment, interfering with an individual's academic performance otherwise adversely affecting academic opportunities. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|            |  |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|            |  |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|            |  |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|            |  | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (3 days)   |
|            |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (5 days)   |
|            |  |             | <b>3<sup>rd</sup> offense</b> | ECAP (10 days)  |
|            |  | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (3 days)   |
|            |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (5 days)   |
|            |  |             | <b>3<sup>rd</sup> offense</b> | ECAP (10 days)  |
| <b>BZA</b> | <b>Sexually Explicit Material Pornographic Material</b> – Includes but not limited to any pictures, magazines drawings, etc., which expresses sexual content.<br><i>*Police may report will be filed with local law enforcement.</i>   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|            |  |             | <b>2<sup>nd</sup> offense</b> | Detention (2 days) or school-designated disciplinary action                   |
|            |  |             | <b>3<sup>rd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|            |  |             | <b>4<sup>th</sup> offense</b> | In-school suspension (1 day) or school-designated disciplinary action         |
|            |  | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (5 days)   |
|            |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (10 days)  |
|            |  |             | <b>3<sup>rd</sup> offense</b> | ECAP (15 days)  |
|            |  | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (5 days)   |
|            |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (10 days)  |
|            |  |             | <b>3<sup>rd</sup> offense</b> | ECAP (15 days)  |
| <b>BZB</b> | <b>Possession of Knife-</b><br>Possession and/or use of a knife without intent to be armed.<br><i>If the knife is used, attempted to be used, or threatened to be used, as a weapon, it will be treated as a Class III weapons offense. A knife blade on a folding knife greater than 2 ½ inches or a knife with a fixed or</i>                          | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent contact and detention (1 day) or school-designated disciplinary action |
|            |  |             | <b>2<sup>nd</sup> offense</b> | Detention (3 days) or school-designated disciplinary action                   |
|            |  |             | <b>3<sup>rd</sup> offense</b> | In-school suspension (3 days) or school-designated disciplinary action        |
|            |  | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (3 days)   |
|            |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (5 days)   |
|            |  |             | <b>3<sup>rd</sup> offense</b> | Treated as Class III Weapons (CJ)   |
|            |  |             | <b>1<sup>st</sup> offense</b> | ECAP (3 days)   |
|            |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (5 days)   |

|            |  |             |                         |   |
|------------|--|-------------|-------------------------|---|
|            | <i>lock blade, regardless of length, constitutes intent to be armed with a weapon and will be treated as a Class III (CK) offense. (See definition of knives in Class III Weapons list.)</i> | 7-12        | 3 <sup>rd</sup> offense | Treated as Class III Weapons (CJ)   |
| <b>BZC</b> | <b>Non-Intentional Contact of a Board Employee by a student.</b>   | <b>K-3</b>  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action |
|            |  |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                   |
|            |  |             | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                   |
|            |  |             | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action         |
|            |  | <b>4-6</b>  | 1 <sup>st</sup> offense | ECAP (3 days)   |
|            |  |             | 2 <sup>nd</sup> offense | ECAP (5 days)   |
|            |  |             | 3 <sup>rd</sup> offense | ECAP (15 days)  |
|            |  | <b>7-12</b> | 1 <sup>st</sup> offense | ECAP (3 days)   |
|            |  |             | 2 <sup>nd</sup> offense | ECAP (5 days)   |
|            |  |             | 3 <sup>rd</sup> offense | ECAP (15 days)  |
| <b>BZD</b> | <b>Disruptive Behavior, actions by a student or students that cause the learning process to be interrupted for a considerable amount of time.</b>  | <b>K-3</b>  | 1 <sup>st</sup> offense | Parent contact and detention (1 day) or school-designated disciplinary action |
|            |  |             | 2 <sup>nd</sup> offense | Detention (2 days) or school-designated disciplinary action                   |
|            |  |             | 3 <sup>rd</sup> offense | Detention (3 days) or school-designated disciplinary action                   |
|            |  |             | 4 <sup>th</sup> offense | In-school suspension (1 day) or school-designated disciplinary action         |
|            |  | <b>4-6</b>  | 1 <sup>st</sup> offense | In-school suspension (3 days) or detention (5 day)                            |
|            |  |             | 2 <sup>nd</sup> offense | In-school suspension (5 days)   |
|            |  |             | 3 <sup>rd</sup> offense | ECAP (3 days)   |
|            |  | <b>7-12</b> | 1 <sup>st</sup> offense | In-school suspension (3 days) or detention (5 days)                           |
|            |  |             | 2 <sup>nd</sup> offense | In-school suspension (5 days)   |
|            |  |             | 3 <sup>rd</sup> offense | ECAP (3 days)   |
| <b>BZE</b> | <b>Bodily Contact-Incidents of intentionally touching, including but not limited to, necking, juicing, hitting, or excessive horseplay.</b>  | <b>K-3</b>  | 1 <sup>st</sup> offense | In-school suspension (1 day) or detention (1 day)                             |
|            |  |             | 2 <sup>nd</sup> offense | In-school suspension (3 days) or detention (3 days)                           |
|            |  |             | 3 <sup>rd</sup> offense | In-school suspension (5 days) or detention (5 days)                           |
|            |  |             | 1 <sup>st</sup> offense | In-school suspension (1 day) or detention (1 day)                             |

