

Bessemer City School
Quitman Mitchell Opportunity Center (QMOC)
New Horizon Alternative School
1701 6th Avenue North
Bessemer, Alabama 35020



Edith S. Hunter, Principal
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(205) 432-3036
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Soaring Eagles
"My Attitude Is My Life"



Home of the Soaring Eagles

Student / Parent Handbook

– School Year
Bessemer City School System



*DAILY
ATTENDANCE*

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Copy of State Gang Legislation & Bessemer City School Policy

Bessemer City Schools Policy

- 3.16 Behaviors that threaten the orderly operation of the school, school bus, or school-sponsored activity.
- 3.17 Any major disruption of the educational process caused by the wearing of apparel, possession of writing or drawings, or the performance of gestures or signals which indicate affiliation with a gang (organized or unorganized), secret organization, or other social group whose presence on school grounds pose a threat to the educational environment.

Consequences:

Disciplinary Actions for Class III Violations:

Commission of a Class III offense shall be reported immediately by the principal/designee to the following individuals:

- I Bessemer Police Department
- II Student's parent/guardian
- III Superintendent of Schools or Designee

If bodily injury, property damage, drugs and/or firearms are involved, the principal/designee will immediately contact the Bessemer Police Department at 425-2411 or 911 for assistance. All drugs and/or firearms found or confiscated on Bessemer City Schools property will be turned in or over immediately to the Bessemer Police Department. Other unauthorized objects found in the possession of students may be returned to the parent/guardian upon a written request to the principal by the parent/guardian.

The normal disciplinary punishment for the commission of a Class III offense is removal from school for the remainder of the school year, or if the offense occurs within the last 20 school days of the school year, removal from school for the rest of the school year and the next school year. In any event, expulsion shall not be for less than one semester. The principal/designee, after reviewing the allegations and evidence against a student and giving the student the opportunity to respond to the allegations, is initially responsible for deciding that a Class III offense has been committed and what the appropriate consequences should be. Once that determination has been made by the principal/designee to recommend expulsion, the

Once that determination has been made by the principal/designee to recommend expulsion, the principal/designee will give the student a suspension notice containing a written statement of the charges (and a statement of mitigating or extenuating circumstances, if any) and shall suspend the student to the Superintendent of Schools or Designee.

The principal/designee shall also mail a suspension notice to the parent/guardian and notify the Superintendent of Schools or Designee.

If the hearing officer decides, based on facts developed at the hearing, that the student committed a Class III offense, the student shall be subject to expulsion. If, however, there are mitigating or extenuating circumstances, the hearing officer shall separately state those circumstances and may consider them in deciding appropriate disciplinary action. Mitigating or extenuating circumstances include, but are not limited to, the absence of severe personal injury, the absence of extensive property damage, handicapping conditions, interventions at the local school level, and no prior record of a Class II offense.

The hearing officer has the option to allow the student to attend the alternative program under the conditions set forth by the Bessemer Board of Education in order to earn admittance to the local school. Should the parent/guardian be offered this opportunity and decline it, the hearing officer may recommend to the superintendent that the student be expelled from all Bessemer city schools.

Disciplinary Actions for Exceptional Students for Class III Offenses:

When a special education student commits a Class III offense, the principal/designee shall initiate procedures to have the student's Individualized Educational Plan (IEP) Committee address the behavior problem. The IEP Committee will decide if the offense was related to the area of disability and will decide the appropriate action to be taken. The IEP Committee will also conduct a functional behavior assessment if one has not been previously conducted and will consult or construct a behavior intervention plan. All revisions to the student's IEP must be documented within the current IEP. If the disciplinary actions decided by the IEP Committee are still not effective, the principal/designee may refer the student to the director of Special Education for further action. However, in no instance may a referral to the director of Special Education result in the exclusion from school of a special education student for more than ten (10) cumulative days, which are allowable by law or state regulations. Only the IEP Committee may change a special education student's placement. Consideration must also be given to the protections and rights afforded to 504 students under both federal and state law. *Source: Policy JDEA*

As previously outlined in the Board Policy's System Code of Conduct, the recommended disciplinary consequences include:

- Before or After School Detention
- Saturday School
- Supervised In School Suspension
- Out of School Suspension (Short or Long Term)
- Probation
- Assignment of Academic Research
- Work Assignments
- Administrator/Student Conference
- Referral to the Board's Hearing Officer for Due Process Hearing
- Reporting Behavior to the Police Department
- Notifying the Board Superintendent
- Recommendation for Expulsion

Other effective disciplinary consequences may also include the following:

- Time Out
- Telephone Call to Parent
- Letter to Parent
- Parent/Teacher/Student Conference

- Shadowing Program in which parents are required to come to school to observe/assist with their child.
- Behavior Intervention Plan
- Behavior Contract
- Parent Pick Up of Student
- Referral to Principal
- Parent/Teacher/Student/Principal Conference

