



Student Handbook & Code of Conduct

2018-2019

Grades K-12

A Statement of Policy

Adopted by the Elmore County Board of Education

June 2018

Elmore County Board of Education

Richard E. Dennis
Superintendent

Jason M. Mann
Chief Financial Officer

100 H. H. Robison Drive
P. O. Box 817
Wetumpka, Alabama 36092

Telephone: (334) 567-1200
Fax: (334) 567-1405
www.elmoreco.com

BOARD MEMBERS
Michael Morgan, President
Dale Bain, Vice President
Leisa Finley
Kitty Graham
Joey Holley
Mark Nelson
Patrycya Lowery Tucker

August 1, 2018

Dear Parents and Students:

Welcome to the 2018-2019 school year! The Elmore County School System is committed to providing a positive educational experience for all students in our school system. To achieve this goal, parents, guardians, students, and school personnel must work together to create a positive school environment.

As school begins this school year, it is important that everyone understand the school's basic expectations, rules, and procedures. The Elmore County Student Handbook outlines system policies and procedures that support safe, orderly environments. We encourage each student to actively participate in the many activities available through his/her school. Please encourage your child to act and respond in a positive manner and to give his/her best effort every day.

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

Sincerely,


Richard E. Dennis
Superintendent

EQUAL OPPORTUNITY

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

HARASSMENT POLICY

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

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

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

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

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

Coordinating Compliance for Non-Discrimination, Title IX, and Section 504:

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

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100 H. H. Robison Drive | P.O. Box 817 | Wetumpka, AL 36092
334.567.1200 | 800.833.6003 | FAX: 334.567.1405

Mr. Richard Dennis, Superintendent
Jean Czerpak, Exec Asst to the Supt.
Jane Franklin, Receptionist567-1200

Jason Mann, Chief Financial Officer.....567-1200

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

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

Temeyra McElrath, Director
Rashawn Blassingame, Supervisor
Sharon Merkerson, Secretary
 Joyce Woodall, Secretary 567-1224
 FAX: 567-1242

Celeste Tilley, Director514-2810
Pam Reese, Secretary..... FAX: 514-2806

Steve McKenzie, Director..... 514-2810

Jamey McGowin, Director
Cindy Gilbreath, Secretary
567-1290
FAX: 514-2804

Barbara Burchard, Director
Tammy Thornton, Info Sys
Specialist
525 Micanopy Street
Wetumpka, AL 36092

Cacyce Davis, Director 567-1222
Melinda Flynn, Secretary FAX::514-2806

Gary Gregory, Supervisor 567-1420
Cecile Whetstone, Secretary FAX: 567-1285

Ray Mullino, Supervisor 567-1229
Ellen Warren, Secretary FAX: 567-1285

Timothy Turley, Principal
Tim Collier, Assistant Principal
35 Harden Street
Eclectic, AL 36024

541-2291, 2631
FAX: 541-4465

Blair Address, Principal
La'Tresia Robinson, Assistant Principal
170 South Ann Street
Eclectic, AL 36024
3556

541-2131
FAX: 541-

Wes Rogers, Principal
Kenyatta Harris, Assistant Principal
155 N. College Avenue
Eclectic, AL 36024

541-3661, 3662
FAX: 541-4441

Chris Holley, Principal
Tanya Boone, Assistant Principal
287 Whatley Road
Deatsville, AL 36022

569-3574, 2925
FAX: 569-1016

Lee Jackson, Principal
Lori Terrell, Assistant Principal
655 Bulldog Lane
Deatsville, AL 36022

569-1596, 2292
FAX: 569-3258

Kyle Futral, Principal
Mark McGhee, Assistant Principal
10425 Holtville Road 569-3034, 2591
Deatsville, AL 36022 FAX: 569-1013

Jan Darty, Principal
Daniel Taylor, Assistant Principal
5260 Airport Road
Millbrook, AL 36054

285-0273, 2193
FAX: 285-9231

Marcia Stephens, Principal
Sharon Earl, Assistant Principal
5959 Airport Road 285-2115, 2118
Millbrook, AL 36054 FAX: 285-2116

