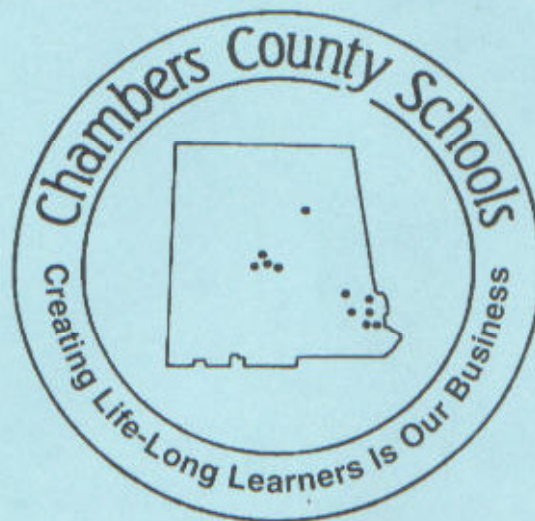


STUDENT CODE OF CONDUCT



2006-2007

Chambers County Board of Education

P. O. Box 408-D

LaFayette, Alabama 36862

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**MISSION STATEMENT
of the
CHAMBERS COUNTY SCHOOL SYSTEM**

“Recognizing that children are our most important natural resource, the Chambers County Schools will strive to maintain a climate that promotes and nurtures educational excellence and creativity by inspiring students to challenge themselves throughout life.”

Goals:

1. To provide experiences which allow students to reach their maximum potential, emotionally, physically and academically.
2. To provide a well-balanced curriculum and program of instruction which includes problem solving, critical thinking, reasoning skills, basic literacy, and communication skills.
3. To involve parents and the community in the education of their children.
4. To provide opportunities and motivation for the development of a sense of self-worth in each student and a positive attitude toward learning.
5. To provide experiences for students whereby they will develop habits, values, and attitudes that will ensure successful living in the twenty-first century.

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in the School System are subject to the policies of the Board and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not limited to, the following:

1. Regular school activities
2. Transportation on school buses to and from school or school-sponsored activities
3. Athletic functions
4. Club or organizational events
5. School-sponsored social events
6. School groups representing the school system
7. All school regulations and prohibitions pertain to automobiles driven or parked on school property.

Jurisdictional control over the students may be extended off campus and to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety and welfare and/or have a direct negative impact on the school.

EQUAL EDUCATIONAL OPPORTUNITIES

The School System has been created by the Alabama State Legislature to execute educational law as defined by the Federal Constitution, the State Constitution, state statutes, State Board of Education resolutions, and the policies of the Board. It shall be the policy of the Board to offer the best educational program possible and one which will provide all students with the necessary skills and attitudes, commensurate with their ability, to become effective citizens who are able to take their places in society. It shall be the policy of the Board to strive to provide equal educational opportunities for all students in the School System.

Further, it shall be the policy of the Board that no student shall knowingly be discriminated against in any education program or activity on the basis of race, color, disability, creed, national origin, age, or sex.

In an effort to afford students appropriate access to administration remedies relative to perceived discriminatory practices by School System personnel, the Superintendent shall designate a member of the certified staff to investigate any and all complaints which may be brought against the School System in regard to any alleged discriminatory action relative to Title IX, Section 504 of 1973, the Rehabilitation Act, and/or sexual harassment.

ACCESS TO EDUCATION

It is the policy of the Chambers County Board of Education that all children residing within the school district will have access to a free and appropriate public education. There will be no barriers to the enrollment, attendance, and success in schools of students identified as homeless, migrant, immigrants, limited English proficient, and neglected and delinquent. School officials will work to ensure immediate access to school.

GRIEVANCE PROCEDURE for ALLEGATIONS of DISCRIMINATION

The Board will use the following procedure for any grievance of any nature to include, but not limited to, alleged discrimination based on grounds of race, color, disability, sex, religion, creed, national origin, limited English proficiency, or age. For further information contact the Title VI/Title IX Coordinator, Chambers County Board of Education, P. O. Box 408-D, 202 1st Ave. SE. LaFayette, Alabama 36862, phone (334) 864-9343 or the Office for Civil Rights, Region IV, United States Department of Education, Atlanta, Georgia.

Step 1. When a student or parent has a grievance, he/she or parent/guardian shall, within five (5) days of when the grievance is first known, request a conference with his or her teacher. This conference shall be scheduled by the teacher within **five (5) days** of receipt of the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposal resolution.

Step 2. If the grievance is not resolved at the first level conference, the student or parent/guardian shall file, within **five (5) days**, a written description of the grievance with the next level of administration, the principal. Upon receipt of the grievance, the principal and the teacher shall schedule a conference with the student or parent/guardian to be held within **five (5) days** of the receipt of the grievance. This conference shall be for the purpose of resolving the filed grievance. Following the conference, the principal shall respond in writing within **five (5) days** to the student or parent/guardian as to his/her decision regarding the disposition of the grievance.

Step 3. Should the grievance not be resolved to the satisfaction of the student, he/she or parent/guardian may continue through each level of administration in the same manner as prescribed previously. Upon completion of the final administrative level (the superintendent of education), the student or parent/guardian may request to be heard by the Board by submitting the request in writing to the Superintendent. The Superintendent shall insert in the appropriate place on the agenda of the next Board meeting providing that the time constraints (according to Board policy) are met for inclusion on the most immediate agenda an item that states that the student desires to address the Board concerning a grievance.

The Board shall review the original grievance. In addition, the Board may, but is not required to, hear directly from any individual with knowledge of any relevant facts relating to the grievance.

The Board will either uphold the recommendation of the Superintendent or require the School System to take some other action in response to the grievance. A copy of the action of the Board will be furnished to the student or parent/guardian either as part of the minutes of the Board or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any student or parent/guardian of any right they may have to file a grievance pursuant to any other policy of the Board. The student or parent/guardian retains always the rights to contact the Alabama State Department of Education or Office of Civil Rights concerning any allegation that the system has violated the statutes described above.

PARENT'S RIGHTS
AND
RESPONSIBILITIES

SCHOOL'S RIGHTS
AND
RESPONSIBILITIES

In order for effective teaching and learning to occur in our schools, there must be a cooperative relationship among students, parents/guardians and educators. Their respective roles follow.

A. PARENTS or Guardians Should:

1. Keep in regular communication with the school authorities concerning their child's progress and conduct.
2. Ensure that their child attends school daily, and when absent or tardy, notify the school in writing to explain such absences or tardies.
3. Provide materials needed by their child to complete classwork.
4. Assist their child in being healthy, neat and clean.
5. Bring to the attention of school authorities any problem or condition which affects their child or other children of the school.
6. **Take time to discuss progress reports, report cards and homework with their child and arrange for conferences with teachers to discuss any unsatisfactory progress at school.**
7. Attend scheduled parent-teacher conferences when requested by school authorities.
8. **Provide up-to-date and correct information for the school's records, e.g., homework, emergency telephone numbers, addresses, hospital preferences, and an emergency health care form. Please up-date the school immediately should there be a change in your telephone number or address.**
9. Never leave students at school except during hours when school-sponsored supervision is provided, according to school handbook or the school principal.
10. **Document receipt of the code of conduct book with his/her signature.**
11. **Parents Right to Know**

Title I, Part a, Section 1111 (h)(6), *No Child Left Behind Act of 2001*, Public Law 107-110 states that parents have the right to **request** and receive timely information about the professional qualifications of their child's classroom teacher/s.

Title I, Part a, Section 1111, Subpart 1 (6,B,ii) Parents Right to Know under *No Child Left Behind Act of 2001*, states that parents must receive "timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks" by a teacher who does not meet Alabama's definition of highly qualified teacher.

In addition, Alabama Law requires that "Parents compel the child to properly conduct himself or herself as a pupil." (Alabama Code, Section 16-28-12, as amended 1994)

B. SCHOOLS Should:

1. Maintain a cumulative record file for each student, which will contain relevant and accurate information needed for making appropriate educational decisions.
2. Ensure that student records are maintained in a confidential manner.
3. Encourage the use of good guidance procedures.
4. Maintain an atmosphere conducive to good behavior.
5. Exhibit an attitude of respect for students.
6. Provide a curriculum to meet the needs of all students.
7. Promote and maintain effective discipline based upon fair and impartial treatment of all students.
8. **Communicate regularly with parents and guardians in school affairs.**
9. Encourage parental involvement in school activities.
10. Encourage parents and guardians to keep in regular communication with the school.

11. Seek to involve students in the development of policies.
12. Endeavor to involve the entire community in order to improve the quality of life.
13. Promote involvement in extra-activities.
14. Assign grades as an assessment of student's academic achievement and never use grades as a means of maintaining order and discipline.
15. Never give writing assignments as punishment unless the principal or as-

DUTY OF THE SCHOOL TO NOTIFY LAW ENFORCEMENT

The principal shall notify appropriate law enforcement officials when any person violates local board of education concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to any person. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. If that person is a student enrolled in any public school in the State of Alabama, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five school days. The decision to suspend or initiate criminal charges against a student, or both, shall include a review and consideration of the student's exceptional status, if applicable, under Chapter 39, or appropriate federal statutory or case law.

UNANNOUNCED VISITS BY LAW ENFORCEMENT AGENCIES.

