

SARALAND BOARD OF EDUCATION

CODE OF CONDUCT



MISSION STATEMENT

Serving as a representative of the Saraland Board of Education as well as the community of Saraland, the mission of the Saraland Schools, a small school system in a suburban setting, rich in community spirit, is to ensure that each student realizes his or her unique potential through a system characterized by a dedicated and exemplary staff, a supportive and involved community, a recognition and celebration of diversity, an optimal utilization of resources, an uncompromising commitment to excellence, and a willingness to effect change.

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SARALAND SCHOOLS CODE OF STUDENT CONDUCT

INTRODUCTION

The Saraland Board of Education believes that instruction should occur in an environment that is conducive to learning, and that effective instruction requires orderly disciplinary standards, rules, and procedures. The intent of furnishing this *Student Code of Conduct* is to foster a safe, friendly, and business-like atmosphere in which students and school personnel work cooperatively. The policy of the Saraland Board of Education is to require the administrators, faculty members, students, as well as parents and guardians to adhere to and to comply with this Student Code of Conduct as approved by the Board of Education.

As students progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of positive student behavior will apply to all students in all grades. These differences will be recognized in taking disciplinary action to maintain an environment that is conducive to teaching and learning.

There is no greater resource for good student behavior than the students themselves. Students are encouraged to be involved in school-related activities. Participation in extracurricular activities requires higher standards of conduct. *All students are expected to show respect, follow rules, and demonstrate good citizenship.*

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Saraland Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, creed, religion, national origin, or disability.

JURISDICTION OF THE BOARD OF EDUCATION

Saraland Schools' students are subject to the rules and regulations of the Saraland Board of Education while they are on school property; on property near the school which is under the supervision of school personnel; on school provided or authorized transportation traveling to or from school or any school activity, function, or event, or any other school sanctioned or authorized vehicle for transportation; or while in attendance at school-related activities, programs, trips, contests, or other events.

PARENTAL RESPONSIBILITY

Under Alabama law, local school systems are required to inform parents and guardians of their education-related responsibilities. Parents and guardians are responsible for the child's attendance and conduct in school. Parents and guardians are required to read the *Student Code of Conduct* and return a signed acknowledgement form. Under Alabama law, parents or guardians

who fail to compel their child to regularly attend school or fail to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the Board of Education shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may be sentenced to hard labor for the county for not more than 90 days. (Code of Alabama, §16-28-12)

DUE PROCESS

The intention of the Saraland Board of Education is to afford due process when the procedures contained within the *Student Code of Conduct* are implemented. The principals have familiarized their staffs with the applicable procedures and have provided each staff member with a copy of this document.

This document has been published with the following concepts in mind:

1. School rules will be clearly stated and related to the educational purposes of the school.
2. School rules will be fair and specific enough for students to know what they may or may not do.
3. Students, parents, and guardians will be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students will comply with required procedure.
5. Any student who has been identified with a disability under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the *Student Code of Conduct* and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

STUDENT GRIEVANCES

The proper channeling of complaints or grievances is as follows: 1) the teacher; 2) the principal* or his/her designee; 3) the superintendent or designee; and in the event of expulsion, 4) the Board of Education.

*Wherever the principal is referred to in this *Student Code of Conduct*, it shall be understood "...his/her designee" also applies.

ADMISSION OF STUDENTS

A student must be in good standing and must have no disciplinary action pending against him/her in the school he/she is leaving in order to be eligible to enroll in any school in the Saraland School System.

Students wishing to enroll in the Saraland School System must provide the following:

- Parent/legal guardian photo ID - driver license *or* non-driver license (a copy to be maintained in student's Permanent Record Folder)

- Court appointed guardianship papers only
- Student's Social Security Number (a copy of the card is highly recommended)
- Student's Certified Birth Certificate (school personnel will copy the original birth certificate)
- Certificate of Immunization (IMM 49, 50, 51, or 52 - only Alabama issued immunization certificates are acceptable)
- Three proofs of residence required annually
- Double occupancy requires special enrollment procedures

NOTE: All language minority/migrant students must be allowed to attend school, regardless of their ability to produce a birth certificate, social security number, or immigration documentation.