Millbrook Middle School (5-6)
Ayena Jackson, Principal
Sean Kreauter, Assistant Principal (5-6)
Renee Tucker, Assistant Principal (7-8)
4228 Chapman Road Grades 5-6 – 285-2100
Millbrook, AL 36054 Grades 7-8 – 285-2103, 2124
FAX: 285-2102

Principal
Loukisha Brooks, Assistant Principal
Jason Eason, Assistant Principal
Brad Mann, Assistant Principal
4300 Main Street
Millbrook, AL 36054

285-4263, 4264
Fax: 285-4575

Chad Walls, Principal
Georgia Pinkston, Assistant Principal
495 Scholars Drive 567-1248, 1246
Wetumpka, AL 36093 FAX: 567-1407

Bonnie Sullivan, Principal
 Minnie Pringle, Assistant Principal
 510 Micanopy Street 567-4323, 4338
 Wetumpka, AL 36092 FAX: 567-1409

Tremeca Jackson, Principal
Ewell Fuller, Assistant Principal
Amy Kearley, Assistant Principal
1000 Micanopy Street
Wetumpka, AL 36092

567-1413, 1257
FAX: 567-1408

Robbie Slater, Principal
Rahman Bell, Assistant Principal
Benetta Eutsey, Assistant Principal
Drew Glass, Assistant Principal
1251 Coosa River Parkway
Wetumpka, AL 36092

567-5158, 5159
FAX: 567-1178

Jimmy Hull, Director
800 Kelly Fitzpatrick Drive 567-1218, 1219, 1220
Wetumpka, AL 36092 FAX: 567-1417

William Bergeron, Principal
124 Chapel Road 567-1215
Wetumpka, AL 36092 FAX: 514-5823

Eclectic Community
Starla Riddle, Director
35 Harden Street
Eclectic, Alabama 36024
541-4532

Terri Carrico, Director
287 Whatley Road
Deatsville, AL 36022 514-5858

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

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

July 2018						
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Elmore County Schools

2018-2019

100 H.H. Robison Drive

Wetumpka, AL 36092

Phone: 334-567-1200

www.elmoreco.com

178 student days - 187 teacher days

August 2018						
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2018

Aug 1	Institute
Aug 2-3, 6	Professional Development/Work Days
Aug 7	First Day for Students
Sept 3	Labor Day
Sept 13	Parent Progress Report Day
Oct 8-9	Fall Break - Students & Staff
Nov 12	Veterans' Day (observed)
Nov 19-23	Thanksgiving Holidays
Dec 21	Teacher Work Day/No school for students
Dec 24 - Jan 4	Christmas Holidays

2019

Jan 7	Professional Development
Jan 8	Students Return
Jan 21	MLK Birthday
Mar 25-29	Spring Break
Apr 19	Professional Development
May 22	Last Day for Students
May 23	Teacher Work Day

Quarter Dates

1st	August 7 - October 5 (42 days)
2nd	October 10 - December 20 (46 days)
1st Sem	88 days
3rd	January 8 - March 8 (43 days)
4th	March 11 - May 22 (47 days)
2nd Sem	90 days

Board Approved: 1/24/2018

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OFFICE OF THE DISTRICT ATTORNEY

RANDALL V. HOUSTON

Elmore, Autauga and Chilton Counties

19th Judicial Circuit

<http://da19.alada.gov>

P.O. Drawer 700
Wetumpka, AL 36092
Phone: (334) 567-2237
FAX: (334) 567-8381

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

Dear Parent(s) / Guardian(s):

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

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

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

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

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

Sincerely,

A handwritten signature of Randall V. Houston in black ink.

Randall V. Houston
District Attorney

A handwritten signature of Mr. Richard E. Dennis in black ink.

Mr. Richard E. Dennis
Superintendent

Student Attendance Policy

ABSENCES/CHECK-OUTS/CHECK-INS

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

Grades K – 6

Students in K-6 who accumulate seven (7) excuses that have not been verified by a physician's statement, may be required, at the discretion of the principal, to secure a physician's statement for all future absences.

Any student in grades K-6 who has accumulated more than twenty (20) excused or unexcused absences may be considered for retention.