|            |   |      |                         |  |
|------------|---|------|-------------------------|--|
|            |   | 4-6  | 2 <sup>nd</sup> offense | In-school suspension (3 days) or detention (3 days)    |
|            |   |      | 3 <sup>rd</sup> offense | In-school suspension (5 days) or detention (5 days)    |
|            |   | 7-12 | 1 <sup>st</sup> offense | In-school suspension (3 day) or detention (3 day)      |
|            |   |      | 2 <sup>nd</sup> offense | In-school suspension (5 days) or detention (5 days)    |
|            |   |      | 3 <sup>rd</sup> offense | ECAP (3 days)  |
| <b>BZF</b> | <b>Any violation which the principal may deem reasonable to fall within this category</b> |      |                         | <b>Discretion of administrator or his/her designee</b> |

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

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

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

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

## CLASS III OFFENSES

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

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

|           |   |             |                               |  |
|-----------|---|-------------|-------------------------------|--|
| <b>CA</b> | <b>Alcohol</b> – Unauthorized possession, transfer, use of, and/or sale of alcohol. (to include any drink mixture that includes over the counter medication and/or codeine)<br>Before returning to base school from ECAP, a rehabilitation plan must be developed and implemented; proof of drug education/training must be a vital part of the plan. The parent/guardian is responsible for any costs incurred in the development and implementation of this plan. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and school-designated disciplinary action or in-school suspension (5 days) |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)  |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (60 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (90 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Recommend expulsion  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (60 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (90 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Recommend expulsion  |
| <b>CB</b> | <b>Arson</b> - The willful and malicious burning and/or attempting to burn any part of Board property and/or any item on campus.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)  |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (90 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (90 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion  |
| <b>CC</b> | <b>Robbery</b> - The taking of money and/or other property from the person or custody of another by force, violence, assault, or instilling the fear of it.<br><b>Restitution will be required.</b>   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)  |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (90 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (90 days)   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion  |
| <b>CD</b> | <b>Stealing - Larceny – Grand Theft</b> - The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)  |