To provide and maintain a safe and secure environment for students, staff and visitors, the Board supports the requirement of The Alabama Administrative Code, section 290-030-010.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the School System. Such visits shall be for the purpose of detecting the presence of illegal drugs or weapons. In accordance with The Code of Alabama, 16-12-14.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s). See policies JCDA, JCDAB, JCDAD, and JCDAF for specific information related to Board policy.

STUDENT RIGHTS, RESPONSIBILITIES

AND

SANCTIONS

STUDENT RESPONSIBILITIES

STUDENTS Should:

1. Abide by laws and local board of education and individual school rules and policies.
2. Attend all classes daily and on time.
3. Take necessary and appropriate materials to class.
4. Be respectful of the privacy of others.
5. Be respectful to all individuals and of all property.
6. Attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
7. Refrain from the usage of profane language, obscenities or inflammatory remarks.
8. Conduct themselves in a safe and responsible manner.
9. Try to stay healthy, clean and neat, and appropriately dressed for school.
10. Be responsible for meeting teachers' deadlines and assignments.
11. Show a positive, cooperative attitude toward school.
12. **Promptly request and complete make-up assignments following excused absences.** See Chambers County Policy Manual to determine the exact number of days.
13. Seek assistance, if needed, to aid learning.
14. Take advantage of appropriate opportunities provided for learning.
15. Avoid hindering the teaching process.
16. **Document receipt of the code of conduct with his/her signature.**

STUDENT RIGHTS

STUDENTS Should:

1. Be informed of local board of education and individual school rules and policies relating to student conduct, attendance, respect for privacy and property, the right to learn, free speech, student publications, assembly, participation in school programs and activities.
2. Be provided a safe school environment.
3. Be provided with make-up assignments for excused absences or tardies.
4. Retain privacy of personal possessions on his/her person, lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or board policy.
5. Be informed as to the specific grounds of the violation(s) of the Code of Conduct.
6. Be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.
7. Be provided with the opportunity to express concerns regarding the operation of the school.
8. Be able to express disagreement in a constructive manner taking into account the rights of others, consistent with the established educational process.
9. Be able to participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.
10. Be able to assemble in a lawful manner for a lawful purpose with prior approval by local school officials.
11. Be able to develop or participate in student programs and activities consistent with board policies and school policies.
12. Be able to seek office in any school organization if qualified.

**STUDENT CODE OF CONDUCT
VIOLATIONS AND SANCTIONS**

Violations of the School System *Code of Student Conduct* are grouped into three classes:

MINOR (CLASS I)

INTERMEDIATE (CLASS II)

MAJOR (CLASS III)

Each classification, if followed by a disciplinary procedure, is to be implemented by principals and their designated persons. Before determining the classification of a violation, the principal or his/her designated person will hear the student's explanation and consult further with witnesses, if necessary. The disciplinary action or sanction will be determined by whether the student is an elementary or secondary student and the number of times he/she has committed violations.

Each classroom teacher will deal with general classroom disruption by taking disciplinary action within the classroom, including making a personal call to the parent(s) or guardian or other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designated person.

MINOR OFFENSES—CLASS I

The offenses will result in the following sanctions:

Elementary Students

1. **First Violation**—Student conference and parental contact when warranted.
2. **Second Violation**—Parental contact and/or disciplinary action.
3. **Subsequent Violations**—Disciplinary action such as probation, after-school detention, assignments relative to violation, work assignments before or after school, corporal punishment, assignment to the New Directions Learning Center, early warning meeting or suspension.

Secondary Students

1. **First Violation**—Student conference and parental contact when warranted. Specific circumstances may warrant disciplinary action as outlined below.
2. **Second and Subsequent Violations**—Disciplinary action such as probation, after-school detention, special assignment related to violation, work assignments before or after school, in-school suspension, corporal punishment, suspension, early warning meeting or assignment to the New Directions Learning Center.

Violations

1. Excessive distraction of other students—any behavior that is disruptive to the orderly educational process.
2. Membership or participation in an organization not recognized by the school, during the school day.
3. **Excessive tardiness—repeatedly reporting late to school or class. See local school handbook.**
4. Non-conformity to dress code. (See Additional Policies: Dress Code.)
5. Minor disruption on a school bus.
6. Inappropriate public display of affection, including but not limited to, embracing and kissing.
7. Continued refusal to complete class assignment.
8. Failure to follow instructions. Examples: Failure to carry correspondence home; failure to obey direction in the hallways, assemblies, etc.
9. Unauthorized use of school or personal property.
10. Littering on school property.
11. Use of profane language or obscene manifestation when the student does not understand that it is obscene.
12. Unauthorized absence from class in an unauthorized location on campus.
13. Any other violation which the principal may deem reasonable to fall within this category.

INTERMEDIATE OFFENSES—CLASS II

The offenses will result in the following sanctions:

Elementary Students

1. First Violation—Parental contact and disciplinary action.
2. **Subsequent Violations**—Parental contact and/or suspension for one to five (5) days, **place in ISS**, or in the New Directions Learning Center.

Secondary Students

1. **First Violation**—Saturday morning detention and/or extended work assignments before or after school, and/or suspension for one to three days or assignment to the New Directions Learning Center.
2. **Subsequent Violations**—Suspension from three to five (5) days (high school), **assigned to ISS**, or to the New Directions Learning Center. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures in this book will be followed.

Violations

1. Defiance of School Board Employee's Authority.
2. Possession or use of tobacco products.
3. Vandalism
4. Stealing—Larceny—Petty Theft—The intentional, unlawful taking and/or carrying away of property valued as less than \$100 belonging to or in the possession or custody of another.
5. Gambling—The intentional, unlawful participation in gambling (or the possession of gambling paraphernalia) activities involving money and valuables less than \$100.
6. Possession of or the selling of stolen property with the knowledge that it is stolen.
7. Threats—The intentional threat to do harm to another student.
8. Threats—Extortion—Verbally or by a written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money, etc. (NOTE: Completion of the threat, either by the victims' complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.)
9. Trespassing
10. Use of profane or obscene language or gesture.
11. Unauthorized absence from school (i.e., leaving school campus).
12. Battery upon students/fighting—Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual. Student disagreements which erupt into fighting are very disruptive and frequently pose a danger to students and school personnel. Any student in grades 6-12 who is actively involved in a fight will be immediately assigned to the New Directions Learning Center or suspended.
13. The possession of electronic pager or communication devices, **cell phones**, laser pointers, and other electronic listening devices except for health or other extraordinary reasons upon approval of the Board of Education. **In accordance with The Code of Alabama, 16-1-27, such behavior is in violation of state law.**
 - 1st offense 1 day out of school suspension
 - 2nd offense 2 days out of school suspension
 - 3rd offense 10 days ISS or New Directions Learning CenterThe cell phone is returned to the parent/guardian each time it is confiscated.
14. Harassment or intimidation of other students.
15. Intentionally providing false information to school personnel such as forgery of parents'/guardians' names or other documents and the concealment of information directly related to school business.
16. Inappropriate touching: The intentional touching of a person in an inappropriate manner.

17. Computer hacking or misuse of the computer: Intentionally entering into areas that are off limits to students and/or the intentional opening of such files in those areas. These areas include teacher files, system files, and areas that have been blocked by fool proof.
18. Any other violation which the principal may deem reasonable to fall within the category.

MAJOR OFFENSES—CLASS III
The offenses will result in the following sanctions:

Elementary and Secondary Students

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures in this manual. Pending final determination of the matter by the school board, the student may be offered the opportunity to attend an alternative program, including the school system's New Directions Learning Center.

Violations

1. Drugs—Unauthorized possession of prescription medication narcotic, and/or non-narcotic, transfer, use or sale of drugs, drug paraphernalia or alcoholic beverages. **In accordance with The Code of Alabama, 16-1-14.1 (a) (b) (c) (d) and Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.**
 1st offense 7 days out of school suspension or placed in New Directions Learning Center
 2nd and subsequent offenses are subject to additional punishment and/or expulsion procedures.
2. Arson—The willful act and malicious burning of any part of school board property. **In accordance with The Code of Alabama, 16-1-24.1 (e) (2) (a) and (e) (3) and Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).**
3. Battery upon any person. **In accordance with The Code of Alabama, 16-28A-1 and Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.**
4. Robbery—The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same.
5. Stealing—Larceny—Grand Theft—The intentional, unlawful taking and/or carrying away of, property valued at \$100 or more, belonging to or in the lawful possession of another.
6. Gambling—The intentional, unlawful participation in gambling activities involving amounts of more than \$100.
7. Burglary of School Property—Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
8. Criminal Mischief—Willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property belonging to another.
9. Possession of Firearms—Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm silencer; any destructive device. **In accordance with The Code of Alabama, 16-1-24.1 (a) (b) (c) (d), 16-1-24.3 (a), and Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. (See policy JCDAF)**

10. Discharging of any pistol, rifle, shotgun, airgun or any other device. (See 9 above)
11. Use of obscene manifestations (verbal, written, gesture) directed toward another person.
12. Possession of Weapons—A knife, metallic knuckles, tear gas gun, chemical weapon or device; or any other weapon, instrument or object with the intent to be armed. **In accordance with the Federal Gun-Free School Zone Act of 1994, students found to be in possession of a firearm on school premises will be expelled for not less than one (1) year. Further, The Code of Alabama, 16-1-24.1 (a) (b) (c) (d), 16-1-24.3 (a), and Legislative Act 94-87 states that the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. (See policy JCDAF)**
13. **Bomb Threat—Any such communications(s) concerning School Board property which has the effect of interrupting the educational environment.**
14. Explosions—Preparing, possessing or igniting explosives on School Board property; and/or igniting fireworks, firecrackers or smoke bombs.
15. Sexual Acts—Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
16. Unsolicited written or verbal proposition to engage in sexual acts.
17. Aggravated Battery—Intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.
18. Inciting or Participating in Major Student Disorder—Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
19. Unjustified activation of a fire alarm system.
20. Offensive touching of another person.
21. Computer hacking or misuse of the computer: Intentionally entering into areas and files that are off limits to students and the intentional copying or altering of such files or programs. These areas include teacher files, system files, and areas that have been blocked by fool proof.
22. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

In accordance with The Code of Alabama, 16-1-24.1 (e) (1) and (4), the Board requires that this Code of Conduct be printed annually in local school student/parent handbooks for distribution to parents and students.