STATE GANG LEGISLATION

ALABAMA

GANG-RELATED DEFINITIONS

ALABAMA SECTION 13A-6-26. COMPELLING STREETGANG MEMBERSHIP

- For purpose of this section, the term "street gang" means any combination, confederation, alliance, network, conspiracy, understanding, or other similar arrangement in law or in fact, of three or more persons that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity.
- A person who expressly or by implication threatens to do bodily harm or does bodily harm to a person, a family member or a friend of the person, or any other person, or uses any other unlawful criminal means to solicit or cause any person to join or remain in a streetgang is guilty of the crime of compelling streetgang membership.
- The crime of compelling streetgang membership is a Class C felony.
- Notwithstanding subsection (c), the crime of compelling streetgang membership is a Class a felony if the defendant is over the age of 18 years and the other person is under the age of 18 years.
- This section shall not be construed to repeal other criminal laws. Whenever conduct proscribed by this section is also proscribed by any other provision of law, the provision which carries the more serious penalty shall apply.

NEW HORIZON ALTERNATIVE SCHOOL

**Students are required to be in full compliance of school uniforms as set by the Bessemer City School System.*

Male and Female Students

- *Navy Blue or Khaki Pants*
- *White Uniform Shirts*
- *White undershirts (NO COLOR T-SHIRTS)*
- *White Socks*
- *White or Black shoes (NO DESIGNER SHOES, COLORS, etc)*
- *Belts (Belts are to be worn at all times. If the student does not have a belt they will have to return home to secure one before being admitted to the building).*

Dress Code

FILE: JCDB

The Board has the responsibility to maintain an appropriate atmosphere conducive to learning. Therefore, any student wearing an article of clothing or a manner of hairstyle or makeup determined by the teachers and principals to be disruptive of the learning environment or hazardous to the health and safety of the student and/or teacher shall not be allowed.

The primary guide in determining what is not appropriate is the extent to which such dress code or grooming attracts undue attention in the classroom or school.

If the principal determines that the student's dress or grooming is unacceptable, adequate time shall be allowed the student in order to make proper adjustments. However, when a student continues to ignore the required changes, he/she shall be subject to disciplinary action.

The Board requires that specific dress code rules and regulations be developed at the elementary, middle and high school levels.

The specific dress code rules and regulations for elementary and middle school grades K-8, shall be as follows:

Boys, Grades K- 8:

- Navy slacks (No jeans).
- Navy shorts (knee length) for grades K-3 only.
- Plain white oxford shirts or white polo style shirts with long or short sleeves.
- Shirts must be worn on the inside of pants.
- Solid black or navy belt; navy or white suspenders.
- Navy, black or white socks.
- Navy or white sweater (pull over V-neck, cardigan, or crew neck).
- Only white undershirts without emblems or insignias may be worn under the uniform shirts.
- Predominately black or predominately white athletic shoes (high-priced, brand named shoes are not recommended and should not be worn).
- Black or brown dress or casual shoes with black, brown, or white shoelaces.
- No earrings, necklaces, chains or body-piercing jewelry.
- No more than two rings may be worn.
- Hair must be neat and well-kept.
- No designs or patterns in the eyebrows or hair.
- No hats, caps, scarves, headbands, or bandannas.

Girls, Grade K-8:

- Navy slacks (No jeans).
- Navy A-line or pleated skirt; navy jumper (knee length or below).
- Navy split skirts (knee length or below).
- Navy shorts (knee length) for grades K-3 only.
- Black or navy belt; navy or white suspenders.
- Navy, black or white socks.
- Plain white oxford shirts or white polo style shirts with 3 buttons.
- Shirts must be worn on the inside of the pants or skirt.
- No hats, caps, scarves, headbands, or bandannas.

- Plain navy, white or natural color hose; navy or white tights. Only white undershirts without emblems or insignias may be worn under the uniform shirts.
- Navy or white sweater (pull over V-neck, cardigan, or crew neck). Only white undershirts without emblems or insignias may be worn under the uniform shirts.
- Predominately black or predominately white athletic shoes (high-priced, brand named shoes are not recommended and should not be worn).
- Black or brown dress or casual shoes with black, brown or white shoelaces.
- No necklaces, chains, or body-piercing jewelry.
- No more than two rings or one pair of earrings may be worn.
- Hair must be neat and well-kept.
- No designs or patterns in the eyebrows or hair.

The Board has adopted the following dress code for high school students effective on the first day of school 2005-2006. The dress code is as follows:

Boys, Grades 9-12:

- Khaki or black pants. (No jeans) (Must reach the top of the shoes.)
- No shorts, rolled up pants legs, overalls, etc.
- Pants must be worn around the waist and with a belt.
- Plain black or brown belts with standard buckles. No large buckles.
- Plain white oxford shirts or white polo style shirts with two or three buttons, **Grades 9-11** (No insignias or logos except the official school logo).
- Plain white or powder blue oxford shirts or white or powder blue polo style shirts with two or three buttons, **Grade 12 ONLY** (No insignias or logos except the official school logo).
- Shirts must be tucked in.
- Only white undershirts without emblems or insignias may be worn under the uniform shirts.
- Predominately black or predominately white athletic shoes with black or white shoelaces.
- Black or brown dress or casual shoes with black, brown, or white shoelaces. (No house slippers, beach sandals, sandals, or flip-flops).
- Black, brown, or white socks.
- No earrings, necklaces, chains, or other body-piecing jewelry.
- No more than two rings may be worn.
- No hats, caps, scarves, headbands, or bandannas.
- Hair must be neat and well-kept.
- Plain black, khaki, or white cardigan style jackets or sweaters.
- Jackets and sweaters must have a zippered or button front. No pullovers. No emblems or insignias except the official school logo.
- No designs or patterns in the eyebrows or hair.
- All students must wear current and official student ID's.