|    |  |      |                         |   |
|----|--|------|-------------------------|---|
|    | or in the lawful possession of or custody of another, to include possession of stolen property valued in excess of \$100.00.<br><b>Restitution will be required</b>  | 4-6  | 1 <sup>st</sup> offense | ECAP (30 days)  |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (90 days)  |
|    |  |      | 3 <sup>rd</sup> offense | Recommend expulsion   |
|    |  | 7-12 | 1 <sup>st</sup> offense | ECAP (30 days)  |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (90 days)  |
|    |  |      | 3 <sup>rd</sup> offense | Recommend expulsion   |
| CE | <b>Gambling</b> - The intentional, unlawful participation in gambling activities involving amounts of more than \$50.00. Money and gambling devices will be confiscated.   | K-3  | 1 <sup>st</sup> offense | Parent conference and in-school suspension (5 days)                         |
|    |  |      | 2 <sup>nd</sup> offense | Out of school suspension (3 days)   |
|    |  |      | 3 <sup>rd</sup> offense | Out of school suspension (5 days)   |
|    |  | 4-6  | 1 <sup>st</sup> offense | ECAP (10 days) – Must complete ABE program prior to release to base school. |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (30 days)  |
|    |  |      | 3 <sup>rd</sup> offense | Recommend expulsion   |
|    |  | 7-12 | 1 <sup>st</sup> offense | ECAP (30 days)  |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (90 days)  |
|    |  |      | 3 <sup>rd</sup> offense | Recommend expulsion   |
| CF | <b>Criminal mischief</b> – An intentional action resulting in injury or damages at or in excess of \$100.00 to public property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. This includes major incidents of computer fraud, tampering, or changing grades.<br><b>Restitution must be made in full (including fines for tampering) for all damages).</b> | K-3  | 1 <sup>st</sup> offense | Parent conference and in-school suspension (5 days)                         |
|    |  |      | 2 <sup>nd</sup> offense | Out of school suspension (3 days)   |
|    |  |      | 3 <sup>rd</sup> offense | Out of school suspension (5 days)   |
|    |  | 4-6  | 1 <sup>st</sup> offense | ECAP (30 days)  |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (60 days)  |
|    |  |      | 3 <sup>rd</sup> offense | Recommend expulsion   |
|    |  | 7-12 | 1 <sup>st</sup> offense | ECAP (30 days)  |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (60 days)  |
|    |  |      | 3 <sup>rd</sup> offense | Recommend expulsion   |
| CG | <b>Threatening a school board employee or visitor</b> , either directed or implied, or the property of an employee and includes intentionally bumping and/or intentionally touching a teacher or visitor.  | K-3  | 1 <sup>st</sup> offense | Parent conference and in-school suspension (5 days)                         |
|    |  |      | 2 <sup>nd</sup> offense | Out of school suspension (3 days)   |
|    |  |      | 3 <sup>rd</sup> offense | Out of school suspension (5 days)   |
|    |  | 4-6  | 1 <sup>st</sup> offense | ECAP (10 days) – Must complete SEL program prior to release to base school. |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (30 days)  |
|    |  | 7-12 | 1 <sup>st</sup> offense | ECAP (30 days)  |
|    |  |      | 2 <sup>nd</sup> offense | Recommend expulsion   |
| CH | <b>Life Threats</b> - verbally or by written or printed communication, maliciously threatening the life or limb of another person.   | K-3  | 1 <sup>st</sup> offense | Parent conference and in-school suspension (5 days)                         |
|    |  |      | 2 <sup>nd</sup> offense | Out of school suspension (3 days)   |
|    |  |      | 3 <sup>rd</sup> offense | Out of school suspension (5 days)   |
|    |  | 4-6  | 1 <sup>st</sup> offense | ECAP (10 days) – Must complete SEL program prior to release to base school. |
|    |  |      | 2 <sup>nd</sup> offense | ECAP (30 days)  |
|    |  |      | 3 <sup>rd</sup> offense | Recommend expulsion   |