Grades 7 – 8

Students in grades 7-8 who accumulate seven (7) excuses that have not been verified by a physician's statement may be required, at the discretion of the principal, to secure a physician's statement for all future absences.

Any student in grades 7-8 who has accumulated more than twenty (20) excused or unexcused absences may be considered for retention.

Grades 9 – 12

Students in grades 9-12 who accumulate seven (7) excuses within a school year that have not been verified by a physician's statement may be required, at the discretion of the principal, to secure a physician's statement for all future absences.

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

Excused Absences

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

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

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

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

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

Unexcused Absences

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

Check-Outs/Check-Ins

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

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

TARDIES

Tardy to School

Students are required to report to their school no later than the official beginning of the school day. Tardy to school is excused for the same reasons as absences. (*See previous section on absences.*) Personal vehicle problems or missing the school bus will not be considered an excused tardy. All students are provided with bus transportation. Unexcused tardiness may result in disciplinary action. Only an excused tardy will permit academic work to be made up. Any exceptions to this tardy policy will be reviewed by the administration. After

20 excused tardies, a doctor's excuse is required for each successive tardy. Please note that a student will not be eligible for a perfect attendance certificate if the student has a tardy.

Tardy to Class

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

Grades 5 - 8

Students are to report to class for roll check before participating in any other scheduled activity. A student reporting to class more than 10 minutes after class has started will be considered skipping that class.

Grades 9-12

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

TRUANCY

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

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

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

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

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

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

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

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

DENIAL OF CREDIT

Grades 9-12

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

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

BULLYING

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

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

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

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

There are three types of bullying:

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

In addition to the three types of bullying listed above, *cyberbullying* is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Incidents of bullying should be reported to an adult staff member immediately. Bullying may also be reported by the student or parent(s) on the school system website at www.elmoreco.com.

LICE POLICY

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

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

STUDENT ADDRESS VERIFICATION PROCEDURES

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

New Students

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

Current Students

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

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

SCHOOL ARRIVAL AND PICK-UP TIME FOR PRIVATELY TRANSPORTED STUDENTS

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

VISITORS

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

- For the safety of all, visitors including parents must obtain a visitor's badge and sign-in in the school's office.
- Visitors are to wear the visitor's badge at all times. The badge must be visible.
- Permission cannot be granted for students to invite school-age or younger friends or relatives to spend the day at school.
- School procedures must be followed.

Academic Guidelines

GRADING SCALE

A - 100-90

B - 89 - 80

C - 79 - 70

D - 69 - 60

F - 59 AND BELOW

GUIDELINES FOR PROMOTION

Introduction

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

Grades K-6

On Parent Report Day in September, teachers will review the promotion policy with parents.

- Notification of possible retention must be identified on the 3rd quarter progress report.
- If parents fail to contact the school, a follow-up letter will be sent home by the teacher requesting a conference. If parents do not respond to the follow-up letter, the teacher should contact the parents by phone.
- Those students who have not mastered the necessary skills may be retained twice during grades K-6. One year of pre-first will count as retention.
- Minimum acceptable average for promotion is 60%.
- If a student averages 65% or lower in more than one subject area, possible retention could be considered.
- *NOTE: Consideration for Tier 2/Title I Intervention will remain at 70%.*
- Recommendation from the teacher(s) will be presented to the Promotion/Retention Committee. The committee makes the final decision to promote or retain a student. Those students who have NOT mastered the necessary skills may be retained twice during grades K-6.
- The decision of promotion/retention will be based on passing Language Arts, math, and one of the social sciences (science or social studies).

Grades 7-8

- Notification of possible retention must be identified on the 3rd quarter progress report.
- If parents fail to contact the school, a follow-up letter will be sent home by the teacher requesting a conference. If parents do not respond to the follow-up letter, the teacher should contact parents by phone.
- In grades 7 and 8, a student must pass each academic subject and physical education to take the next grade level course in each subject area. For example, if a 7th grade student fails science, he/she will be promoted to 8th grade but will take a 7th grade science class if not successfully completed in summer school.
- Passing will be based on the yearly average.
- Summer school may be available, or the course will be repeated the next year.