Girls, Grades 9-12:

- Plain white oxford shirts or white polo style shirts with two or three buttons with sleeves and collars – **Grades 9-11**. (No low-cut, revealing blouses or shirts). No logos or insignias except the official school logo.
- Plain white or powder blue oxford shirts or white or powder blue polo style shirts with two or three buttons with sleeves and collars – **Grade 12 ONLY**. (No low-cut, revealing blouses or shirts). No logos or insignias except the official school logo.
- Shirts must be worn on the inside of pants or skirt. Only white undershirts without emblems or insignias may be worn under the uniform shirts.

- Standard khaki or black pants. (No capri pants, jeans, spandex pants, shorts, jumpers, overalls, etc.). Pants must reach the top of the shoes.
- Pants must be worn around the waist and with a belt.
- Khaki or black skirts. (Must be worn below the knee.) Splits in the skirt may not rise above the knee and shall only be on the back of the skirt.
- Plain black or brown belts with standard buckles. No large buckles.
- Predominately black or predominately white athletic shoes with black or white shoelaces.
- Black or brown dress or casual shoes with black, brown, or white shoelaces. (No house slippers, beach sandals, sandals, or flip-flops.)
- Black, white, or brown socks or hose.
- Only white undershirts or camisoles without emblems or insignias may be worn under the uniform blouse or shirt.
- No hats, caps, scarves, headbands, or bandannas.
- Plain black, khaki, or white cardigan style jackets or sweaters.
- Jackets and sweaters must have a zippered or button front. No pullovers. No emblems or insignias except the official school logo.
- No necklaces, chains, or body-piercing jewelry.
- No more than two rings and one pair of earrings may be worn.
- Hair must be neat and well-kept.
- No designs or patterns in the eyebrows or hair.
- All students must wear current and official student ID's.

Source: Bessemer City Board of Education, Bessemer, AL.
 Adopted: October 18, 2004 Revised: August 25, 2006
 Legal Ref.: Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986).

NEW HORIZON ALTERNATIVE SCHOOL

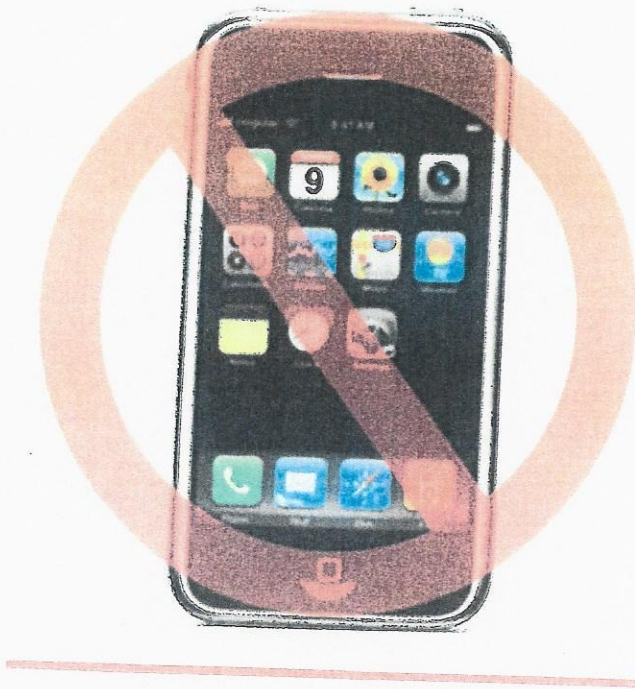
Students are to have an adult parent / legal guardian to check them in and out of school each day. Only persons listed on the students registration form will be allowed to check them in or out of school. NO EXCEPTIONS!!!! Students while at the Alternative School have lost all privileges and cannot ride the Bessemer City School Buses or walk to and from school. Students are to be transported and picked up by a parent daily.

The Alternative School has a full time Bessemer City Police Officer on duty daily, and two (2) S.H.A.R.E. Officers (Students Helping And Respecting Everyone), who serve as restraining officers.

Each Student is searched before entering the classroom areas of the building. Please leave all cell phones, I pods, and other electronic devices at home while in attendance at New Horizon Alternative School. We are asking parents to please assist the staff in compliance . Bessemer City School System has a NO CELL PHONE POLICY

Students will not be able to bring commercial food, chips, candy, sodas , etc. into the building. Breakfast and lunch for the students is provided by the CNP Staff at Bessemer City High School.

NO CELL
PHONES!!!!!!!!!!



PARENTS!!!!!!!!!!

In the event of disciplinary situations or discipline issues involving your child, you will be contacted to please come to the school and pick your child up immediately.