|    |   |      |                         |   |
|----|---|------|-------------------------|---|
|    |   | 7-12 | 1 <sup>st</sup> offense | ECAP (30 days)  |
|    |   |      | 2 <sup>nd</sup> offense | ECAP (90 days)  |
|    |   |      | 3 <sup>rd</sup> offense | Recommend expulsion   |
| CI | <b>Directing profane, obscene language or gesture</b> to a school board employee and/or visitor.  | K-3  | 1 <sup>st</sup> offense | Parent conference and in-school suspension (5 days)                         |
|    |   |      | 2 <sup>nd</sup> offense | Out of school suspension (3 days)   |
|    |   |      | 3 <sup>rd</sup> offense | Out of school suspension (5 days)   |
|    |   | 4-6  | 1 <sup>st</sup> offense | ECAP (10 days) – Must complete SEL program prior to release to base school. |
|    |   |      | 2 <sup>nd</sup> offense | ECAP (30 days)  |
|    |   |      | 3 <sup>rd</sup> offense | ECAP (60 days)  |
|    |   | 7-12 | 1 <sup>st</sup> offense | ECAP (10 days)  |
|    |   |      | 2 <sup>nd</sup> offense | ECAP (30 days)  |
|    |   |      | 3 <sup>rd</sup> offense | ECAP (60 days)  |
| CJ | <b>Possession of weapons</b> – Students will not possess or conceal, or transport any weapon, realistic replica of a weapon, facsimile of a gun, firearm, air gun, pellet gun, or any instrument or device capable of firing a projectile, or other instrument that could cause or is intended to cause injury or other harm to another. Students will not misuse an otherwise non-dangerous or non-threatening object(s) in a threatening manner. (See Weapons List. Firearms as defined in the Class IV Offense section are excluded from this list.) | K-12 | 1 <sup>st</sup> offense | Recommended expulsion   |
| CK | <b>Disruptive Threats</b> - Any such communications concerning school board property, which has the intentional effect of interrupting the educational environment, including but not limited to, bomb threats, biological threats, riot threats, or threats of group violence. Any student found to have communicated a disruptive threat will be <b>prosecuted</b> and restitution will be sought for income lost due to the interruption of school activities.   | K-3  | 1 <sup>st</sup> offense | Parent conference and in-school suspension (5 days)                         |
|    |   |      | 2 <sup>nd</sup> offense | Out of school suspension (3 days)   |
|    |   |      | 3 <sup>rd</sup> offense | Out of school suspension (5 days)   |
|    |   | 4-6  | 1 <sup>st</sup> offense | ECAP (one full school year)   |
|    |   |      | 2 <sup>nd</sup> offense | Recommend expulsion   |
|    |   | 7-12 | 1 <sup>st</sup> offense | ECAP (one full school year)   |
|    |   |      | 2 <sup>nd</sup> offense | Recommend expulsion   |

|           |   |             |                               |   |
|-----------|---|-------------|-------------------------------|---|
| <b>CL</b> | <b>Sexual Misconduct -</b><br>Acts of a serious sexual nature including, but not limited to, intercourse.<br><i>Treatment program may be required for re-entry to school. Any costs incurred for this program is the responsibility of the parent/guardian.</i>   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (90 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (90 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion   |
| <b>CM</b> | <b>Inciting and/or participating in a major student disorder and/or refusing to disperse.</b><br>Leading, encouraging, or assisting in disruptions, which result in destruction or damage of private or public property; personal injury to participants or others during any school-sponsored activity.<br>Restitution will be required. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (10 days) – Must complete SEL program prior to release to base school. |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (one full calendar year)   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (one full calendar year)   |
| <b>CN</b> | <b>Igniting fireworks -</b> igniting an explosive and/or incendiary charge of less than one-quarter ounce. (More than this constitutes a Class IV Weapons Offense.)   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (10 days) – Must complete SEL program prior to release to base school. |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (45 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion   |
| <b>CO</b> | <b>Unjustified activation</b> of fire alarm and/or fire extinguishers, false electronic alert, making a false report to law enforcement/emergency responders, including but not limited to calling 911, or tampering with an emergency exit on a school bus.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (no less than 60 days)   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (no less than 60 days)   |
| <b>CP</b> | <b>Trespassing –</b> Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited. If an individual is in a closed building the punishment will be moved to a Second Offense   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Written or verbal warning   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | In-school suspension (5 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | Written or verbal warning   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (not less than 60 days)  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | Written or verbal warning   |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (not less than 60 days)  |