The student will be permitted to attend on a temporary basis pending the receipt of the completed forms. Students who have not returned the signed forms by the end of the fifth day following registration shall not be allowed to continue in attendance. Principals will make a special effort to communicate with the parents prior to denying the student the right to attend school.

STUDENT RECORDS

Parents or guardians have the right to inspect and review all official records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age. A request to review such records must be made to the school principal.

STUDENT ATTENDANCE POLICY

It is the belief of the Saraland Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements. School administrators are required under state law to enforce compulsory school attendance laws. The Compulsory School Attendance Law of the State of Alabama, provides that “Every child between the ages of seven and seventeen years shall be required to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school year.”

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools shall explain in writing the cause of any and every absence of the child no later than three school days following return to school. Failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education’s current School Attendance Manual. Excused absences are defined as: a) illness; b) death in immediate family; c) inclement weather which would be dangerous to the life and health of the child as determined by the principal; d) legal quarantine; e) emergency conditions as determined by the principal; f) prior permission of the principal upon request of the parent or legal guardian. Students are allowed ten parent notes per school year. Any absence after the tenth parent note requires a clinical or doctor’s excuse. Any absences not excused shall

be considered unexcused. Saraland City School System, in collaboration with the Mobile County District Attorney's office, the Juvenile Court System, and Strickland Youth Center has implemented a Truancy/Discipline Program. Parents of students with five unexcused absences or fifteen tardies warrant a referral to the Early Warning Truancy/Discipline Program for their failure to ensure daily school attendance of their children. Attendance to the Early Warning Truancy/Discipline Program is mandatory except where prior arrangements have been made. If the parent/guardian and student (middle and high school) fail to appear at the Early Warning Truancy/Discipline Program, the parent/guardian will receive a legal notice and possible a court referral. Seven unexcused absences may result in formal action taken by Juvenile Court Authorities. Charges can be filed against the student and/or their parents/guardians. Seven unexcused absences may result in a fine to the parent/guardian of up to \$500 or a sentence of up to 12 months in the County Jail.

Administrators and teachers will make every effort to promote regular attendance by students and solicit assistance from parents and guardians in accomplishing this objective. An absence is defined as non-attendance in a regularly scheduled class or activity regardless of the reason for such non-attendance. Students involved in school related activities sanctioned by school administrators are counted as attending. To participate in extracurricular activities after school, students must have attended school that day.

Noncompliance Attendance

All public schools are governed by the Alabama State Department of Education Administrative Code 290-3-1.02(9)(a), which states the following:

(9) Time Allotment & Credit Requirements for Secondary Schools

(a) Any subject passed in grades 9-12 that meets for a minimum of 140 clock hours of instruction shall count as one (1) credit toward graduation, either required or elective.

The Alabama State Department of Education does not recognize major and minor subjects in Grades K-12.

As a result, any student, in grades K-12, absent ten or more days per year shall be subject to loss of credit for the year's work. A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance on his report card and cumulative record for that grading period. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies. In such cases, a parent or guardian and/or student may request a hearing with the principal and superintendent to appeal such loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention. Credit which is lost because of absences will be made up in the same manner as academic failures.

Withdrawal from School

In accordance with state law, whenever a student 17 years of age or older withdraws from school, the school shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences per semester. Students under age seven who accumulate more than ten consecutive or fifteen days total unexcused absences during a semester may be withdrawn.

Make-Up Work

If a student is absent for any excused reason, arrangements will be made to make up missed work. In making arrangements for make-up work, the teacher should consider the type of any illness, the length of time absent, and the amount of make-up work due in all the student's classes. Long-term assignments, such as research papers or special projects, are due on or before the due date even if the student is absent on the date the assignment is due. For extenuating circumstances, special consideration may be given at the discretion of the principal.