BUS VIOLATIONS AND SANCTIONS

Class I Offenses

Elementary Students (K-5)

1. First Referral: Student conference and/or parental contact.
2. Second Referral: Parental contact and/or disciplinary action.
3. Third Referral: Bus Suspension, 1-3 days.
4. Fourth Referral: Bus Suspension 5-10 days.
5. Fifth Referral: Bus Suspension, 15 days.
6. Sixth Referral: Bus Suspension for the remainder of the year.

Secondary Students (6-12)

1. First Referral: Student conference *and* parental contact.
2. Second Referral: Parental contact *and* Bus Suspension, 1-3 days.
3. Third Referral: Bus Suspension, 5-10 days.
4. Fourth Referral: Bus Suspension 15 days.
5. Fifth Referral: Bus Suspension for remainder of the year.

Violations

1. Refusal to sit in assigned seat.
2. Standing or moving from assigned seat while bus is in motion.
3. Improper sitting habits (feet/legs in aisle, sitting on knees, book bags, or band instruments, sitting facing the back of bus).
4. Excessive noise.
5. Eating, drinking, or littering on the bus.
6. Failure to follow bus driver's directives.
7. Consistent tardiness to bus stop.
8. Public display of affection.
9. Use of profane language or obscene manifestations towards another student or passerby/pedestrian.
10. Possession of radios, CD players, electronic games without written permission from school administration.
11. Any unauthorized possession of an object (toys, sporting equipment, etc.).
12. Any other violation of bus safety rules which the principal may deem reasonable to fall within this category .

Class II Offenses

Elementary Students (K-5)

1. First Referral: Parental contact and/or Bus Suspension, 1-3 days.
2. Second Referral: Bus Suspension, 5-10 days.
3. Third Referral: Bus Suspension 15 days.
4. Fourth Referral: Bus Suspension for remainder of the year.

Secondary Students (6-12) (*The bus driver and/or principal may request assistance from local law enforcement agencies)

1. First Referral: Parental contact *and* Bus Suspension, 1-5 days.
2. Second Referral: Bus Suspension, 10-15 days.
3. Third Referral: Bus Suspension for remainder of the year.

Violations

1. Possession and/or use of tobacco products.
2. Simple assault on a student - the intentional, unlawful threat by word or act to *do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act, which creates a well-founded fear in the other person that such violence is imminent.*
3. Vandalism (Student(s) will also be responsible for damages).
4. Protrusion of head, arms, etc. out of bus window.
- *5. Battery upon another student.
6. Using profanity or obscene manifestations toward a school employee.

7. Harassment, extortion, or intimidation of another student.
8. Use of electronic devices such as cell phones, pagers, etc. (State Law 16-1-27)
9. Activating an emergency exit without just cause.
10. Talking or distracting bus driver while at a railroad crossing.
11. Boarding or exiting a bus without the permission of the bus driver.
12. Any other violation of bus safety rules which the principal may deem reasonable to fall within this category.

Class III Offenses

Elementary Students (K-5)

1. First Referral: Parental Contact *and* Bus Suspension, 5-10 days.
2. Second Referral: Bus Suspension, 15 days.
3. Third Referral: Bus Suspension for remainder of the year.

Secondary Students (6-12) (*The bus driver and/or principal may request assistance from local law enforcement agencies)

1. First Referral: Parental Contact *and* Bus Suspension, 5-10 days.
2. Second Referral: Bus Suspension, 15 days.
3. Third Referral: Bus Suspension for remainder of the year.

Violations

- *1. Drugs/alcohol - Unauthorized possession-transfer, use or sale of drugs/alcohol, paraphernalia. (State law 16-1-14.1 (a) (b) (c) (d) and legislative Act 94-783)
- *2. Assault and/or battery upon any Chambers County Board of Education employee or chaperone.
- *3. Possession of weapons - including, but not exclusive to knives, firearms, brass knuckles, air/gas/chemical/water generated weapons, or any object used to inflict bodily harm .
4. Possession of fireworks, smoke bombs, "stink" bombs, etc.
5. Sexual Acts - Acts of a sexual nature including, but not limited to battery, intercourse, attempted rape, or rape.
6. Unsolicited written, verbal, or any other manifestation to engage in sexual acts.
- *7. Inciting or participating in a major student disorder - Leading, encouraging or assisting in (major) disruptions which results in destruction of private or public property, or personal injury to participants or others.
8. Offensive touching of another person.
- *9. Aggravated Battery - Intentionally causing great bodily harm disability or disfigurement; use of a deadly weapon.

FORMAL DISCIPLINARY ACTIONS (SANCTIONS)

In School Suspension (ISS)

The principal (or his or her designee) has the authority to place students in ISS (In School Suspension) for disciplinary reasons. Parents will be notified one day prior to this placement. The principal, or his or her designee, however has the authority to place students in ISS prior to parent contact in emergency situations.

After-School Detention

The principal (or his/her designee) has the authority to assign students to a designated area at the end of the regular school day for a reasonable and specific period of time as a disciplinary action. The parent is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) one day prior to the assignment of a student to detention.

Disciplinary Probation

Disciplinary probation is a period of time specified by the principal during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

Saturday Morning Detention

The principal or his designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time and/or may assign academic activities. Parent(s) will be notified prior to the student's placement in Saturday morning detention and will be responsible for transportation.

School Bus Suspension.

The principal has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus.

Physical Restraint

The principal or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents or other staff members. **This action may be taken when it is necessary to maintain discipline or to enforce school rules and must be done in a reasonable fashion to protect all parties involved.** Law enforcement officials may be called to assist in the enforcement of this action.

New Directions Learning Center (NDLC)

The principal has the authority to recommend assignment to the New Directions Learning Center for violation of school rules, Board policy or regulations or disruption of the orderly operations of the school. Such assignment and subsequent reassignment to the regular program will be based on approved New Directions Learning Center guidelines which require the student and parent/guardian to meet with the principal. If the student does not abide by New Directions Learning Center rules, a complaint will be filed with juvenile services, and the parent(s)/guardian(s) and student will have to attend the intervention program. If the student continues to disobey New Directions Learning Center rules, school officials will file a petition, and the student and parent/guardian will be brought to juvenile court. Most of the students to be referred to the Learning Center's program will be enrolled in grades seven through twelve. However, there might be special circumstances that would require the admission of a younger student.

Suspension

The Chambers County Board of Education defines "suspension" as the temporary removal of a student from a school for violation of school rules, disruption of the orderly operations of the school. The principal has the authority to suspend a student from school. The suspension will be in accordance with prescribed Board Policy.

Expulsion

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

Superintendent Hearing

The Superintendent or his/her designated person(s) will review recommendation from principals for expulsion and request a conference with the person(s) involved, which may include principals, teachers, parents, guardians and students. The Superintendent may recommend expulsion or some other alternative.

FORMAL DISCIPLINARY PROCEDURES

A student recommended for any formal disciplinary action will be made aware of the charges and given an opportunity to respond. When a student is recommended for suspension or expulsion, his/her parent(s) or guardian will be sent notification of the action that will take place. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian by a telephone call made during school hours or by written notice delivered by the student or notice by United States mail.

The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

When disciplinary action reaches the level of corporal punishment or denial of education participation, the following guidelines shall be followed for the protection of the rights of students.

Corporal Punishment

Corporal punishment should only be used as last resort, after all other methods possible have been used. Anytime corporal punishment is administered, it must be administered or witnessed by the principal or assistant principal. If corporal punishment is administered, it must be reasonably administered without anger or malice. If a student refuses to accept corporal punishment, he/she will be suspended or assigned to the New Directions Learning Center according to New Directions Learning Center School policy.

1. Corporal Punishment Concerning Non-Special Education Students

Corporal punishment should be undertaken only after efforts have been made by the principal and teacher to correct the situation by other means.

Such punishment shall not be inflicted except by the principal or assistant principal or designee and witnessed by the principal or assistant principal, who shall be told in the student's presence the reason for the punishment before it is administered. The utmost care, tact and good judgment shall be exercised in all cases of punishment to insure reasonableness and moderation as determined by size, age, condition, or disposition of the student under circumstances. Such punishment shall not be administered in anger, maliciously, or for the purpose of revenge.

Corporal punishment shall not be administered by classified or paraprofessional personnel including teacher aides, secretaries, student assistants, student teachers, or substitute teachers.

If a student refuses to accept corporal punishment, then he/she will be suspended or assigned to the New Directions Learning Center, according to policy.

Upon request of the student's parents/guardians, school officials shall provide a written explanation of the reasons for the use of corporal punishment and the name of the school official who was present.