|           |   |             |                               |   |
|-----------|---|-------------|-------------------------------|---|
| <b>CQ</b> | <b>Gang Activity– <u>Significant</u> evidence of gang <u>involvement</u> to include but not limited to recognized attire, use of hand signals, art work, tattoos, jewelry.</b>  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion or long term in school placement                        |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (10 days) – Must complete SEL program prior to release to base school. |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion   |
| <b>CR</b> | <b>Aggravated Battery upon students</b> – intentionally hitting, striking, or any forceful blow with the intent to cause great or permanent bodily harm.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (60 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Recommend expulsion   |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (60 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Recommend expulsion   |
| <b>CS</b> | <b>Pantsing, (de)pantsing</b> – Also known as “dacking,” “detrousering,” “kegging,” and “flagging” that results in exposure, to include the exposure of underwear.<br><br><i>The act or practice of pulling someone's pants down.</i> | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (10 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (60 days)  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (10 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (60 days)  |
| <b>CT</b> | <b>Indecent Exposure</b><br>The intentional act of exposing one’s body parts.   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)                         |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)   |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)   |
|           |   | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (10 days) – Must complete SEL program prior to release to base school. |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (60 days)  |
|           |   | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (10 days)  |
|           |   |             | <b>2<sup>nd</sup> offense</b> | ECAP (30 days)  |
|           |   |             | <b>3<sup>rd</sup> offense</b> | ECAP (60 days)  |

|           |  |             |                               |   |
|-----------|--|-------------|-------------------------------|---|
| <b>CU</b> | <b>Misuse of Cellular Phone and Electronic Devices</b><br><br>Students are not allowed to take, show, share, and/or post pictures, audio recordings, or videos that include pornographic material, inappropriate pictures/video or could be determined as bullying another person using a cellular phone or any other electronic device (camera, smart phone, etc.) which violate the privacy rights of another individual – student, teacher, staff member, or visitor. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)   |
|           |  |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)                     |
|           |  |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)                     |
|           |  | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (3 days)   |
|           |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (5 days)   |
|           |  |             | <b>3<sup>rd</sup> offense</b> | ECAP (10 days)  |
|           |  | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (60 days)  |
|           |  |             | <b>3<sup>rd</sup> offense</b> | ECAP (90 days)  |
| <b>CV</b> | <b>Intentional Contact of a Board Employee by a student</b>  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in-school suspension (5 days)   |
|           |  |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)                     |
|           |  |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)                     |
|           |  | <b>4-6</b>  | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (60 days)  |
|           |  |             | <b>3<sup>rd</sup> offense</b> | Recommend expulsion                                   |
|           |  | <b>7-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (30 days)  |
|           |  |             | <b>2<sup>nd</sup> offense</b> | ECAP (60 days)  |
|           |  |             | <b>3<sup>rd</sup> offense</b> | Recommend expulsion                                   |
| <b>CW</b> | <b>Any violation, which the principal may deem reasonable to fall within this category.</b>  |             |                               | <b>Administrator or his/her designee's discretion</b> |

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

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

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

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

### CLASS III WEAPONS LIST

1. Knives including but not limited to

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

2. Numchucks, throwing stars, fighting claws, other weapons used in martial arts

3. Bicycle chain, heavy duty chain, bike sprocket, dog leashes worn as belts, wallet chains

4. Bows and arrows (unless approved as PE unit of instruction)

5. Other devices including but not limited to

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

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

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

The administrator shall notify appropriate law enforcement officials when any person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

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

## CLASS IV MAJOR OFFENSES

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

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

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

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

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

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

|           |  |                   |                               |  |
|-----------|--|-------------------|-------------------------------|--|
| <b>DA</b> | <b>Possession of firearms</b> - A weapon is any firearm (as defined in Section 921 of Title 18 of the United States Code), which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter gun, tear gas gun, or other chemical device). | <b>All Grades</b> | <b>1<sup>st</sup> offense</b> | Recommend expulsion from school for a period of not less than one year and shall be referred to the justice system or the juvenile delinquency system. |
| <b>DB</b> | <b>Discharge of firearm</b> - Discharging of any pistol, rifle, shotgun, air gun, tear gas, etc.   | <b>All Grades</b> | <b>1<sup>st</sup> offense</b> | Recommend expulsion from school for a period of not less than one year and shall be referred to the justice system or the juvenile delinquency system. |
| <b>DC</b> | <b>Explosives</b> – Possessing, preparing, and/or igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge of more than one-quarter ounce on school board property.   | <b>All Grades</b> | <b>1<sup>st</sup> offense</b> | Recommend expulsion from school for a period of not less than one year and shall be referred to the justice system or the juvenile delinquency system. |