Tardies

A student is considered tardy if he/she is not in class when the tardy bell rings. Any student who arrives after school has begun must go to the office and sign in. Throughout the day, tardies to class are recorded and monitored by each teacher. Consequences for tardies to school or accumulated tardies to a class are as follows:

1st – 3rd tardy:	Office Referral/ Warning
4th – 6th tardy:	Office Referral /After School Detention and/or Saturday School (middle and high school)
7th tardy:	Office Referral/ Administrative Conference and Saturday School assignment

Excessive tardies will result in Intensive School Supervision Assignment, suspension, or other disciplinary measures deemed appropriate by the principal. Additionally, fifteen unexcused tardies warrants referral to the Early Warning Truancy/Discipline Program. For students in grades 9-12, five unexcused tardies to the same class constitutes one absence for that class.

UNIFORM POLICY

The uniform policy was adopted by the Saraland Board of Education on March 5, 2009. A student uniform policy is necessary to maintain a school atmosphere that supports and encourages learning. Dress and/or grooming styles that draw an inordinate amount of attention to the individual student or cause divisiveness are considered inappropriate for school and are a violation of the uniform policy. The dress and/or grooming style of any student must not interfere with the educational process in any way. Non-conformity to the uniform policy is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the uniform policy immediately. Parents will be contacted and may be asked to furnish appropriate clothing. Students unable to immediately comply with the uniform policy will be subject to the following disciplinary measures:

1st – 3rd Offense:	Office Referral/Warning
4th – 6th Offense:	Office Referral/After-School Detention
7th Offense:	Office Referral/ Administrative Conference and Saturday School assignment or other disciplinary measures deemed appropriate by the principal

Students will adhere to the Saraland Board of Education approved uniform policy for each school as well as the following general guidelines:

1. Students must be neat, clean, and well-groomed while at school. An unkempt or sloppy appearance is inappropriate.
2. Uniforms and outerwear must be neat, clean, with no holes, tears, or inappropriate patches.
3. Shirts must be neat, tucked, and not look unkempt at all times.
4. Students must wear appropriate undergarments. Undergarments cannot be visible.
5. Skirts and shorts must be no shorter than two inches above the knee.
6. Caps, hats, hoodies, bandannas, and other types of headwear or sunglasses are not to be worn at any time in the school building. Students wearing such items in the building during school hours will have them confiscated.
7. Uniform shoes must be worn at all times.
8. Hair must be clean and well-groomed; should not impair vision or be of a length that would be dangerous around equipment.
9. Distracting hair styles are prohibited.
10. Decorative contact lenses, facial or tongue jewelry is prohibited.
11. The carrying of chains or chains connected to wallets are prohibited.
12. Undershirts or personal items which represent trends or groups that are counter to the accomplishment of school goals or could be disruptive to the learning environment are prohibited.
13. No oversized clothing or sagging pants will be permitted.
14. With the approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity. The wearing of any such uniform or outfit should be limited to the activities and must conform to the uniform policy if worn in the classroom setting.

CODE OF CONDUCT

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and 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 designee. Failure to bring notebook, pencil, books, or required materials and equipment to class; refusal to work in class are not cause for disciplinary referrals. School personnel should notify parents or guardians of students who consistently exhibit poor work habits.

Code of conduct offenses are cumulative for students, in that past disciplinary records for a student with chronic behavioral referrals is considered for administrative school board review. A general education student who accumulates three suspendable offenses or ten days of suspension per semester may be subject to a school board hearing for possible expulsion.

MINOR OFFENSES: CLASS I

- 1.01 Excessive Distraction of Other Students:
Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction (i.e., talking excessively, interrupting class functions, provoking other students).