If the services of the on duty Bessemer Police Officer is needed and the student is placed into custody, the parent/ guardian will be notified immediately.

Parent / Guardian
Conferences will be
held as needed

NEW HORIZON ALTERNATIVE SCHOOL

DAILY STUDENT ARRIVAL

8:00 AM

*DAILY STUDENT
DISMISSAL*

3:15 PM

**We are asking parents to please refrain from checking students out of school before 3:00 PM. We understand students may have Doctor appointments, Court Dates, etc., and exceptions are made for any of these that may come up throughout any given day. We Thank You in advance for your co-operation in assisting the staff of New Horizon Alternative School in compliance with this request.*

ATTENDANCE

E-1

EXCUSED/UNEXCUSED ABSENCES

All absences will be either excused or unexcused.

According to State Board of Education Policy JBD, excused absences shall be defined by the policies and regulations of the school system Board of Education which are in accordance with authority granted by the compulsory school attendance law and the following guidelines.

Students may be temporarily excused from school under the following conditions:

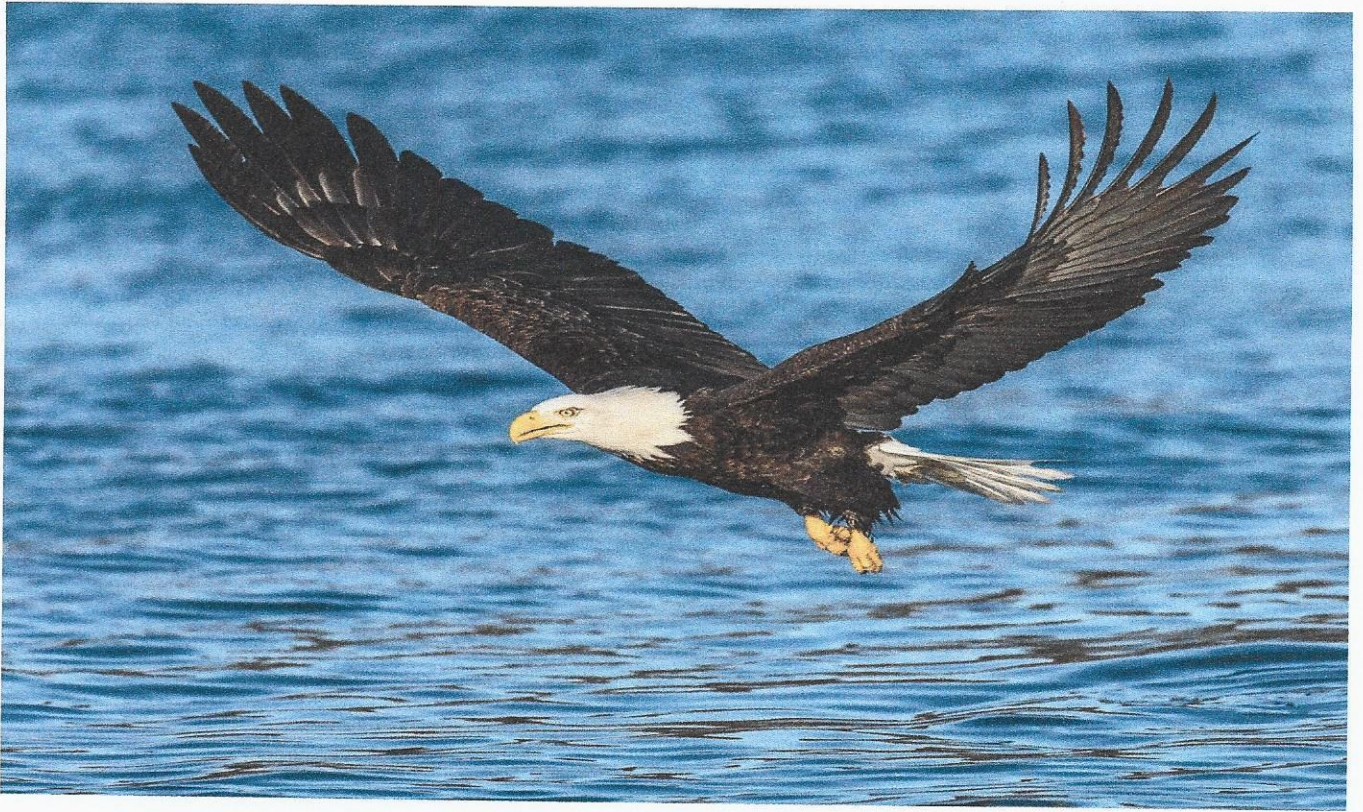
- 1) If they are personally ill and their attendance in school would endanger their own health or the health of others.
- 2) If there is a serious illness or death in their immediate family which would reasonably necessitate absence from school.
- 3) On special and recognized religious holidays observed by their faith.
- 4) When mandated by order of governmental agencies (pre-induction physical examination for service in armed forces or serving as pages in the General Assembly).
- 5) Seasonal labor.
- 6) Up to ten (10) SSA days per year/per period.

ALL OTHER ABSENCES ARE UNEXCUSED.