- A student will be classified a seventh grader if taking four or more seventh grade level courses.
- A student will be classified an eighth grader if taking four or more eighth grade courses.
- A student will be classified as a ninth grader if taking four or more ninth grade courses.
- It is strongly recommended that students attend summer school to make up failed courses.

Grades 9-12

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

- Promotion to 10th grade requires at least 5 credits
- Promotion to 11th grade requires at least 12 credits
- Promotion to 12th grade requires at least 17 credits

Special Education

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

SEMESTER EXAM EXEMPTIONS

Students in grades seven (7) through twelve (12) may exempt semester and end-of-course examinations if they meet the following criteria:

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

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

GRADUATION REQUIREMENTS BEGINNING WITH 9TH GRADE 2013-2014

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

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

Alabama High School Diploma

Cohort Years 2017 and Future

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

NOTES:

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

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

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

WEEKLY PAPERS

Each student in grades K- 4 will receive graded papers on a weekly basis. Each student in grades 5-6 will receive graded papers and/or a progress report, at the discretion of the principal, on a weekly basis. Student papers must be signed by the parent/guardian and returned to the teacher to receive papers on a continuous basis.

PROGRESS REPORTS

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

REPORT CARDS

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

CONFERENCES

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

HONOR ROLL

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

VALEDICTORIAN/SALUTATORIAN

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

Beginning with the freshman class of 2018-2019, grade point averages calculated for determining Valedictorian and Salutatorian will include only the four core classes and foreign language.

VIRTUAL SCHOOL

Alabama Act No. 2015-89 requires, “at a minimum, each local board of education to adopt a policy for providing a virtual school option for eligible students in grades nine through twelve. The policy offers students an online pathway for earning a high school diploma.” The Elmore County Public School System does provide a virtual pathway option for students in grades 6-12. Students enrolled in the virtual pathway option are required to complete and pass all classes. Students who are interested in enrolling in the virtual option should contact the school they are zoned for to obtain eligibility criteria and enrollment documents. Upon completion of all graduation requirements, students enrolled in the virtual option will receive an Elmore County Public Schools diploma.

Due Process

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

STATEMENT OF POLICY

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

DISCIPLINE

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

DRESS CODE

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

PARENT/SCHOOL/COMMUNITY GRIEVANCE RESOLUTION POLICY

The Elmore County Board of Education believe parents/guardians and community members have both the right and responsibility to express school-related concerns and grievances to school faculty and administration. Parents/guardians are always welcome to make appointments to discuss any concerns they may have. The faculty and administration will strive to resolve concerns at the school level. The Elmore County Board of Education Policy regarding complaints and grievances is as follows:

4.1 Complaints and Grievances

- 4.1.1 General Complaints (Grievances) – Subject to the limitations set forth below and elsewhere in this policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.
- 4.1.2 Limitations Regarding Availability and Application of General Complaint/ Grievance Policy The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).
- 4.1.3 Student Complaints and Grievances – Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non-disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student’s legal rights.
- 4.1.4 Student Disciplinary Matters – The Board may consider appeals of student disciplinary decisions or actions in accordance with standards and procedures specified in the Code of Student Conduct.

The complete Elmore County Board of Education Policy Manual may be found at www.elmoreco.com under “Publications.”

Emergency Procedures

EMERGENCY CLOSING PROCEDURES

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

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

SEVERE WEATHER

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

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

FIRE DRILLS

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

LOCK-DOWN DRILLS

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

School Property

SCHOOL PROPERTY DAMAGE

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

TOBACCO FREE CAMPUS

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

TEXTBOOKS

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

BUS TRANSPORTATION

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

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

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

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

VEHICLE TRANSPORTATION

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

Personal Issues

PERSONAL PROPERTY

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

SELLING OF ITEMS AT SCHOOL

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

PERSONAL PARTIES AND GIFTS

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

PHOTOS AND VIDEO

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

USE OF DIGITAL DEVICE DURING ADMINISTRATION OF A SECURE TEST

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

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

PERSONAL ELECTRONIC DEVICE USE

Use of all personal electronic devices—including smart phones, laptops, tablets, readers, handheld devices, smart watches, storage devices, etc.—used on district property or attached to the district network is subject to all guidelines of Responsible Use Guidelines, Bring Your Own Technology (BYOT) Procedures, and the Student Handbook & Code of Conduct. A laptop, tablet, phone, and any other electronic device may belong to the user, but the network belongs to Elmore County Public Schools (ECPS). Therefore, all ECPS network rules apply. If personal devices disrupt network operations, ECPS has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action.