- 1.02 **Illegal Organizations:**
Any participation in fraternities, sororities, and secret societies.
- 1.03 **Threat, Harassment, or Intimidation of a Student:**
The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in the person that such harm is likely.
- 1.04 **Gambling:**
Any participation in games of chance for money and/or other things of value.
- 1.05 **Tardiness:**
Reporting late to school or class.
- 1.06 **Use of Profane or Obscene Language**
- 1.07 **Non-Conformity to Dress Code**
- 1.08 **Minor Disruption on a School Bus**
- 1.09 **Inappropriate Public Display of Affection:**
Any physical contact such as hand holding, arms around waists, etc.
- 1.10 **Unauthorized Absence from Class or School**
- 1.11 **Intentionally Providing False Information to a Board Employee:**
Including, but not limited to, forgery of parent's name(s); intentionally providing false information to parents, such as changing grades.
- 1.12 **A Pattern of Refusal:**
Students repeatedly refusing to complete class assignments.
- 1.13 **A Pattern of Unpreparedness for Class:**
Students repeatedly fail to bring instructional materials to class.
- 1.14 **Repeated Failure to Follow Instructions:**
Students repeatedly fail to carry correspondence home, obey directions in the hallways or in assemblies, etc.
- 1.15 **Unauthorized Use of School or Personal Property**
- 1.16 **Littering or Defacing of School Property**
- 1.17 **Vehicular Violations:**
Students who drive in prohibited areas on the school campus, exceed speed limits, or drive recklessly.

- 1.18 Possession in School of Personal Communication Electronic Devices:
Students are prohibited from bringing the following electronic items school: cellular telephones, beepers, or walkie-talkies.
- 1.19 Any other violation that the principal deems reasonable to be included in this category.

ADMINISTRATIVE RESPONSES: CLASS I

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

- Student conference
- Parent contact(s)/conference(s)
- Time Out
- Work Detail
- After-school detention
- Suspension from school/bus
- Out-of-school suspension not to exceed three days (not to exceed a cumulative total of ten days per semester for general education student or ten days per academic year for student with disabilities)
- Assignment to in-school suspension (alternative to suspension)
- Assignment to Saturday School
- Electronic devices will be confiscated as follows:
 - First offense - parent will retrieve device
 - Second offense - one day suspension, parent will retrieve device
 - Third offense - three day suspension, parent will retrieve device or kept to end of quarter

NOTE: Additional items **not allowed** at school are as follows:

Radios	Cameras	Music Cassettes & CD's	iPods
Fireworks	Recorders	Tape & CD Players	MP3 players
Permanent Markers	Aerosol Cans	Electronic Toys	
Trading Cards	Playing Cards	Games	
Liquid Paper	Video Games	Water Guns	

INTERMEDIATE OFFENSES: CLASS II

- 2.01 Defiance of Board Employee's Authority:
Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board Employee.
- 2.02 Possession, Control, or Use of Tobacco Products:
The use of any tobacco products while under school jurisdiction.
- 2.03 Simple Assault on a School Board employee:
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 that creates a well-founded fear in the other person that such violence is imminent.

- 2.04 Battery Upon Students (fighting):
Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual.
- 2.05 Vandalism:
Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real or personal property of another.
- 2.06 Stealing – Larceny – Petty Theft:
The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.
- 2.07 Gambling:
The intentional, unlawful participation in gambling activities involving amounts less than \$100.00.
- 2.08 Possession of Stolen Property (with the knowledge that it is stolen)
- 2.09 Threats – Extortion:
The verbal, written, or printed communication including malicious threatening of injury to the person, property or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any person to do any act or refrain from doing any act against his/her will.
NOTE: Completion of the threat, either by the victim’s complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.10 Trespassing:
The willful entering or remaining in any structure or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2.11 Use of Obscene Manifestations (verbal, written, or gestures directed toward another person)
- 2.12 Directing Obscene or Profane Language to a School Board Employee
- 2.13 Leaving Class or Campus without Permission
- 2.14 Unsolicited Written or Verbal Proposition to Engage in Sexual Acts
- 2.15 Possessing and/or Igniting Fireworks, Firecrackers, or Smoke Bombs
- 2.16 Cheating (serious or repeated violations)

- 2.17 Intentionally Defaming the Character of Another Person:
To knowingly spread personal information about another student(s) or Board employee(s) that tends to damage character and reputation; to openly harass another student(s) or a Board employee(s) regarding issues generally considered personal.
- 2.18 Any other violation that the principal deems reasonable to be included in this category.