When students are suspended short term, work will not count for or against the student's final grade. Suspended students shall make up those major assignments (mid-term, final exam, major tests or assignments) that will have a significant impact on the students' final grade.

The daily absentee report will list all students who were absent, who checked in or out of school, who were assigned ISS, who were placed on OSS, and who were out of school due to a school sponsored activity. A specific code to indicate why the student was absent will also be present. (Please refer to your code list for more details.)

In the case that a student's absence is not accounted for, the student must bring a note from a parent explaining the absence (within three (3) days upon return to school). This note must be shown to the homeroom teacher and must fall under one of the six reasons specified by the state to have the absence excused.



***COUNSELING
SERVICES***

***Ms. Quin Mitchell,
Counselor***

GUIDANCE DEPARTMENT

F-1

The goal of the guidance program is to assist each student in attaining his/her maximum potential to assist the student in his development and adjustment. We are attempting to provide those services which will enable the student to know himself, his strengths, as well as his weaknesses.

Some of the services offered are:

- 1) Individual and group counseling for students and parents.
- 2) Occupational and career information.
- 3) A cumulative record and information folder on each student.
- 4) Academic counseling for students and parents.
- 5) Orientation for new students.
- 6) Information on drop-outs and successful achievers in order to improve the instructional program.
- 7) Individual and group testing programs.
- 8) Student scheduling.
- 9) Provide information about available scholars.

Classroom teachers and counselors work in the same educational program and all are responsible for such school objectives as are cooperatively established by the faculty, administration and the community.

The following information may be helpful in understanding counselor referrals, some basic procedures and resources of the guidance.

... Referrals

Classroom teachers are urged to refer to the counselor any students who have academic problems, emotional adjustment difficulties, health problems (such as uncorrected poor vision or hearing), frequent absences, as well as students who desire educational or vocational information.

... Student Conferences

A student who desires a conference with a counselor should come by the guidance office or request an appointment.

... Limitations

School counselors and teachers may find that some students have problems which cannot be helped without obtaining more highly skilled professional assistance. They can help many students with routine, day-to-day problems of growth and adjustment but realize serious cases must and will be referred to others such as psychiatrists, mental health centers or other community agencies.

GENERAL RESPONSIBILITIES SHARED BY ALL COUNSELORS:

- 1) Conduct parent/student/teacher conferences.
- 2) Attend parent/student/teacher conferences involving one teacher only when specifically requested by the teacher, parent, or student.
- 3) Be in attendance at all SST conferences involving students on counselor's listing.
- 4) Maintain accurate records of parent, student, and teacher conferences.
- 5) Maintain parental contact.
- 6) Report all suspected abuse cases.
- 7) Refer students to tutoring when needed or requested.
- 8) Make outside referrals in special situations.
- 9) Provide personal counseling, academic advisement, and vocational/college assistance whenever needed.
- 10) Register new students.
- 11) Attend counselor meetings.
- 12) Conduct group sessions.
- 13) Assist with student failures at the end of the first semester.
- 14) Assist students with night school and summer school information.
- 15) Respond, intervene and provide feedback to all administrators.
- 16) Assist registrar, as needed, with transcribing records to all new students.
- 17) Attend all faculty meetings, pep rallies, assemblies, and other school functions taking place during the day.
- 18) Attend PTA meetings.
- 19) Maintain monthly calendar.
- 20) Correct schedule conflicts after pre-registration has been completed.
- 21) Monitor and make final check on senior failures. Keep senior sponsors and parents of seniors informed of all failure situations.
- 22) Conduct classroom guidance sessions.

All counselors will work cooperatively under the direction of the Department Head in the areas of scholarships, awards, testing, joint enrollment, special programs, etc.



DRUG FREE
ENVIRONMENT

NOTICE TO STUDENTS AND EMPLOYEES

F-4

(Drug Free Environment)

The Bessemer Board of Education is committed to ensuring the highest possible standards of learning as well as the safety, health and well-being of its students and employees. The Board of Education recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the Board of Education declares the following:

- 1) The use of illicit drugs and the unlawful possession and use of tobacco and alcohol is wrong and harmful.
- 2) Standards of conduct prohibits the unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs, tobacco and alcohol by students and employees on school premises, in school vehicles, or as a part of any school sponsored activity. Compliance with these standards is mandatory.
- 3) Disciplinary actions, up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct. Descriptions of these disciplinary actions are found in the Student Conduct Behavior Policy.
- 4) As a condition of employment, employees will:
 - a. Abide by the terms of this policy, understand that disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate these standards of conduct.
 - b. Find specific disciplinary sanctions for violations of this policy in the Bessemer City School's GAM policy; and notify the Bessemer City Schools in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.
- 5) Information about drug and alcohol counseling, rehabilitation and re-entry programs is available to students and employees through school counselors, administrators, and the Personnel Office.
- 6) A copy of this policy shall be provided to all students, parents and employees.