Responsibility to keep the personal technology secure rests with the individual owner. ECPS is not liable for any device stolen or damaged on campus. The district cannot replace or provide financial restitution for any stolen or damaged personal technological device.

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

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

When utilizing the district WiFi network, students are expected to adhere to the following:

- The district is not responsible for any content accessed by users who bypass the district Internet filter by connecting to the Internet via their personal cellular network (i.e. 3G, 4G, LTE, etc.), instead of through the district WiFi.
- Users are responsible for backing up their personal data and other important files regularly.
- Those who use district owned and maintained technologies to access the Internet at home are responsible for the set-up and cost of home internet service.

Special Services

SPECIAL EDUCATION SERVICES

Elmore County School System's Special Education Policy states:

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

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

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

SECTION 504 SERVICES

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

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

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

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

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

GIFTED AND TALENTED EDUCATION PROGRAM

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

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

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

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

INDIVIDUALIZED HEALTH CARE PLANS

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

MEDICATION AT SCHOOL

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

Some key points of the guidelines are as follows:

- A School Medication Prescriber/Parent Authorization form must be completed and signed by the parent/guardian and the prescribing physician before any prescription or over-the-counter medicine will be given.
- A new Prescriber/Parent Authorization form is required for each new school year and for any change in dose, time, or method of administration.
- All medication must be transported to and from school by a parent/guardian or designated adult unless the medicine is used for emergency care or chronic illness and has been approved through the school nurse for transport. Consult the school nurse for securing permission for a student to carry and self-administer an emergency medicine or medicine that is required for a chronic illness.

- The parent/guardian must pick up student medications by the last day of school or within one week if it is discontinued during the year. Medication that is not picked up will be destroyed.
- Prescription medication must be in the original pharmacy labeled container that provides the time for the medication to be given at school. Inhalers must have a prescription label on the inhaler.
- Over-the-counter medication must be in the sealed original manufacturer's container with the student's name clearly written on the container without obscuring the manufacturer's instructions.

EXCLUSION FROM SCHOOL FOR ILLNESS – PARENT INSTRUCTIONS

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

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

Programs and Activities

RENAISSANCE LEARNING

The following STAR Early Literacy (STAREL)/STAR Reading and STAR Mathematics will be administered as Universal Screeners:

- **Kindergarten** – STAREL all year. STAR Math will be administered in Quarter 3; audio will be turned on.
- **1st Grade** – STAREL all year. First grade students scoring at the probable reader level will be given STAR Reading and STAREL.
- **1st Grade** – STAR Mathematics. Audio will be turned on for all quarters.
- **2nd- 4th Grades** – STAR Reading and STAR Mathematics (STAREL may also be administered all year to at-risk students in addition to STAR Reading and Mathematics)

The STAREL and STAR Reading and Mathematics assessment results will be used by teachers to determine necessary classroom instruction in each of the areas assessed.

ALABAMA READING INITIATIVE

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

IXL

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

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

AMSTI (Alabama Math, Science, and Technology Initiative) is an Alabama Department of Education initiative to improve math, science, and technology education across the state. AMSTI or Carolina Biological inquiry-based hands on learning will be used to teach science in all the K-4 Elmore County classrooms. AMSTI and Carolina Biological help students develop the knowledge and skills needed to succeed in post- secondary studies and the workforce.

LIBRARY MEDIA CENTER

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

FIELD TRIPS

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

EXTRACURRICULAR ACTIVITIES

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

EXTRACURRICULAR ACTIVITY PARTICIPATION/ACADEMICS FIRST

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

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

sports and rules established by the Board of Education as they pertain to other extracurricular activities.