ADMINISTRATIVE RESPONSES: CLASS II

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

- Parent contact(s)/conference(s)
- Out-of-school suspension
- Assignment to alternative setting
- Assignment to in-school suspension

MAJOR OFFENSES: CLASS III

- 3.01 Drugs and Alcohol:
Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with 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.
- 3.02 Arson:
The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their children.
- 3.03 Battery Upon Board Employee:
The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Robbery:
The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing – Larceny – Grand Theft:
The intentional unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of School Property:
The breaking into or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.

- 3.07 Criminal Mischief:
Willful and malicious injury or damages at or in excess of \$200.00 to public property or real property belonging to another.
- 3.08 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 muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.
- 3.09 Possession of Weapons:
Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.10 Bomb Threats:
Any such communication(s) directed to a School Board employee that has the effect of interrupting the educational environment.
- 3.11 Explosives:
Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.12 Sexual Acts:
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- 3.13 Aggravated Battery:
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.14 Inciting or Participating in Major Student Disorder:
Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.
- 3.15 Unjustified Activation of a Fire Alarm System
- 3.16 Igniting Fireworks and/or Firecrackers
- 3.17 Any other violation that the principal deems reasonable to be included in this category.

ADMINISTRATIVE RESPONSES: CLASS III

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

- Out-of-school suspension
- Expulsion
- Legal action
- Assignment to alternative setting
- Participation in the Chemical Abuse Prevention Program (CAPP) for first time offenses involving alcohol or drugs

PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION

A student recommended for suspension will be made aware of the charges and will be given an opportunity to respond. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by school officials to contact the parents or guardians by a telephone call made during school hours or by written notice delivered by the student or the U.S. Mail. The student is responsible for notifying his/her parents or guardians of all written communications from school.

SUSPENSION OF STUDENTS

Notification

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the superintendent and parents or guardians stating the reason(s) such action was taken.

Suspension Process

The following process will be followed when suspending students:

1. Initial suspensions are normally one to three days.
2. A parent/guardian conference will be held, if possible, within three days.
3. The principal can readmit at the conference or inform the parent/guardian by letter of a decision. A letter will be sent within 24 hours of the conference.
4. If a student accumulates ten days of suspension within a semester, they will automatically be referred by the principal to the Discipline Committee.
5. If the decision is a recommendation to deny readmission for a period of time or expulsion, the parent will be informed they have a right to appeal to the Saraland Discipline Committee. The parent will also be informed of the procedure for appeal.
6. If appealed to the discipline committee, the committee will conduct a conference with the parent/guardian and student. If the committee's decision is to uphold the principal's recommendation, they will submit a letter to the parent/guardian informing them of the decision and their right to appeal to the Superintendent.

7. If appealed to the Superintendent, the Superintendent will conduct a conference with the parent/guardian and student. If the Superintendent recommends to uphold the principal and committee's recommendations, the parent/guardian will receive a letter explaining the decision. They will also be informed of the right to appeal the Superintendent's decision to the Saraland School Board.
8. If appealed to the Board, they will review the entire record and make a decision which will be shared with the parent/guardian.

Terms

1. During the suspension period, suspended students cannot attend school functions or enter the school property or premises for any reason.
2. The student's teachers will be notified concerning the date of suspension and the number of days of the suspension.
3. Quarter exams, semester exams, other classroom assessments, and culminating activities may be made up for credit.
4. A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Saraland School System until such time as he/she is eligible to be reinstated in the school from which he/she was suspended.