|           |  |             |                               |  |
|-----------|--|-------------|-------------------------------|--|
| <b>DD</b> | <b>Illegal Organization-</b> Any threatening and/or overt acts by fraternities, sororities, secret societies, non-affiliated school clubs or gangs, which promote gang participation or threaten others. Includes enticing others to join a gang, threats, intimidation, initiation, and physical contact. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in school suspension (10 days) |
|           |  |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion                                  |
|           |  | <b>4-12</b> | <b>1<sup>st</sup> offense</b> | Recommend expulsion                                  |
| <b>DE</b> | <b>Battery upon Board employees -</b> The unlawful striking of a Board employee, and/or the intentional causing of bodily harm to a Board employee or visitor. All attacks or incidents shall be reported to the superintendent within 72 hours.   | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in school suspension (10 days) |
|           |  |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion                                  |
|           |  | <b>4-12</b> | <b>1<sup>st</sup> offense</b> | Recommend expulsion                                  |
| <b>DF</b> | <b>Burglary of school property -</b> Entering or remaining on a campus when the premises are closed to the public with the intent to commit a crime.<br><b>Restitution must be made in full for all damages before returning to school.</b>  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in school suspension (10 days) |
|           |  |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion                                  |
|           |  | <b>4-12</b> | <b>1<sup>st</sup> offense</b> | Recommend expulsion                                  |
| <b>DG</b> | <b>Malicious battery –</b> Intentionally causing great bodily harm or disability, or permanent disfigurement to include rape or attempted rape.  | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in school suspension (10 days) |
|           |  |             | <b>2<sup>nd</sup> offense</b> | Recommend expulsion                                  |
|           |  | <b>4-12</b> | <b>1<sup>st</sup> offense</b> | Recommend expulsion                                  |

|           |   |             |                               |  |
|-----------|---|-------------|-------------------------------|--|
| <b>DH</b> | <b>Drugs/Chemicals</b> – Unauthorized possession, transfer, use of, and/or sale of controlled substances to include illegal substances and prescribed substances (examples, Xanax, Ritalin, Adderall, Dexedrine, Oxycodone, etc.) or to be under the influence of drugs or chemicals. Unauthorized possession of drug paraphernalia or non-controlled substances that are represented to be a controlled substance. Before returning to base school, a rehabilitation plan must be developed and implemented; proof of drug education/training must be a vital part of the plan. The parent/ guardian is responsible for any costs incurred in the development and implementation of this plan. If student distributes drugs/chemicals, consequence moves to 2 <sup>nd</sup> offense. | <b>K-3</b>  | <b>1<sup>st</sup> offense</b> | Parent conference and in school suspension (10 days) |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Out of school suspension (3 days)                    |
|           |   |             | <b>3<sup>rd</sup> offense</b> | Out of school suspension (5 days)                    |
|           |   | <b>4-12</b> | <b>1<sup>st</sup> offense</b> | ECAP (60 days)                                       |
|           |   |             | <b>2<sup>nd</sup> offense</b> | Recommended expulsion                                |
| <b>DI</b> | <b>Threatening with a weapon</b> – Use of a weapon to threaten a student or a board employee, or a visitor on school board property or at a school sponsored event.   | <b>K-12</b> | <b>1<sup>st</sup> offense</b> | Recommended expulsion                                |

## PROCEDURES FOR K - 12 CORPORAL PUNISHMENT

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

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

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

## OTHER DISCIPLINE PROCEDURES

### Special Education Students

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

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

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

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

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

## **Notification**

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

## **Inappropriate Disciplinary Actions**

The following are considered inappropriate disciplinary actions:

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

## **LEGAL REFERENCE:**

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

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

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

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

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

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

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

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

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

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

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

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



# Elmore County

## Public School System

**Mr. Richard Dennis**  
**Superintendent of Education**

**Mr. Michael Morgan**  
**Board of Education Chairman**

**Mr. Dale Bain**  
**Board of Education Vice-Chairman**

**Ms. Leisa Finley**

**Mr. Brian Ward**

**Mr. Joey Holley**

**Mr. David Jones**

**Mr. Wendell Saxon**