- Each eligible student entering grades 10-12 must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work may substitute for regular schoolwork repeated in computing the 70 average.
- Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.
- Each student involved in athletics must meet all the requirements of the Alabama High School Athletic Association for eligibility. These requirements are available at each school.
- Any student participating in extracurricular athletic programs (i.e. sports, cheerleading) must have proof of and maintain full coverage medical insurance.
- Each student involved in extracurricular activities for grades 7-12 is subject to random drug testing. The complete Extracurricular Activity/Student Driver Drug Testing Policy is available online:
<http://www.elmoreco.com/Download.asp?L=1&LMID=92160&PN=DocumentUploads&DivisionID=2445&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=1&I=566931>

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

Notwithstanding anything contrary to this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses and attendance at events such as athletic events (pre-game, game, half-time, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

Decisions regarding a student's participation in extracurricular activities will be consistent with the requirements found in the Individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

ATHLETICS

Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board, provided in applicable law or established by any athletic association of which the Board is a

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

HOME SCHOOL ATHLETIC/BAND ENROLLMENT

The Alabama High School Athletic Association (AHSAA) bylaws allow non-traditional students and/or home school students to participate in interscholastic athletics with AHSAA member public schools. In accordance with this bylaw, the Elmore County Public Schools will allow athletic/band student enrollment for non-traditional students. Non-traditional students may participate in the following AHSAA sports: baseball, basketball, bowling, cross country, football, golf, indoor track & field, outdoor track & field, soccer, softball, swimming & diving, tennis, volleyball, wrestling and band. Home school students must be enrolled within the first 20 days of the semester in the school they are zoned to attend (residency documents required) in order to participate in athletics.

RESPONSIBLE USE GUIDELINES FOR STUDENTS

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

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

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

Adherence to the following is necessary for continued access to ANY and ALL technology resources while at school: **Users must respect and protect the privacy of others by:**

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

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

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

- Notifying a staff member or administrator of computer or network malfunctions.
- Not installing software onto computers without appropriate approval.

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

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

Users must respect and practice the principles of community by:

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

Users may, if in accordance with the above guidelines:

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

Consequences for Violation

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

Use of the district network is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege, disciplinary action, and/or prosecution. Prior to participation, a potential network user will receive information pertaining to the proper use of the network and sign a user agreement. School and district administrators will decide what constitutes inappropriate use of the network and their decision is final. Violations will be dealt with in accordance with the Elmore County Public Schools' Student Handbook & Code of Conduct and/or local, state or federal law.

Supervision and Monitoring

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

Warranties

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

Accessing the District Wi-Fi Network

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

- High School – Students are allowed to use district or personal technology devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner. However, headphones may only be used in the classroom setting as directed by the teacher. Headphones may not be worn in common areas or between classes.

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

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

- The district is not responsible for any content accessed by users who bypass the district Internet filter by connecting to the Internet via their personal cellular network (i.e. 3G, 4G, LTE, etc.), instead of through the district Wi-Fi.
- Users are responsible for backing up their personal data and other important files regularly.
- Those who use district owned and maintained technologies to access the Internet at home are responsible for the set-up and cost of home internet service.

Expectations for Use of District Issued Technology Devices

Responsible use of district issued technology devices is the same as use of classroom and lab computers that belong to the school--it is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Handbook & Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

Students who are issued district owned and maintained devices will be asked to sign a contract agreeing to district guidelines. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage to devices while under their control. The school district is responsible for any routine maintenance or standard repairs to school system devices.

Use of Personal Technology Devices

- Use of all personal electronic devices—including smart phones, laptops, tablets, readers, handheld devices, storage devices, etc.—used on district property or attached to the district network is subject to all guidelines of Responsible Use Guidelines, BYOT Procedures, and the Student Handbook & Code of Conduct. A laptop, tablet, or phone may belong to the user, but the network belongs to ECPS. Therefore, all ECPS network rules apply. If approved personal devices disrupt network operations, ECPS has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action.
- Responsibility to keep the personal technology secure rests with the individual owner. ECPS is not liable for any device stolen or damaged on campus. The district cannot replace or provide financial restitution for any stolen or damaged personal technological device.
- Furthermore, users must agree to the following conditions:
- Personal electronic devices cannot be used to bypass the district internet filter. Internet access is filtered by the District on personal devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required. Devices which utilize their own personal cellular network (i.e. 3G, 4G, LTE, etc.), cannot be monitored through district resources. Students' using cellular service to bypass the district filter may be subject to disciplinary action.
- Although the District provides the ability for students to bring their personal electronic device to school, a student will not be required to bring a personal electronic device as a factor in grading or assessing student work. Students who do not have access to personal electronic devices will be provided with a

comparable District or campus-owned device on which to complete the assignment OR given similar assignments that do not require access to electronic devices.