EXPULSION

The Board may expel a student from school when, in its judgment, a student has engaged in a serious rule violation(s). The authority to expel shall be retained solely by the Board. The principal shall make a recommendation to the Superintendent for the expulsion of a student(s) who has violated rules that would warrant such action. Upon conferring with the principal, the Superintendent shall consider the recommendation and render a decision to accept the principal's recommendation or to require alternative measures. The local school principal may suspend a student pending the outcome of the Superintendent's decision regarding expulsion. If the Superintendent concurs with the principal's recommendation to expel, the recommendation will be forwarded to the Board by the Superintendent.

Principal's Responsibilities:

1. Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion by the principal, the principal upon verbal approval of the Superintendent, is authorized to suspend the student for a maximum of ten school days pending a recommendation of expulsion by the Superintendent and a subsequent Board hearing.
2. The principal shall contact the Superintendent personally or by phone to discuss the suspension and the facts that substantiate a recommendation for expulsion. Such facts should be based upon a thorough investigation by the principal. The Superintendent shall inform the principal of his/her concurrence or non-concurrence with the proposed expulsion recommendation. If the Superintendent does not concur with the principal's recommendation, the student shall be readmitted after the prescribed suspension period or before based upon mutual agreement of the Superintendent and principal. When there is agreement by both administrators that expulsion should occur, the Superintendent and

the principal shall be responsible for notifying the student and parents or guardians about their decision to present the matter to the Board.

3. The principal will immediately notify the student(s) and his/her parents or guardians of the recommendation to present the matter to the Board and the reasons for this action. A reasonable attempt will be made to personally explain to the parents or guardians the circumstances surrounding the recommendation. The principal will confirm the personal notice within forty-eight hours by certified or registered letter. The letter should contain statements regarding the offense, the date, and location of the alleged rule violation(s).

Superintendent Responsibilities

1. The Superintendent may concur or reject the recommendation of the principal. If the Superintendent rejects the recommendation, the student shall be readmitted to school upon completion of the prescribed suspension period or before based upon mutual agreement of the Superintendent and principal. The Superintendent may also request an immediate conference with the parents or guardians and the student. In such case, the school principal or designee shall attend such conference. Prior to the conference the Superintendent shall personally notify the school principal, the student and parents or guardians about the conference and confirm the notification by registered or certified mail. The personal and written notification shall inform them of the rule violation(s) that could cause possible expulsion and to request the student and parents or guardians to attend a conference scheduled within forty-eight hours after the suspension.
2. During the conference, the Superintendent may discuss with the student and parents or guardians whether a mutually agreeable alternative to expulsion is appropriate.
3. When such conference is not scheduled, the Superintendent is responsible for implementing the following notification procedures:
 - a. The Superintendent will provide written notice by registered or certified mail to the student and parents or guardians that a student disciplinary hearing to consider expulsion has been recommended to the Board and that a hearing will be conducted within ten school days of the initial suspension. This letter should be mailed seven days prior to the date set Board hearing. The notice will state the exact time, place and date of the hearing and advise the student and parents or guardians that the student has a right to attend the hearing; to be represented by some other person to present witnesses and testimony to the Board; to ask questions of any witnesses presenting evidence to the Board or about any matters at the hearing.
 - b. The notice should inform the student and parents or guardians that their intention to present matters at the hearing must be made known to the Superintendent within five days after receipt of notice, and that failure to express their desire to do so within the prescribed period of time will waive this five day requirement if excuses for neglect are reasonable.
4. The Superintendent shall personally or by letter inform each School Board Member of the recommendation to have a hearing to consider expulsion as soon as possible after the suspension.

Board Responsibilities

1. The Board will allow the Superintendent, principal and any witness requested by the Superintendent to present testimony relevant to the findings that resulted in the hearing. After the testimony has been presented, the student, parents or guardians, or person representing the student will be permitted to question them concerning their statements and testimony.
2. Upon completion of the presentation by the Superintendent and witnesses, the student will be allowed to present matters relevant to the student proposed expulsion. This would include the right to testify and call witnesses on the student's behalf.
3. The Board and Superintendent will then excuse all parties concerned to discuss the evidence presented against and for the student. Upon reconvening, the Superintendent shall recommend the formal action deemed appropriate and just. The Board will vote and authorize notification of interested parties within forty-eight hours of the action taken. Such notification will specify the terms of the expulsion.