2. Corporal Punishment Concerning Special Education Students

Prior to the use of corporal punishment on a special education student, said student's IEP shall be reviewed to determine if corporal punishment is prohibited. If it is determined that corporal punishment is not prohibited, the student shall be treated as any other student and corporal punishment may be used as a discipline measure. The administrator must first obtain parental consent prior to administering corporal punishment.

3. Out-Of-School Suspension

The Board defines "suspension" as the temporary removal of a student from a school for violation of school rules, Board Policy or regulation, or otherwise causing interference with or disruption of the orderly operations of the school. The principal has the authority to suspend a student from school. The suspension will be according to prescribed Board Policy shown below:

Authority

The school principal or his/her designated person(s) has the authority to suspend students from school.

Notification

Prior to suspension, the student will be aware of the charges and given an opportunity to respond to them. Written notice will be sent to the parent(s) or guardian stating the reason(s) such action was taken; however, every effort will be made to notify the parent before the child is sent home.

Immediate suspension of a student is justified when the student's presence would threaten himself/herself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students. If immediate removal is necessary, the parent(s) or guardian will be notified by phone if possible. If a student violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, it is the principal's duty to notify appropriate law enforcement. The necessary notice and conference will follow within 24 hours of action after proper notification, if possible.

If a student violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, it is the principal's duty to notify appropriate law enforcement officials and immediately suspend that student from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days. The decision to suspend or initiate criminal charges against a student, or both, shall include a review and consideration of the student's exceptional status. If the student is found to have violated the above-mentioned policies, the student 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.

Length of Suspension

1. Except in unusual circumstances, the suspension shall be for no more than five (5) school days.

- a. At the first suspension, a letter will be sent to the parent, and the parent/guardian will be required to attend a conference with student and school official(s). The Superintendent and district attorney will be notified. The parent/guardian and student will be given notice of future intervention if conduct does not improve. Act 04-782
 - b. At the second suspension, a letter will be sent to the parent, and the principal will sign a complaint with juvenile services. Juvenile services will notify the parent/guardian and student of their duty to attend an intervention program sponsored by the school system and juvenile court. The school system will notify the district attorney. Act 94-782
 - c. At the third suspension, the attendance officer will sign a petition in juvenile court as well as a warrant/summons in the circuit clerk's office. Juvenile services will schedule a hearing and notify all parties. The school system will notify the district attorney. Act 94-782
2. The suspension of a student is not to exceed five (5) school days except as follows:
- a. After consultation and agreement of the Superintendent and Principal, suspension of the student may exceed more than five (5) days.
 - b. Violation of drug-alcohol policy or possession of a firearm on School Campus.
 - c. If an incident or violation causes the principal or his/her designated person(s) to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken as outlined in the "Expulsion of Students" section.

Terms of Suspension

- 1. If a student attends a base school and the Career Technical Center and is suspended from either school, the suspension will include both schools. The principals of both schools or their designated person(s) must notify each other of all suspension.
- 2. **During the suspension period, suspended students cannot attend any school functions or enter school property for any reason, at any time.**
- 3. When a student is suspended, his/her teacher must be notified immediately concerning the date of suspension and the number of days suspended. Teachers shall not give make-up work to students who are suspended from school.
- 4. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he/she is reinstated in the school from which he/she was suspended. The Superintendent or his/her designated person(s) and the principal will discuss student transfers.
- 5. If 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. (Section 1-24-1, Code of Alabama)

Readmission

When a student returns to school after suspension, the readmission must be preceded by a conference with the principal or his/her designated person(s). The conference must include the parent(s) or guardian unless otherwise approved by the principal. If the student is returning after a conference with the Superintendent or his/her designated person(s), the Superintendent or his/her designated person(s) may choose to attend the readmission conference.

The student is readmitted by the principal or his/her designated person(s) and is given a readmission slip to return to class.

Out-Of-School Suspension for Special Education Students

The school system will follow the most current reauthorization of the Individuals with Disabilities Education Act statutes regarding suspensions/expulsions.

4. Expulsion of Students

In accordance with the Alabama State law requiring compulsory attendance, the Chambers County Board of Education makes the final disposition of an expulsion recommendation.

The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. The procedures listed must be followed:

Notification By Principal

1. Immediately following an incident or violation of school regulation which may result in a recommendation by the principal to expel a student, the principal is authorized to suspend the student for as many as five (5) school days pending a hearing for expulsion. The principal will notify the student and the parent(s) or guardian that the information or data obtained by the principal's investigation of the incident will be made available to them. This notice should be given to the parent(s) or guardian prior to the expulsion recommendation.
2. After the completion of the full investigation of a violation which may result in a recommendation for expulsion, the principal will, based on the facts, specify whether to recommend student expulsion. He/she will immediately notify the student and the parent(s) or guardian in personal conference. He/she will also confirm this notice in a letter to the parent(s) or guardian.
3. The principal's conclusions should be based on the documentation of the facts pertaining to the incident. Such documentation will include all information available concerning the definition of the offense; a detailed description of the offense; the time, date and location of the alleged offense. The above documentation will be forwarded to the Superintendent or his/her designated person(s).

Superintendent Hearing

After a review of the principal's recommendation, the Superintendent or his/her designated person(s) will, within the suspension period imposed, or if the student has not yet been suspended, as soon as possible, request a conference with the parent(s) or guardian and the student. The Superintendent or his/her designated person(s) will notify the student and parent(s) or guardian that they have a right to be present, respond to the charges, and ask any question relative to the charges of any person, and that they also have a right to request witnesses on their behalf supporting their response to the charges.

At this conference, the Superintendent or his/her designated person(s) may discuss with the student and parent(s) or guardian whether a mutually agreeable alternative to expulsion is appropriate. Such alternatives may be:

1. Placement in alternative education programs.
2. Placement of special education students in appropriate programs.
3. Voluntary withdrawal of the student from the Chambers County School System for a period of not less than one (1) semester and not more than one (1) regular school term not including summer school, if the student is over the age of compulsory school attendance.
4. Placement of the student in a juvenile facility by a governmental agency independent of the Chambers County School System. The School Board should concur that the action taken is adequate as an appropriate remedy for the problem. The School Board, in compliance with civil law will have the right and responsibility to determine the action which constitutes the resolution of the problem.
5. The Superintendent or his/her designated person(s) may determine that no disciplinary action is needed; that discipline action other than expulsion is warranted because of extenuating circumstances or make a decision to recommend expulsion of the student.

Board Hearing

1. If the decision of the Superintendent or his/her designated person(s) (after investigation and after hearing the student's response to charges and the response of any witnesses requested by the student to provide information) is to recommend expulsion, the Superintendent shall place the question of expulsion on the agenda for the next School Board meeting.
2. The Superintendent or his/her designated person(s) will give notice by registered or certified mail or hand delivery to the student and parent(s) or guardian that expulsion is recommended. The notice will advise them of the finding at the Superintendent Level Hearing. The notice will state the time and place of the hearing and advise the student and parent(s) or guardian that the student has a right to attend the hearing; to be represented by an attorney or other representative; to present witnesses and testimony to the School Board; to ask questions of any witnesses presenting evidence to the Board or about any matters at the expulsion hearing.
3. The notice from the Superintendent will be mailed at least five (5) days prior to the meeting as which the student's expulsion will be recommended. In the notice the student and parent(s) or guardian will be informed that a desire to present matters at the hearing must be made known to the Superintendent within three (3) days after receipt of the notice, and that failure to express such a desire within the prescribed period of time will waive the right to represent such matters. The School Board will waive this three (3) day requirement upon a showing of excusable neglect.
4. At the School Board meeting in which expulsion of a student will be considered:
 - a. The board will first allow the Superintendent, principal and any witness requested by the Superintendent to present testimony relevant to the recommended expulsion and the report findings which resulted in the recommendation. After the Superintendent, school officials or other witnesses have presented testimony relevant to the recommended expulsion, the student, parent(s), guardian, or person representing the student will be permitted to question them concerning their statements and testimony relevant to the recommended expulsion. The hearing shall be closed unless the student requests an open hearing.

- b. Upon completion of the presentation the Superintendent and his witnesses, the student will be allowed to present matters relevant to the student's expulsion. This would include the right to testify and call witnesses on the student's behalf opposing the recommended expulsion.
- c. Immediately following the presentation by the student, the Superintendent will recommend to the Board the formal action which he/she deems appropriate and just.
- d. The School Board will then excuse the student, parent(s) or guardian and person representing the student from the room and will deliberate a vote on the action recommended by the Superintendent. The Superintendent will not have a vote in the deliberations. During the deliberations there will be no extraneous information received pertaining to the recommended expulsion. The School Board will vote based upon matters presented to it in the presence of the student, parent(s) or guardian and person representing the student. If the action of the school board is to expel the student, the action will specify a period of time for the expulsion.

Terms of Expulsion

- 1. The expulsion of a student from any school prohibits the student from attending any school in the School System during the period of expulsion.
- 2. A student may lose his/her academic credit if:
 - a. He/she is expelled prior to taking quarter or semester examination;
 - b. He/she is removed from the school attendance roll through the expulsion process.
- 3. A student cannot request make-up work if he/she is expelled from school.
- 4. A student may attend extra-curricular activities after school hours that are described as public activities such as football, baseball, volleyball, basketball, or tennis games. While attending these activities, he/she must abide by all regulations regarding the events. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the system during the school day (7:30 a.m.–4:30 p.m.) while he/she is expelled from school.