ZERO TOLERANCE / BULLYING



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Dear Parents:

Cell phone usage or possession on school property is considered a Class III Offense and warrants a ten day suspension. Due to an increase in the number of student's violations regarding possession and usage of cellular devices, students who violate this policy will be disciplined accordingly. Please review the Student and Parent Handbook (page 46) under Electronic Devices section.

Effective Monday, April 12, 2010, any student who violates the Electronic Device Policy will be given a warning. Devices will be taken, but may be picked up by a parent. Any further offenses will result in a Class III suspension as indicated by the handbook. It is our desire to provide your child (ren) with the best education possible. Please help us by insuring that your child (dren) understand and obey the policies outlined in the handbook. A copy of the policy is provided below for your convenience.

Thanking you in advance for all of your help and support.

Mrs. Edith Hunter, Principal

ELECTRONIC DEVICES
BESSEMER CITY HIGH SCHOOL STUDENT AND PARENT HANDBOOK, PAGE 46

The use of cellular telephones is prohibited during the school day. Possession of any electronic communication device, such as cellular telephones, Ipods, and MP3 players is a Class III Major Offense. The transfer of sexual or vulgar information via text messages is prohibited and considered a criminal offense. The transfer of sexual or vulgar information via any electronic device is a Class III Major Offense.

Anti-Harassment, Anti-Intimidation or
Anti-Bullying Policy

1. The Bessemer Board of Education is committed to a safe and civil educational environment for all students from harassment, intimidation or bullying. Harassment, Intimidation or bullying means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

1. Physically harms a student or damages the student's property; or
 2. Has the effect of substantially interfering with a student's education, duties and responsibilities; or
 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational or work environment; or
 4. Has the effect of substantially disrupting the orderly operation of the school.
- Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. An intentional act refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, intervention, and/or appropriate disciplinary action, which may include, but not be limited to, referral to law enforcement and/or suspension, will be used to correct the behavior of the perpetrator, relieve the impact on the victim, restore a positive school and/or work climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

OTHER DISCIPLINARY PROCEDURES MAY BE FOLLOWED IN CORRECTING THE BEHAVIOR OF THE PERPETRATOR.

- 1.1 Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel.
- 1.2 It is imperative that harassment, intimidation or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

2. Definition of Terms

2.1 *"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

2.1.1. *Causes mental or physical harm to the other student; and

2.1.2. *Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

2.2 Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

2.2.1. Causes mental or physical harm to the other student/school personnel; and

2.2.2 Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

2.3. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

2.4. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Bessemer Board of Education.

3. Types of Conduct

3.1. Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

3.1.1. Physical violence and/or attacks;

3.1.2. Threats, taunts and intimidation through words and/or gestures;

3.1.3. Extortion, damage or stealing of money and/or possessions;

3.1.4. Exclusion from the peer group or spreading rumors; and

3.1.5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites

(also known as "cyber bullying") such as the following:

- 3.1.5.1. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
- 3.1.5.2. Sending abusive or threatening instant messages;
- 3.1.5.3. Using camera phones to take embarrassing photographs of students and posting them online; and
- 3.1.5.4. Using Web sites to circulate gossip and rumors to other students;
- 3.1.5.5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

4. Complaint Processes

4.1. Publication of the prohibition against harassment, intimidation and bullying and related procedures.

4.1.1 The prohibition against harassment, intimidation or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the district. In addition, information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

4.1.2. Harassment, intimidation, or bullying behavior by any student/school personnel in the Bessemer City Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

4.1.2.1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and

4.1.2.2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

5. Complaints

5.1. Formal Complaints

5.1.1. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

5.2. Informal Complaints

5.2.1. Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

5.3. Anonymous Complaints

5.3.1. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

6. School Personnel Responsibilities and Intervention Strategies

6.1. Teachers and Other School Staff

6.1.1. Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and /or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

6.2. Administrator Responsibilities

6.2.1. Investigation

6.2.1.1. The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

6.2.1.2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

6.2.2. Remedial Actions

6.2.2.1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such

prohibited behavior will cease.

6.2.2.2. Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion: is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation or bullying."

6.2.2.2.1. Non-disciplinary Interventions

6.2.2.2.1.1. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

6.2.2.2.1.2. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

6.2.2.2.2. Disciplinary Interventions

6.2.2.2.2.1. When acts of harassment, intimidation and bullying are verified and a disciplinary response is

warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

6.2.2.2.2. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

6.2.2.2.3. Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

6.3. Intervention Strategies

6.3.1. General

6.3.1.1. In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when such prohibited acts are verified, other district actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

6.3.1.1.1. Respectful responses to harassment, intimidation or bullying concerns raised by student, parents or school personnel;

6.3.1.1.2. Planned professional development programs addressing targeted individuals' problems; including what is safe and acceptable Internet use;

6.3.1.1.3. Data collection to document victim problems to determine the nature and scope of the problem;

6.3.1.1.4. Use of peers to help ameliorate the plight of victims and

- include them in group activities;
- 6.3.1.1.5. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- 6.3.1.1.6. Awareness and involvement on the part of all school personnel and parents with regard to victim problems;
- 6.3.1.1.7. An attitude that promotes communication, friendship, assertiveness skills and character education;
- 6.3.1.1.8. Modeling by school personnel of positive, respectful and supportive behavior toward students;
- 6.3.1.1.9. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others
- 6.3.1.1.10. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and
- 6.3.1.1.11. Form harassment, intimidation and bullying task forces, programs and other initiatives involving volunteers, parents, law enforcement and community members.