- All personal devices must be in silent mode while on school campuses.
- Each user is responsible for his/her own device: set-up, maintenance, charging, and security. District personnel will not support, diagnose or repair personal devices.
- Personal technology must be charged prior to bringing it to school and must run off its own battery while at school.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes in the classroom.
- Students are prohibited from trading or selling personal devices to other students while on school property including buses or attending any school-sponsored activity.
- Personal devices should not be used to record, transmit, or post photographic images or video of a person, or persons for non-instructional purposes while on school property including buses, or attending any school-sponsored activity on campus during school activities and/or hours
- Personal devices may only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Personal electronic devices are only to be used for educational purposes at the direction and under the supervision of a classroom teacher. Although the district provides the ability to access electronic resources on personal electronic devices, the use of personal electronic devices during the school day is at the discretion of teachers and other campus personnel.
- The teacher and campus administrators have the right to prohibit the use of personal electronic devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, guest speakers, etc.) that occur on campus.
- An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines and the laws of the State of Alabama.
- Printing from personal technology will not be possible at school.
- Use of personal devices to make phone calls in common areas and/or after school hours will be determined by the campus administration.

In addition, ECPS is

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

CAFETERIA

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

Students who need substitutions or special diets must have a Medical Statement/Diet Prescription form completed by a state recognized medical professional, which are available through the school nurse or the school office. Every school in Elmore County serves breakfast and lunch each operating day. Students who qualify may receive free meals or reduced-price meals. Parents/Guardians may complete the *Free and Reduced Meal Benefit Application* at any time during the school year. New applications must be submitted each school year. Applications are available in the school office, CNP Office, or online at www.myschoolapps.com. All paper applications will be scanned for processing as the application arrives in the CNP Office. The CNP office is allowed 10 working days to process an application after it reaches the CNP office. Parents should be prepared to pay for meals until their child's application is processed and the cafeteria or parent is notified of the results. Incomplete applications will be returned through the students, so please follow the directions carefully to avoid any delays in processing.

MEAL PRICES

	BREAKFAST	LUNCH
Paying Student	\$1.50	\$2.50
Reduced Price	\$0.30	\$0.40
BOE Employees	\$2.00	\$3.25
Visitor	\$2.50	\$3.75
Milk	\$.50	\$.50

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

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

- b. If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

My School Bucks

Parents have the opportunity to deposit money directly into their child(ren)'s lunch account(s) using their banking information or debit/credit cards. There is a transaction fee for each deposit; however, you can allocate money to more than one child per deposit. For additional information and instructions, go to www.myschoolbucks.com or visit the Elmore County Schools Website at www.elmoreco.com or contact the CNP Office at 334-567-1222.

Online Application

Parents may complete an application for free and reduced meal benefits online at www.myschoolapps.com. A link to the site is also located on the Elmore County Schools Website (www.elmoreco.com) under Student/Parent Resources. Please follow the instructions for the application to be sent directly to the CNP office. You will receive a confirmation number once the application has been sent to our office. All precautions have been taken to make this process secure.

Charge Policy

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

All meals must be paid for in advance of eating them. Your child(ren) should bring money first thing Monday morning. Please pay for a minimum of one week at a time if possible. We suggest keeping at least \$5-7 in your child(ren)'s account at all times if you are a full-paying or reduced-paying household.

There is NO charge for utilizing the My School Bucks website to monitor a student's account balance. The site can be accessed at www.myschoolbucks.com. Please utilize our online payment system to pay and/or to simply view current balances and get reminder e-mails free of charge.