Expulsion for Special Education Students

The school system will follow the most recent reauthorization of the Individuals with Disabilities Education Act statutes regarding suspensions/expulsions.

DUE PROCESS GUARANTEES

All students are entitled to and shall receive due process in all disciplinary cases including a suspension or recommendation for expulsion.

- 1. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disruption, that student may be immediately removed from school.
- 2. If the proposed disciplinary action does not involve suspension exceeding ten (10) days, the following procedure will be observed:
 - a. Only the school principal or assistant principal may suspend a student. If the student is present, he/she will be informed of the accusation. If the student denies the accusation, a full explanation of the evidence will be given and the student will be provided an opportunity to answer the

ADDITIONAL POLICIES and PROCEDURES
WHICH RELATE TO
STUDENTS CONDUCT

SCHOOL ATTENDANCE

Alabama Law requires that all students between the ages of 7 and 15 attend school (public school, private school, church school, or be instructed by a private tutor) regularly. When a child has a legitimate reason for being absent, the absence may be excused.

Following each absence, the parent must send a written excuse specifically explaining the reason for the absence with the student upon return to school. The principal will determine if the absence should be excused. Unexcused absences shall be considered truancy and will fall under the provisions of the EARLY WARNING PROGRAM as outlined below. Students in grades (K-8) shall be candidates for retention if they have accumulated 20 or more unexcused absences per year. Students in grades (9-12) shall be candidates for loss of academic credit if they accumulate 7 or more unexcused absences in a given term. Should the decision of the local school to deny credit be contested, it shall go to the Promotion, Placement Committee for a determination. The parent would have the opportunity to address this committee. The Promotion, Placement Committee shall consist of the local school principal, present teacher(s), and former teacher(s) of the student.

The following reasons are recognized as legitimate excuses.

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the student as determined by the principal or superintendent
4. Legal quarantine
5. Emergency
6. Prior permission of the principal with the consent of the parent or legal guardian

EARLY WARNING TRUANCY PROGRAM

First Truancy

The parent or guardian shall be notified by the school attendance clerk that said student was truant and the date of the truancy.

The parent or guardian shall be provided a copy of attendance requirements as prescribed by the Alabama Compulsory Attendance Laws and be advised of the penalties which may be applied and the procedures which shall be followed in the event that other unexcused absences occur.

Second Truancy

The parent or guardian shall (1) attend a conference with the attendance officer and principal and/or (2) participate in the Early Warning Truancy Prevention Program provided by the juvenile court.

Attendance at one of these conferences shall be mandatory except where prior arrangement have been made or an emergency exists.

Failure to appear at the school conference and/or appear at the Early Warning Program shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

Third Truancy

The Attendance Officer will file a complaint/petition against the child and/or parent/guardian, if appropriate.

TOBACCO USE

Possession or use of tobacco products by students is prohibited in all school buildings and on all grounds under the jurisdiction of the school district.

ASSAULT ON A SCHOOL SYSTEM EMPLOYEE

Any person who assaults a teacher or an employee of a public education institution during or as a result of the performance of his or her duty may be charged with a felony according to Alabama Law as amended in 1994.

DRESS CODE

It is the belief of the Board that proper dress and grooming are an indication of respect for one's self, as well as other people. Proper dress and good grooming are indications of maturity and good judgment.

All students are expected to be neat, clean, and appropriately dressed at all times. Students will be restricted from attending and/or participating in school sponsored activities dressed or groomed in such a manner that it is disruptive to the operation of the educational program or creates a health or safety problem. **Any student deemed by the principal to be inappropriately dressed may be sent home.**

The following dress or grooming is specifically restricted:

Grades K-5

1. Shorts may be worn with the following restrictions:
 - a. Mid thigh and below.
 - b. Underwear should not show.
2. Clothing with revealing low-cut neckline, bare midriff, or extremely tight is not allowed.

Grades 6-12

1. Clothing with revealing low-cut neckline, bare midriff, or extremely tight is not allowed.
2. Clothing worn in PE may not be worn to other classes.
3. Hair rollers, with or without a scarf, may not be worn.
4. Shorts may be worn with the following restrictions:
 - a. Mid thigh and below.
 - b. Underwear should not show.

Grades K-12

1. Shoes must be worn at all times.
2. No flip-flops, house shoes or pajamas/sleepwear shall be worn.
3. No sunglasses may be worn during the school day inside a building with the exception of students who have a medical condition that requires dark glasses.
4. No alcoholic beverage, illegal drug or tobacco advertisement, nor obscene, suggestive, gang-related, likely to incite or disrupt or inappropriate language on clothing or accessories.
5. No fish-net shirts, spaghetti straps, or tank tops can be worn in school at any time.
6. Cleat-type shoes are not to be worn except for PE.
7. Pick-type combs in hair are not permitted.
8. See-through tops are not allowed and shirts must be appropriate length to cover waist when the student is sitting down.
9. No hats or caps may be worn during the school day inside a building with the exception of vocational or shop classes with the teacher's permission.
10. Pants **must** be worn at waist level.
11. **All bookbags shall be clear or mesh. (See Policy JCAB concerning student searches for additional information.)**

DRIVER'S LICENSE SUSPENSION

1. For non-attendance

Any student, aged 15-19, who "drops-out" of school or has more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester will have his/her driver's license permit suspended.

2. For possession of a pistol on school property

Any person over fourteen (14) years of age who is convicted of the crime of possession of a pistol on school property will have his/her driver's license suspended for 180 days. If the convicted student does not possess a driver's license or learner's permit, he/she will be denied issuance of one for 180 days from the date he/she is eligible and applies for a permit or license.

POSSESSION OF FIREARM

Any student found to possess a firearm while on school property or at a School Board sponsored event will be immediately turned over to law enforcement officials for prosecution. The student will be suspended and expulsion procedures will be initiated. (See Class III Offenses regarding weapons)

Alabama law requires local boards of education to expel from school for a period of not less than one year a student who is determined to have brought a weapon (as defined in Section 921 of Title 18 of the United States Code) to a School Board sponsored event or on school property. The Superintendent may modify the expulsion requirement on a case by case basis to allow for compliance with the Individuals with Disabilities Act (IDEA), etc.

REFUSAL TO IDENTIFY SELF

During the regular school day, all students and persons must, upon request, identify themselves to school authorities while in school buildings, on school grounds, or at school-sponsored events. A student or person who refuses to identify himself/herself upon request of school officials will be considered trespassing.

FIGHTING

Fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle will not be tolerated. **A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion. (Refer to Title 13A of the Code of Alabama 1975).**

The Superintendent, working cooperatively with law enforcement, the district attorney, and the juvenile court, shall enforce this "no-fight" policy at all middle/junior high schools and senior high schools within the system.

These procedures will be followed:

1. Fighting in a school building, on school grounds, at any school-sponsored event, or on school-owned/maintained vehicle shall be classified as a major violation.
2. The principal or designee shall investigate the fight and take the appropriate actions as identified in the code of student conduct.
3. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
4. The principal or designee shall secure reliable witnesses for court appearances.

5. The principal or designee shall call the police and file a complaint/petition with the juvenile court.
6. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by law enforcement officers.

This policy shall be outlined in the Code of Student Conduct and shall be communicated to all students on the first day of school and at intervals throughout the school years. In addition, this policy shall be discussed at meetings involving parents or guardians.

DRUG—ALCOHOL

Possession, use, or sale of drugs—alcohol will not be tolerated in Chambers County Schools. The only type of drugs that will be permitted are those obtained by prescription from a doctor for the relief of an illness.

A student will not knowingly possess, use, sell or otherwise transmit or be under the influence of illegal drugs as defined in Title 20, Chapter 2, as amended, 1975 Code of Alabama.

1. On school premises during and immediately before or immediately after school hours.
2. On school premises at any other time during which the school or any facilities thereof are being used by any school group, or
3. Off school premises at a school-sponsored activity, function or event.

First Offense

If, after a thorough investigation by the school principal, a student is found to have violated this policy, the student will be suspended from school by the principal for a period of ten (10) days.

In addition, the student will be excluded from participation in all extra-curricular programs and events, including sports, band, chorus, cheerleading, clubs, etc., for a period of one year from the date of the offense or until graduation, whichever occurs first. In addition to the above, the student's name will be transmitted to proper legal authorities within 72 hours, or sooner, if possible.

It is strongly recommended that both the student and parents attend some type of professional counseling.

Second Offense

If the student commits a second violation of this policy, the principal will recommend to the Superintendent that the student be expelled from the school for one year, that being the semester in which the student is currently enrolled plus the next succeeding regular semester. No credits may be earned for the semesters that the student is expelled. This recommendation will then be made to the Chambers County Board of Education. Also, once again, the student's name will be transmitted to the proper legal authorities within 72 hours, or sooner, if possible.

Third Offense

If the student commits a third violation of this policy, he/she will be permanently expelled by the Chambers County Board of Education from all schools in Chambers County.

Also, the student's name will be again transmitted to the proper legal authorities within 72 hours, or sooner, if possible.

Elementary Children

Elementary school children K–5, will be dealt with on an individual basis by the principal in consultation with the Superintendent. In all cases a temporary suspension from 1 to 5 days and a conference with the parents is required. Also, the student's name will be transmitted to proper legal authorities. Second and third time offenders will be treated in the same manner as stated previously.