6.3.2. Intervention Strategies for Protecting Victims

- 6.3.2.1. Supervise and discipline offending students fairly and consistently;
- 6.3.2.2. Provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;
- 6.3.2.3. Maintain contact with parents and guardians of all involved parties;
- 6.3.2.4. Provide counseling for the victim if assessed that it is needed;
- 6.3.2.5. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indication of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- 6.3.2.6. Check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

7. Reporting Obligations

7.1. Report to the Parent or Guardian of the Perpetrator

7.1.1. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

7.2. Reports to the victim and his/her parent of guardian

7.2.1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

7.3. List of verified acts of harassment, intimidation or bullying

7.3.1. A requirement that the district administrators semiannually provide the president of the district board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

7.3.2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal education opportunity acts.

8. Police and Child Protective Services

8.1. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. Bessemer School District must also investigate for the purpose of determining whether there has been a violation of Bessemer School District Policy or Procedure, even if law enforcement or CPS is also investigating. All Bessemer School District personnel must cooperate with investigations by outside agencies.

8.2. In addition to, or instead of, filing a bullying/harassment/intimidation complaint through this policy, a complainant may choose to exercise other options,

including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.

9. Training

- 9.1. Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other district and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.
- 9.2. Information regarding the policy on harassment/intimidation/bullying behavior shall be incorporated into employee training materials and volunteers with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any state or district mandated continuing education requirements.
- 9.3. School personnel members are encouraged to address the issue of harassment/intimidation/bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment/intimidation/bullying."

SOURCE: Bessemer City Board of Education, Bessemer, Alabama

ADOPTED: April 15, 2008

LEGAL REF: Section 16-11-9 Code of Alabama

Bessemer City Schools
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Soaring Eagles
"My Attitude Is My Life"

Copy of State Gang Legislation & Bessemer City School Policy

Bessemer City Schools Policy

- 3.16 Behaviors that threaten the orderly operation of the school, school bus, or school-sponsored activity.
- 3.17 Any major disruption of the educational process caused by the wearing of apparel, possession of writing or drawings, or the performance of gestures or signals which indicate affiliation with a gang (organized or unorganized), secret organization, or other social group whose presence on school grounds pose a threat to the educational environment.

Consequences:

Disciplinary Actions for Class III Violations:

Commission of a Class III offense shall be reported immediately by the principal/designee to the following individuals:

- I Bessemer Police Department
- II Student's parent/guardian
- III Superintendent of Schools or Designee

If bodily injury, property damage, drugs and/or firearms are involved, the principal/designee will immediately contact the Bessemer Police Department at 425-2411 or 911 for assistance. All drugs and/or firearms found or confiscated on Bessemer City Schools property will be turned in or over immediately to the Bessemer Police Department. Other unauthorized objects found in the possession of students may be returned to the parent/guardian upon a written request to the principal by the parent/guardian.

The normal disciplinary punishment for the commission of a Class III offense is removal from school for the remainder of the school year, or if the offense occurs within the last 20 school days of the school year, removal from school for the rest of the school year and the next school year. In any event, expulsion shall not be for less than one semester. The principal/designee, after reviewing the allegations and evidence against a student and giving the student the opportunity to respond to the allegations, is initially responsible for deciding that a Class III offense has been committed and what the appropriate consequences should be. Once that determination has been made by the principal/designee to recommend expulsion, the

Once that determination has been made by the principal/designee to recommend expulsion, the principal/designee will give the student a suspension notice containing a written statement of the charges (and a statement of mitigating or extenuating circumstances, if any) and shall suspend the student to the Superintendent of Schools or Designee.

The principal/designee shall also mail a suspension notice to the parent/guardian and notify the Superintendent of Schools or Designee. If the hearing officer decides, based on facts developed at the hearing, that the student committed a Class III offense, the student shall be subject to expulsion. If, however, there are mitigating or extenuating circumstances, the hearing officer shall separately state those circumstances and may consider them in deciding appropriate disciplinary action. Mitigating or extenuating circumstances include, but are not limited to, the absence of severe personal injury, the absence of extensive property damage, handicapping conditions, interventions at the local school level, and no prior record of a Class II offense.

The hearing officer has the option to allow the student to attend the alternative program under the conditions set forth by the Bessemer Board of Education in order to earn admittance to the local school. Should the parent/guardian be offered this opportunity and decline it, the hearing officer may recommend to the superintendent that the student be expelled from all Bessemer city schools.