SPECIAL EDUCATION

The following procedures shall apply to the disciplining of students identified with a disability as defined in the Individuals with Disabilities Education Improvement Act of 2004. A special education student who commits an act of misconduct that warrants suspension may be placed on short-term suspension following the same procedures that apply to other students, as outlined in the Student Code of Conduct. A short-term suspension is defined as a suspension for up to, but no more than ten school days in a school year. The school system is not required to provide educational services for the first ten school days in a school year. After the student has been removed for ten school days in a school year, for any subsequent removals, the school administrator must follow the procedures below:

1. The IEP Team must convene to determine whether the student's misconduct had a direct and significant relationship to his/her disability (Manifestation Determination). **Once the student has been suspended for ten days, a Manifestation Meeting must be held before the decision for another suspension is made.**
2. If it *is* determined that the behavior is a manifestation of the student's disability, conduct a functional behavior assessment (unless one was conducted in the previous 18 months) and implement a behavior intervention plan. If a behavior intervention plan has been developed, it should be reviewed and modified as necessary to address the behavior and the student is returned to the placement from which the student was removed.
3. If it is determined that the behavior *is not* a manifestation of the student's disability the same procedures used for other students may be applied, *except* that the student should continue to receive educational services.
4. In special circumstances due to a weapon, illegal drugs, or serious bodily injury school personnel may remove a student to an interim alternative educational setting (IAES) for not more than 45 days without regard to whether the behavior was determined to be a manifestation of the disability. On day 46, the student returns to the school environment he/she was removed from unless the IEP Team determines another least restrictive environment is appropriate.

CRIMINAL ACTS

The commission of or participation in unlawful activities on school property or a school-sponsored event is prohibited. “The principal shall notify appropriate Law Enforcement Officials when any person violates local board of education policies concerning drugs, alcohol, weapons, physical harm, or threatened physical harm to a person. If criminal charge is warranted arising from the conduct, the principal is authorized to sign such warrant” (Section 16-1-24.1, Code of Alabama). Students may be subject to suspension until criminal charges are resolved.

INTERROGATIONS

Students shall be allowed to participate in investigations conducted by law enforcement authorities or other state agencies while under the jurisdiction of the school system. In such incidents, a professional member of the local staff shall be present during each investigation unless otherwise prohibited by law. Should a student be placed under arrest by the legal authorities and removed from school, the principal shall notify the parents or guardians as soon as possible.

Representatives of the Department of Human Resources may hold private interviews with suspected victims of child abuse without the presence of a school official. *Legal Reference: Alabama Supreme Court Case #89-0863.*

BUS DISCIPLINE

In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full authority for discipline on buses.

1. All rules of the *Student Code of Conduct* apply while waiting for boarding, riding, or disembarking any school system vehicle.
2. Students shall behave in an appropriate and orderly manner. Use of obscene language and/or fighting will not be tolerated.
3. Students must ride the bus to which they have been assigned. When seats are assigned, students are expected to remain in their assigned seats.
4. Students are to remain seated at all times, face the front of the bus, and refrain from extending head, arms, or any part of the body out the window.
5. Students shall obey the driver willingly and promptly. The driver is in full charge of the bus and students and has the right to assign seats as he/she deems necessary.
6. Students are to help keep the bus clean by not throwing trash on the floor. Students shall not throw any item from the windows.
7. Any damage done to the bus or equipment must be paid for by that individual.
8. With the approval of the principal, activity sponsors may establish other regulations as deemed appropriate for the activity.

Disciplinary Action for Bus Infractions

1st Offense:	Student/administrator conference with notification sent to parents
2nd Offense:	Student/administrator/parent conference
3rd Offense:	Suspension from school bus

Some violations may result in automatic bus suspension. Violations warranting automatic suspension include fighting, damage to the bus, or any other offense which the principal may deem reasonable to fall within this category of misconduct. Bus suspension is not school suspension. Parents need to provide transportation to and from school during a period of bus suspension. The school principal will decide on the length of bus suspension.