Possession and/or use of a drug or controlled substance authorized by medical prescription issued by a licensed physician to that student will not constitute a violation of this policy. Each individual school will develop a procedure for the handling of prescribed drugs.

Approved by the Chamber County Board of Education on August 15, 1985.

METAL DETECTORS, SURVEILLANCE CAMERAS, AND OTHER INVESTIGATIVE MEASURES TO INSURE SCHOOL SAFETY

Federal and state laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students.

School officials have the right to inspect students' property including lockers, cars, purses, bookbags, etc., when there is a reason to believe that the student is in possession of illegal drugs, a weapon, or other object or material which might threaten students, school property or the orderly operations of the school.

Metal detectors, surveillance cameras or other investigative tools may be used at the discretion of the principal or supervisor if situation warrants such measures. In addition, the Board permits unannounced visits by law enforcement to detect the presence of illegal drugs on school grounds.

TEXTBOOK PAYMENT SCHEDULE**General**

All textbooks furnished free of charge to students shall remain the property of the State of Alabama and the Board. A receipt shall be signed by each student upon issuance of any free textbook by school officials.

Responsibility

The Board shall hold the parents/guardians responsibility for every free textbook and other materials issued to their children. It shall be understood that the parents/guardians of any student to whom free textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks and materials.

Failure to pay the School System for a lost or damaged textbook will result in non-issuance of other textbooks to the individual student. In order to protect the educational learning of students, lost textbooks must be paid for within five (5) school days or at a later date based on the discretion of the school principal with a replacement reissued to the student.

Schedule of Payment

The amount of payment for loss or damaged textbooks shall be determined by the following schedule:

1st year: original cost; 2nd year: 75% of original cost; 3rd year: 50% of original cost; 4th year: 25% of original cost; 5th year: 25% of original cost.

However, where unusual/excessive damage to a textbook is evident, charges may be assessed up to but not to exceed the original cost.

Reimbursement

Full reimbursement will be made to a student who relocates and returns the lost textbook during the academic year the book is lost and presents verification of payment of charges.

Disposition of Textbook Charges

Funds collected by school personnel for lost or damaged textbooks shall be retained at the local school in a designated textbook account and transferred at the end of each year to the Central Office textbook account.

MAJORITY TO MINORITY TRANSFER

Students must attend the school in the district where they live. However, any student in the Chambers County School System who wishes to transfer from a school where the student's race is in the majority to a school within the system where the student's race is in the minority has the right to do so.

Majority to minority forms are available beginning February 1, at all schools for the following school year. The form must be completed by the parent(s) or guardian(s), as well as by the principal of the school the student is currently attending. When the form has been completed, it should be mailed or hand delivered to the Central Office of the Chambers County School System. **The office application must be completed and received at the Central Office by May 1. Transportation will be provided.**

THE GIFTED PROGRAM

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience or environment. These students require services not normally 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, or any other individual with knowledge of the student's abilities may refer a student for consideration for gifted services. Additionally, all second grade students will be potentially considered for referral to the gifted program. All second grade students are observed by their classroom teacher, using a gifted behavior checklist, during the first semester of second grade. Students displaying gifted characteristics are automatically referred for the gifted program.

All referrals, whether made through the second grade screening process or through other avenues of referral, are screened. Information is gathered in the following areas: aptitude, characteristics and performance. Scores from each of the three areas are entered into a matrix. One of three decisions is reached, based on the number of points earned on the matrix. The student may be found eligible based on existing information, more information may be needed, or there may not be enough evidence of giftedness to warrant further consideration. If further assessment or information is needed, that information will be collected and the team will meet again to determine eligibility.

Students who are found eligible for gifted services according to the state criteria are served in a variety of ways. The general education teacher, in collaboration/consultation with the teacher of the gifted, serves the students in kindergarten, first and second grades in the general education classroom. Students in grades 3-5 are pulled out into a resource room one day a week for 3-5 hours, depending on their grade. The resource room may not necessarily be located in the student's home school. Transportation, if needed, is provided by the school system. Students in grade six have their needs met through curriculum compacting. The general education program meets the needs of gifted students in grades 7-12 through college preparatory classes, dual enrollment at local community colleges or universities and/or modifications or expansion of existing curriculum.

To make a referral or for further information about the gifted program, please contact Dianne Sherriff at 864-9466 or 586-1985 X 203.

STUDENT TRANSPORTATION

Policy

The Board directs that the bus driver, together with the principal, shall assume full responsibility for discipline of students riding buses. Any disciplinary problems shall be reported by the driver to the principal of the school involved. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. It is the responsibility of the principal to determine necessary punishment of students violating regulations. An explanation of such punishment shall be made to the parent(s) or guardian(s) of the student (if requested). If necessary, the principal may suspend a student's bus privileges. Any parent or guardian of a student suspended from riding a school bus shall have the right to appeal such action to the Superintendent or designee(s) who shall conduct a hearing on the merits of the bus suspension.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action against a student.

Responsibility for Damage to School Property/Buses

A student damaging a school bus shall be subject to disciplinary action up to and including, suspension of bus privileges, suspension from school, or expulsion from school. Any student disciplined for damages to any school bus shall not be re-extended bus riding privileges until payment is made as directed by the principal. In accordance with legislative acts 93-672 and 94-819, parents/guardians are responsible for damages to school property caused by their child(ren). See policy JCDA for further information.

Specific rules and regulations while waiting for the bus and when leaving the bus:

1. Prior to loading (on the road and at school)
 - a. Students should be on time at the bus stop.
 - b. Students should stay off the road at all times while waiting for the bus.
 - c. Students should be careful when approaching bus stop.
 - d. Students should not move toward the buses at the school loading zone until buses have been brought to a complete stop.
 - e. The bus must be at a complete stop before attempting to load or unload.
 - f. Students will not be permitted to bring on board volatile substances, active chemical agents; live, dead or preserved animals; objects that measure more than 24" in length, width or height; soft drink cans or objects made of glass; or balloons.
2. While on the bus, students should:
 - a. Keep head and hands inside the bus at all times.
 - b. Assist in keeping bus clean.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - d. Treat bus equipment as they would valuable furniture in their homes.
 - e. Leave no books, packages, coats or other items on bus.
 - f. Leave books, packages, coats and all other items out of aisles and away from the driver's compartment.
 - g. Help look after the comfort and safety of small children.
 - h. Never throw anything out of the bus window.
 - i. Never leave seat while bus is in motion.
 - j. Never engage in horseplay around or on the bus.
 - k. Be courteous to fellow pupils and the bus driver.
 - l. Be absolutely quiet when approaching a railroad crossing.
 - m. In case of a road emergency, remain in bus and follow driver's directions.
 - n. Never possess or use tobacco products.
 - o. Never use vulgar or profane language.
 - p. Obey the driver at all times.
 - q. Never eat or drink on the bus.

3. When leaving the bus, students should:
 - a. Never loiter.
 - b. Assist smaller riders if necessary.
 - c. When they live on the right of the bus, walk quickly away from the bus and off the street.
 - d. When they live on the left of the bus, proceed to the front of the bus—wait for signal from driver—then check for approaching vehicles and cross the road when safe.
 - e. Be careful of loose clothing, belts, straps, etc., that might get caught on bus and cause student to be dragged or injured.
4. Release of a student already on bus to the care of a relative:

The bus driver must have a note from a student's parent which has been initialed by the principal before the student is allowed to change buses or ride with someone else. Students will not be released from the bus to ride with anyone including a parent or grandparent without specific permission of the principal because of custody disputes, etc. Parents are not permitted on the bus at any time.

STUDENTS WITH DISABILITIES

It is the responsibility of the Chambers County Board of Education to provide appropriate educational services for all students.

The student's parent(s) and/or the student at age 19 should be informed of his/her legal rights related to special educational services.

SEXUAL HARASSMENT

Sexual harassment perpetrated against students or by students is prohibited in the Chambers County School System. It shall be a violation of this policy for any student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature as defined by this policy.

The school system will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment, and to discipline any individual who, in the course of his/her education in employment with the school system, sexually harasses another person.

A. Sexual Harassment Defined

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to the conduct or communication is made a term or condition, either explicitly, or implicitly, of obtaining an education or of obtaining and retaining employment, or other benefits provided by the school system; or
2. submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting an individual's education or employment, other benefits provided by the school system; or
3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or employment, or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment may include but is not limited to:

1. verbal harassment or abuse of a sexual nature;
2. offensive or unwelcome sexual advances or propositions;
3. unwelcome intentional touching of intimate body parts;
4. graphic or degrading verbal comments about an individual or his/her physical attributes;
5. display of sexually suggestive objects, pictures, cards or letters;
6. lewd or suggestive comments or gestures;
7. off-color language or jokes of a sexual nature;

8. demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status;
9. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status;
10. employee dating students; or
11. sexual violence, a physical act of aggression that includes a sexual act or sexual purpose.

B. Complaints Resolution Procedures

Any student who believes that he/she is or has been the victim of sexual harassment or has knowledge of such action perpetrated against or by another student should immediately report the alleged acts to the principal of his/her school. The principal shall immediately investigate the allegations and take appropriate actions.

If a student believes that he/she is or has been the victim of sexual harassment by a teacher, principal, or other employee of the school system, the student should immediately report the alleged act to the principal, who shall immediately investigate the allegations and take appropriate actions. The principal shall make a report to the Superintendent.