Disciplinary Actions for Exceptional Students for Class III Offenses:

When a special education student commits a Class III offense, the principal/designee shall initiate procedures to have the student's Individualized Educational Plan (IEP) Committee address the behavior problem. The IEP Committee will decide if the offense was related to the area of disability and will decide the appropriate action to be taken. The IEP Committee will also conduct a functional behavior assessment if one has not been previously conducted and will consult or construct a behavior intervention plan. All revisions to the student's IEP must be documented within the current IEP. If the disciplinary actions decided by the IEP Committee are still not effective, the principal/designee may refer the student to the director of Special Education for further action. However, in no instance may a referral to the director of Special Education result in the exclusion from school of a special education student for more than ten (10) cumulative days, which are allowable by law or state regulations. Only the IEP Committee may change a special education student's placement. Consideration must also be given to the protections and rights afforded to 504 students under both federal and state law. *Source: Policy JDEA*

As previously outlined in the Board Policy's System Code of Conduct, the recommended disciplinary consequences include:

- Before of After School Detention
- Saturday School
- Supervised In School Suspension
- Out of School Suspension (Short or Long Term)
- Probation
- Assignment of Academic Research
- Work Assignments
- Administrator/Student Conference
- Referral to the Board's Hearing Officer for Due Process Hearing
- Reporting Behavior to the Police Department
- Notifying the Board Superintendent
- Recommendation for Expulsion

Other effective disciplinary consequences may also include the following:

- Time Out
- Telephone Call to Parent
- Letter to Parent
- Parent/Teacher/Student Conference

- Shadowing Program in which parents are required to come to school to observe/assist with their child.
- Behavior Intervention Plan
- Behavior Contract
- Parent Pick Up of Student
- Referral to Principal
- Parent/Teacher/Student/Principal Conference

STATE GANG LEGISLATION

ALABAMA

GANG-RELATED DEFINITIONS

ALABAMA SECTION 13A-6-26. COMPELLING STREETGANG MEMBERSHIP

- For purpose of this section, the term "street gang" means any combination, confederation, alliance, network, conspiracy, understanding, or other similar arrangement in law or in fact, of three or more persons that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity.
- A person who expressly or by implication threatens to do bodily harm or does bodily harm to a person, a family member or a friend of the person, or any other person, or uses any other unlawful criminal means to solicit or cause any person to join or remain in a streetgang is guilty of the crime of compelling streetgang membership.
- The crime of compelling streetgang membership is a Class C felony.
- Notwithstanding subsection (c), the crime of compelling streetgang membership is a Class a felony if the defendant is over the age of 18 years and the other person is under the age of 18 years.
- This section shall not be construed to repeal other criminal laws. Whenever conduct proscribed by this section is also proscribed by any other provision of law, the provision which carries the more serious penalty shall apply.



SEXUAL
HARRASSMENT

SEXUAL HARASSMENT

F-5

1. **Title VII of Civil Rights Act of 1964** - Makes it unlawful to "discharge any individual, or to otherwise discriminate against any individual because of race, color, religion, sex or national origin."
2. **Title IX of Educational Amendments of 1972** - "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal assistance." (Both employees and students are protected.)

Bessemer City Schools have zero tolerance in regard to sexual harassment. Everyone has the right to attend school and benefit from an education. Adults control the climate and need to tell students what is and is not appropriate behavior.

Common Questions about Sexual Harassment

Q. What is sexual harassment?

- A. It is any unwelcome words or actions of a sexual nature. It can involve:
- | | |
|---------------------------|-----------------------------|
| a male harassing a female | a female harassing a female |
| a female harassing a male | a male harassing a male |

Sexual harassment can come from anyone: a supervisor, a coworker, a teacher, a student. In general, any unwelcome sexual conduct or attention is sexual harassment if a person thinks their job, raises, or promotions depend on their response. This is known as "tangible job benefit" or "Quid pro quo" harassment.

It is also harassment if their work performance is affected, or a hostile or offensive working environment is created. This is known as "hostile environment" harassment.

Some examples of sexual harassment are when someone:

- 1) Pressures another for dates;
- 2) Keeps giving another gifts;
- 3) Makes offensive remarks about another's looks, clothes, etc.;
- 4) Touches another in a way that makes one feel uncomfortable or threatened; or
- 5) Tells sexual jokes, hangs sexual poster, etc.

Q. What are some of the forms sexual harassment may take?

A. It could be verbal such as:

- threats or insults
- messages with sexual conduct
- propositions
- whistles or catcalls
- notes, letter, or graffiti
- comments about a person's body

- offensive or suggestive comments
- pressure for dates
- offensive jokes or teasing
- sexual gossip or innuendoes
- obscene phone calls

However, it is probably not sexual harassment if someone asks another out and accepts their "no" answer.

It could be nonverbal such as:

- 1) suggestive gestures or looks (winks, licking lips, etc.);
- 2) staring or leering at someone's body; or
- 3) displaying posters, calendars, photos or drawings of a sexual nature.

However, it is probably not sexual harassment if a person glances up as another walks by.

It could be physical like the following:

- rape or attempted rape
- cornering or trapping
- pulling or lifting clothes (i.e. pulling P.E. shorts down or bra snapping)
- pinching, grabbing, or patting
- touching, hugging, or kissing

However, it is probably not sexual harassment if a person accidentally bumps into another.

Sexual harassment depends on how the person being harassed "is affected", not on the harasser's intent. Even by "giving in", a person does not necessarily accept the conduct as welcome.