PRIVACY AND PROPERTY RIGHTS

Federal and state laws provide persons with a 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.

Student Vehicles

Students are not permitted to park vehicles on campus. Therefore, students are not permitted to drive to school.

Care of School Property

Because the school and the equipment in it are provided through money collected as a result of taxes, every student should respect the value of school property and be encouraged to develop good citizenship habits. Students who deface or destroy school property will be required to pay for damages if it is determined that the damages were caused by carelessness, neglect, or intent.

Deliveries to School

Students are not allowed to receive balloons, flowers, etc. at school.

Honor Code

The administration and faculties of Saraland Schools are dedicated to teaching academic skills as well as fostering integrity among students and staff. Because today's students are tomorrow's leaders, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, each school has guidelines to help students avoid what is considered unethical behavior and help guide them toward ethical behavior. The principal determines classification of violations of the Honor Code. Depending on the severity of the cheating, plagiarism, and/or theft of academic property the violation may be deemed as a Class I, Class II, or Class III offense.

Eligibility for Extracurricular Participation Related to Conduct

Extracurricular participation is not allowed while a student is assigned to Intensive School Supervision. The progression of consequences in the *Student Code of Conduct* and the exclusion from extracurricular activity is designed to impress upon students the expectation for appropriate conduct as a school representative in extracurricular activity. With the approval of the principal,

activity sponsors may establish rules of conduct as a prerequisite for membership and participation in the activity. Participation in extracurricular activities may require higher standards of conduct. Additional policies concerning grades and academic progress are also prerequisite for extracurricular participation.

Sexual Harassment

Board policy prohibits all sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe objects or pictures. Students who believe that they have been sexually harassed by another student or an adult in the school system must report the incident(s) to a teacher, counselor, or administrator immediately.

Smoking and Tobacco Usage

Smoking and the use of other tobacco products are prohibited at any time on the grounds of all Saraland Board of Education facilities.

Weapons

Board policy prohibits all persons, other than law enforcement personnel, from bringing or possessing any deadly weapon or instrument on school property or to school related events. Under Alabama law, possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class III felony. The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, stiletto, sword, or dagger, or any club, baton, billyclub, blackjack, bludgeon, or metal knuckles.

Electronic Resources

The use of electronic devices and networks in the Saraland Schools is a privilege, not a right. The purpose of any electronic resource is to support research and education, therefore any use of these devices must be consistent with the educational objectives of the Saraland Board of Education. Electronic resources may include, but are not limited to, computer workstations (standing alone and networked), any telecommunication devices (including telephones), televisions, CD players, laser players, VCRs, videos and digital cameras, or any devices that support the resources (network parts, routers, hubs, transceivers, cabling systems, software, etc.). The misuse of electronic resources is a violation of the *Student Code of Conduct* with offenders subject to disciplinary action as outlined in the *Code*, and additionally, offenders may be subject to loss of all user privileges to electronic resources as well as legal action when applicable. Saraland Board of Education filters Internet access and requires students and parents to agree to the terms of the Acceptable Use Policy.

Prescription and Non-Prescription Medications

A trained school board employee at each school will work with parents and their medication prescriber. All medication shall be dispensed in the office at each school according to the authorization forms filled out by the parents or guardians. Forms are available in the office at each school.

All medication will be stored in the office and must be clearly marked in the original prescription bottle with the student's name and exact dosage and times indicated. Students should not have in their possession prescription or non-prescription medication, unless a potential emergency condition exists and proper authorization has been obtained.

Aspirin and aspirin type products are not kept at the school for student's use. Neither school personnel nor students are allowed to dispense nonprescription medications. Parents must dispense nonprescription medication in the office. Students shall not dispense any medication to other students. Dispensing or selling prescription medication is considered illegal drug use.