Any student or employee who is not satisfied with the decision made by the principal may appeal as set forth in the student or employee grievance procedures.

C. Sanctions

Sexual harassment by student perpetrators will not be tolerated. Appropriate progressive disciplinary and rehabilitative actions will be taken to resolve the problem and to eliminate the possibility of its recurrence. Disciplinary actions may include but not be limited to:

1. student counseling;
2. family counseling;
3. sexual harassment training;
4. referral to outside agencies (e.g., DHR, mental health centers);
5. detention;
6. suspension;
7. alternative school;
8. development of sexual harassment research projects;
9. class/school transfer;
10. expulsion

D. Prohibitions

1. Retaliation:
Retaliation against individuals who file sexual harassment complaints or assist in the investigation of such complaints is expressly prohibited. Disciplinary actions imposed for acts of retaliation shall include sanctions up to and including expulsion or termination, as appropriate.
2. Intentional False Reporting:
Individuals who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.
3. Hindering an Investigation:
Individuals who withhold information, purposely provide inaccurate facts or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion or termination, as appropriate.

E. Confidentiality of Proceedings

In all cases, a high degree of confidentiality will be maintained by school system authorities to protect parties involved in sexual harassment investigations. Only those person who have a need to know for purposes of the investigation or resolution of the complaint shall be informed of the case. Any individual who releases information relative to the complaint or the investigation shall be subject to disciplinary action.

BUILDINGS CONTAINING ASBESTOS MATERIAL

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires that we notify you that there are building materials in school buildings which contain or which are assumed to contain asbestos. These materials have been identified and are currently being managed under an approved Operations and Maintenance Plan.

All friable asbestos (friable means that the material will crumble, powder or fall apart under normal hand pressure) has been removed from all buildings in our school system. Most of the materials remaining in our schools which contain or assumed to contain asbestos is common floor tile. These materials do not pose any hazard to students or other building occupants as long as the provisions of the Operations and Maintenance Plan are carried out.

Every school in our system has on file the part of the Asbestos Management Plan which relates to that school. The complete Management Plan is at the Chambers County Board of Education office. These plans are available to be inspected by any interested person. You may call me anytime if you have a question about the Management Plan or any building material at any school.

MEDICATION: PRESCRIPTION OR OVER THE COUNTER

To all parents with children in Chambers County Schools:

All medications (prescription or over the counter) must be brought to the school by the parent or guardian. **ALL** medications must be counted by you and the person who will be giving the medicine to your child at school. This must be done on the day that the medication is brought to the school.

The school personnel will not administer the medication without the signature of the parent or guardian on the required medication form. A doctor must also sign the medication form for all prescription medications. If the medication is ordered to be given three times a day, you are responsible for giving the medication at home, unless specifically written by the doctor to be given once at school. The parent or guardian must give the first dose of a new medicine.

The proper medication forms may be picked up at the school. If you have any questions, please contact the school.

It is the responsibility of each parent to pick up all prescription medication at the end of the school year. The medication cannot be given to your child to bring home.

Leonard Riley, Superintendent

Tara Broomfield, R.N.

Della Cheeney, R.N.

Delaina Guess, L.P.N.

Kelley Hanvey, L.P.N.

Elaine Locke, L.P.N.

School Nurses

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The Board recognizes that as telecommunications and other new technology shift the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classroom and library media centers to a broader array of resources. In the past, instructional and library media materials could usually be evaluated and selected based on reasonable selection criteria prior to use. Board Policy requires that all such materials be consistent with system adopted guidelines supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available fileservers in the world, will open classrooms and library media centers to electronic information resources that have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that faculties will blend thoughtful use of such information throughout the curriculum and will provide guidance and instruction to students in the appropriate use of such resources. Teachers and library media specialists will consult the Guidelines for instructional materials contained in Board Policy and will honor the goals for selection of instructional materials contained therein. (See IF, IFAAA, IFAC, IFBE.) Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway since communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others; however, access to network services, i.e., the Internet, will be provided to only those students who agree to act in a considerate and responsible manner. Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission/agreement forms signed by students and their parents.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access to information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the County Board of Education supports and respects each family's right to decide whether or not to apply for independent access.

SOURCE: Chambers County
ADOPTED: 7-29-98
LEGAL REF: The Code of Alabama, 1689, 16-21-1 to 3

GUIDELINES FOR USE OF NETWORKED INFORMATION RESOURCES AND ELECTRONIC MAIL

We are pleased when possible to offer students of the School System access to networked information resources (i.e., the Internet) and electronic mail (e-mail). The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access to the Internet via School System computers is a privilege, not a right, and entails responsibility.

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. However, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access available to further educational goals and objectives, students may find ways to access other materials as well. However, we believe the benefits to students from the access exceed any disadvantages.

Individual users of the Internet and e-mail are responsible for their behavior and communications over these networks. It is presumed that users will comply with School System standards and will honor the agreements they will be required to sign. Beyond the clarification of such standards, the System is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the networks. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the School System supports and respects each family's rights to decide whether or not to apply for access.

Students are responsible for good behavior on school networks just as they are in a classroom or a hallway. Communications on the network are often public in nature. Network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the network responsibly. Users should not expect that files stored on local servers will always be private. Within reason, freedom of speech and access to information will be honored.

In utilizing the Internet and e-mail through the Chambers County School District's networks, the following are not permitted:

- *Sending, displaying or downloading offensive messages or pictures;
- *Using obscene language;
- *Harassing, insulting or attacking others;
- *Damaging computers, computer systems or computer networks;
- *Violating copyright laws;
- *Using another's password;
- *Trespassing in another's folders, work or files;
- *Intentionally wasting limited resources; and
- *Employing the network for commercial purposes.

Violations may result in a loss of access as well as other disciplinary or legal action.

SOURCE: Chambers County
ADOPTED: 7-29-98
LEG. REF:

Parent Information

The Chambers County Board of Education conducts the Pride and Title IV Surveys with our students annually. Some schools undergoing SACS accreditation may conduct other student surveys. The FERPA information in this section informs you as the parent of your rights regarding your child's participation.

The other information in this section is FYI.

CHAMBERS COUNTY BOARD OF EDUCATION

Notice of Privacy Practices

As required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU (AS A STUDENT OF THIS DISTRICT) MAY BE USED AND DISCLOSED, AND HOW YOU OR YOUR PERSONAL REPRESENTATIVE CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW THIS NOTICE CAREFULLY.

If you have any questions about this notice, please contact our privacy contact person who is

**Diane Sherriff
13060 Veteran's Memorial Parkway
P.O. Box 408 D
LaFayette, AL 36862
334-864-9466, ext. 203
706-586-1985, ext. 203**

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and to control of your protected health information. "Protected health information" (PHI) is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services. Our practice is dedicated to maintaining the privacy of your protected health information.

We are required to abide by the terms of this Notice of Privacy Practices. We may revise or amend the terms of our notice, at any time. The new notice will be effective for all protected health care information that we have at that time and for future information. We will post our current Notice in all school and board of education offices in a visible location at all times and upon your request, we will provide you with any revised Notice.

Students With Limited English Proficiency

A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status. (No Child Left Behind act of 2001, Title III - Language Instruction for Limited English Proficient and Immigrant Students, Part C, Section 3302(f)).

Language-minority parents/guardians, community groups, and other interested parties are encouraged to express ideas and concerns regarding the provision of services to Limited English Proficient students by contacting Diane Sherriff at 586-1985, ext. 203 (Valley) or 864-9466, ext. 203 (LaFayette area).

Estudiantes Con Habilidad Limitada De Inglés

Un estudiante no se admitirá a, o excluyó de, cualquier programa de educación del gobierno federal en base a un apellido o estado del idioma o minoría. (El Acto de 2001 de Ningún Niño Dejó Atrás, Título III - La Instrucción del Idioma Para Los Estudiantes con Habilidad Limitada de Inglés, Parte C, Sección 3302(f)).

Los padres y guardianes de la minoría del idioma, grupos de la comunidad y otras interesadas personas están invitados a expresar ideas y preocupaciones con respecto a la provisión de servicios a los estudiantes con habilidades limitadas de inglés, por favor llamen a la Sra. Diane Sherriff a 586-1985, ext. 203 (área de Valley) o 864-9466 (área de LaFayette).

Child Find Notice

The Chambers County School System is in the process of identifying and locating three groups of children: those in need of special education and related services, those in need of services under Section 504 of the Rehabilitation Act of 1973 and those in need of gifted services. Children in need of special education services are those between the ages of 3 and 21 who are known or suspected to have a disability that adversely affects educational performance and requires specially designed instruction. A child can need special education even if he/she is advancing from grade to grade. Services are offered for the following areas of disability: autism, deaf-blindness, developmental delay, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech and language impairment, traumatic brain injury and visual impairment.

Students in need of services through Section 504 of the Rehabilitation Act of 1973 are those known or suspected to have a disability which substantially limits a major life activity, such as walking, speaking, seeing, hearing, breathing, or learning, but are not eligible for or receiving special education services.

Students in need of gifted services are those known or suspected to be performing at high levels in academic or creative fields when compared to others of their age, experience or environment and require services not ordinarily provided by the regular school program.

Anyone knowing of a child within the Chambers County school district in need of such services is asked to call Diane Sherriff, Special Education/504 Coordinator, at 586-1985, ext. 203 (Valley area) or 864-9466, ext. 203 (LaFayette area) from 8:00 AM - 4:30 PM CST.

Bad Check Collection Policy and Procedures for Chambers County Schools

- 1.** Proper notification should be made to the parents and students of each school that appropriate action will be taken in prosecuting all bad-check writers. A notice should be in the school handbook given each school year and proper notice posted in the school office.
- 2.** When accepting checks, a driver's license number should be referenced on the check whenever possible. Caution employees to not accept unsigned, post-dated or counter checks.
- 3.** Check with the current bank to verify that all bad checks are run through twice before the bank forwards them to your office. Upon receipt of an NSF check, log the check in the "Bad Check Log" notebook, notice date received, amount, and name of check writer. Then, several things need to be determined to meet District Attorney Requirements. If the check date is less than one year from the current date, the check was not post-dated and was initially deposited promptly, was not a donation, and is stamped "insufficient funds" or "account closed", you may proceed with this process. The Principal, or his/her designee, should immediately send "Notice to the Maker" (see attached example which should be produced on school letterhead) by certified or registered mail, addressed to the check signer (not the name in the top left corner of the check). This alerts the bad-check writer by law. If the certified letter is returned to you, no waiting period is required. Periodically, names of bad check writers should be distributed to all employees receiving cash at each school so that repeat offenders can be stopped.
- 4.** If a bad check amount plus service charge is not paid within ten (10) days of the confirmation of receipt of the letter, a Worthless Check Information form is completed (for each bad check). (NOTICE: victim information refers to the school accepting the check. Do not sign the sheet in the area labeled affiant signature, as the Finance Director/Principal will sign this.) Also each should be logged on a "Checks Received by D.A. WCU" form. These forms should be brought to the Finance Director/Principal, along with the original check, the certified mail receipt, the return receipt signature and a copy of the "Notice to the Maker". At this time, the bookkeeper can legitimately reduce the cash balance by the amount of the bad check. The Finance Director/Principal will forward all documents to the appropriate District Attorney's Office. NOTE: You may not accept payment on the check after the information has been sent to the Finance Director/Principal without his/her approval. Once an item has been turned over to the District Attorney's Offices, it is no longer the responsibility of the individual school. Inform everyone who receipts cash in the office of this regulation.
- 5.** The bad-check writer will be notified by the District Attorney's Office and will be given the opportunity to voluntarily pay the total amount owed. The DAO will remit restitution collected to the appropriate school on a monthly basis. Partial payments will not be accepted.
- 6.** If the bad-check writer fails to respond to this notification, a warrant is issued. If arrested, court fees are also added to each bad check case brought to trial.
- 7.** Occasionally; checks are returned as a direct result of a bank error. When this occurs, require the bad-check writer to furnish a written explanation from the bank which clearly documents a bank error. When this documentation is provided, the principal may waive the service charge.
- 8.** When a student who is a minor writes a bad check, contact the parents or guardian before sending the "Notice to the Maker" form.
- 9.** If the NSF check is not collected by the end of the fiscal year, nonpublic local funds, such as PTA funds, will be used to cover this expense. Documentation must be on file to reflect transfers to the appropriate funds that received NSF checks that were not recovered.

CHAMBERS COUNTY BOARD OF EDUCATION

BOX 408
LAFAYETTE, ALABAMA 36862
TELEPHONE (334) 864-9343
VALLEY RESIDENTS (334) 586-2280

WILLIAM A. MARTIN, III, President
JOE C. DAVIS, Vice President
BRENDA G. JONES
CLIFFORD D. LYONS
PAUL J. MEADOWS
MARY S. TERRY

LEONARD RILEY
Superintendent

Dear Parent/Guardian:

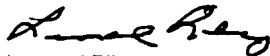
The recent legislation, ***No Child Left Behind Act of 2001***, "requires all school systems to notify parents of all children that they have the right to request and receive timely information about the professional qualifications of their child's classroom teachers." A goal of the Chambers County School System is to provide your child with a quality education. This goal includes providing all students with high quality teachers.

If you would like information regarding the qualifications of your child's teacher(s) please contact the school principal or the Central Office requesting the information. We will mail you within two weeks a form that informs you of the teacher's qualifications such as areas of certification, degrees earned, and the grade and subjects taught. If your child is served by a paraprofessional, and you request information on their qualifications, it will be provided to you.

We always strive to work with you in helping your child attain his/her greatest potential. We invite you to visit your child's classroom to witness the instruction and activities that are a part of your child's day. We also ask your help in assuring your child is in attendance and well prepared for each day.

If you have questions contact the Central Office or the principal of the school your child attends.

Sincerely,



Leonard Riley

Chambers County Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

Upon request, the School discloses education records without consent of officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA. The name of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Chambers County Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information of marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon a request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Chambers County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Chambers County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Chambers County School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity to opt his or her child out of participation of the specific activity or survey. Chambers County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximated dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Building Based Student Support Teams (BBSST)

Each school in Chambers County, with the exception of the Chambers County Career Technical Center, has a building based student support team (BBSST). The purpose of the team is to provide support for students who are at risk academically, behaviorally, emotionally or socially. Each BBSST is composed of a school administrator, the school counselor and representatives from various grades within the school. At the high school level, representatives from the Chambers County Career Technical Center are included on the team. For more information, please contact your school principal or counselor.

PPRA Chambers County Board of Education Notice and Consent/Opt-Out for Ed Funded Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Chambers County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Chambers County Board of Education will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Date:

Grades:

Activity:

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.
Consent: A parent must sign and return the attached consent form no later than () so that your child may participate in this survey.

I _____ give my consent for _____ to take
Parent's name Child's name

the ABC Survey of At-Risk Behaviors on or about _____
Date

Parent's Signature

Please return this form no later than _____ to the following school official:
Date

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to George McCulloh, 202 1st Ave SE, LaFayette, AL 36862. Mr McCulloh will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Chambers County Board of Education
Mr. George McCulloh
P.O. Box 408
LaFayette, AL 36862

PPRA Chambers County Board of Education Notice and Consent/Opt-Out for non-Ed Funded Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Chambers County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Chambers County Board of Education will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Opt-Out: Contact the Person below before the enclosed date if you do not want your child to participate in this activity.

Grades: 1 thru 5

Activity:

Summary: The County Department of Public Health Services will administer an exam.

I _____ give my consent for _____ to take
Parent's name Child's name

the ABC Survey of At-Risk Behaviors on or about _____
Date

Parent's Signature

Please return this form no later than _____ to the following school
Date
Official if you do not wish your child to participate in this activity.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to George McCulloh, 202 1st Ave SE, LaFayette, AL 36862. Mr McCulloh will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Chambers County Board of Education
Dr. Corinne Painter
P.O. Box 408
LaFayette, AL 36862

Limited to Personal Information designated as "Directory Information"

Date: 2005-2006 School Year

Grades: 9-12

Activity: Student-Based Commercial Services

Summary: **School collects**, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out:

Please return this form no later than _____ to the following school
Date

Official if you do not wish your child to participate in this activity.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to George McCulloh, 202 1st Ave SE, LaFayette, AL 36862. Mr McCulloh will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Chambers County Board of Education
Mr. George McCulloh
P.O. Box 408
LaFayette, AL 36862

Limited to Personal Information designated as "Directory Information"

Date: 2005-2006 School Year

Grades: 9-12

Activity: Student-Based Commercial Services

Summary: **School collects**, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Consent: A parent must sign and return the attached consent form no later than _____ so that your child may participate in this activity.
Date

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to George McCulloh, 202 1st Ave SE, LaFayette, AL 36862. Mr McCulloh will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Chambers County Board of Education
Mr. George McCulloh
P.O. Box 408
LaFayette, AL 36862

**STUDENT AGREEMENT AND PARENT PERMISSION FORM
FOR USE OF NETWORKED INFORMATION RESOURCES**

**CHAMBERS COUNTY BOARD OF EDUCATION
LaFayette, Alabama**

As a user of a computer network and networked information resources in the Chambers County School System, I hereby agree to comply with the System's guidelines for communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

STUDENT SIGNATURE: _____

As a parent/guardian of the minor student signing above, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of network use setting and conveying standard for my son or daughter to follow when selecting, sharing or exploring information and media.

PARENT SIGNATURE: _____

NAME OF STUDENT: _____ DATE: _____
(PLEASE PRINT)

SCHOOL: _____ GRADE: _____

STUDENT'S SOCIAL SECURITY #: ____ / ____ / ____ BIRTHDATE: _____

ADDRESS: _____

HOME TELEPHONE #: _____

My signature on the following page gives permission for my child to be photographed, videotaped, audio taped, and/or interviewed for positive Chambers County School System publications. This may include my child's full name. This may also include articles in local newspapers and/or occasionally on TV.

If I do not want my child involved in any of the above, I will give written notice to the school that he or she attends.

20 ____ - ____

Grade/Section _____

NOTICE OF RECEIPT

_____ enrolled in
(name of student)

_____ School and
(name of school)

_____ parents/guardians
(name of parent/guardian)

hereby acknowledge by our signatures that we have received and read, or had read to us, the Code of Student Conduct. We understand that these policies apply to all students and parents in the public schools; to school campuses, school buses, and other school-owned/operated vehicles; and school-related activities and events.

(Signed) _____
Student (Date)

(Signed) _____
Parent/Guardian (Date)

(Signed) _____
Parent/Guardian (Date)

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

A separate statement is to be signed by each student.

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

(Signed) _____
Parent/Guardian

(Signed) _____
Parent/Guardian

Date: _____