Students whose parents have applied for free and reduced meals must still pay for meals until approval is official. Benefits are not retro-active. Parents are responsible for ALL meals their child(ren) eat until official approval is made by the Child Nutrition office. This can take up to 10 days. A notification letter will be sent home. Parents who are waiting for approval from the Child Nutrition office for free and reduced meals must provide for student meals by sending money or packing a lunch.

In the past, children have been allowed to charge if they forgot their lunch money. Federal and state child nutrition guidelines prohibit the school from allowing students to accrue excessive charges. State regulations prohibit schools from denying K-3 students and students with disabilities a meal when funds are not available. Therefore, elementary students and students with disabilities who have 5 unpaid meal charges will be given an alternate meal which will include a turkey or cheese sandwich (cereal at breakfast), fruit and milk until full payment is received. Middle school and high school students will not be allowed to charge more than 5 meals and will not have the option of receiving an alternate meal.

If you have questions concerning the charges, please call the CNP Office at (334) 567-1222 or toll free 1- 844-685-9054.

Unpaid Meal Charges

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals, as well as for the collection of unpaid meal charges and delinquent account debt.

- Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
- Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Food Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt.
- Students without funds to pay for a reduced-price or full price meal are allowed to charge breakfast or lunch. A la carte items may not be charged for any reason.
- Students are allowed to charge up to 5 meals.
- Students who charge a meal will receive a reimbursable meal.
- Employees or guests/visitors of Elmore County Public Schools are not allowed to charge a meal

Communicating the Policy

- The unpaid meal charges policy will be posted on the Elmore County Public Schools website, will be included in the Child Nutrition Program (CNP) information packet distributed at the beginning of the school year, and will be provided to all transfer students during the school year. The Household Application for Free and Reduced-Price Meals will be attached.
- The unpaid meal charges policy will be communicated to all faculty and staff prior to the first day of school.
- Child Nutrition Program staff will receive training on the unpaid meal charges policy and a record of the training will be maintained as part of the professional development portfolio.

Notification of Negative Balance

- The Child Nutrition Program (CNP) staff will notify households of negative balances. The School Nutrition Manager or designee will be responsible for contacting households via telephone, by mail, or by sending a letter home with the student.
- Written notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment, and contact information for questions or assistance. Written notifications will be sent home on a weekly basis with each student whose account has a negative balance.

Assistance to Households

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

Bad Debt

- Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable in the Child Nutrition Program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using CNP funds or the district's general fund. Bad debt must be paid using non-public funding sources.
- Bad debt must be restored to the CNP account prior to the end of the same fiscal year.
- When a household has reached a threshold of 5 unpaid meal charges for a student, collection procedures will be initiated.
- CNP staff will send a letter to the household with the amount of debt and date of expected payment.

- If payment or arrangements to pay have not been satisfied, CNP staff will report the debt to school administration. The school administration will contact the household and attempt to collect the debt.
- If payment is not received and/or if a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits the Child Nutrition Manager will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

Elmore County Schools

**Student
Code of Conduct**

2018 - 2019

Elmore County Student Code of Conduct

OVERVIEW

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

As students progress in the Elmore County Schools, they will be expected to assume greater responsibility for their actions as they increase in age and maturity. This Student Code of Conduct, effective August 2017, is issued to each student and teacher, and the procedures will be followed until necessary revisions are approved by the Board of Education. (Senate Bill 71) The procedures described in this Code of Conduct shall apply to all students, parents, and school personnel except those students whose documented handicapping conditions require adherence to relevant state and federal laws.

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

The Elmore County Board of Education will comply with Public Law 94-782 which states that each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with this written policy, shall be guilty of a misdemeanor, and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days.

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

Students enrolled in the Elmore County Public Schools should:

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

ACADEMIC HONESTY

Cheating

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

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

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

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

Plagiarism

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

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

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

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

All the following are considered plagiarism:

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

DRESS CODE

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

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

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

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

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

Students are prohibited from wearing the following:

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

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

TRANSPORTATION DEPARTMENT CODE OF CONDUCT AND SAFETY RULES

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

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

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

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

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

SEARCHES BY SCHOOL OFFICIALS

School Property

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

Individuals

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

Automobiles

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

By Law Enforcement Officials

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law. School officials should seek to cooperate with law enforcement officials in their effort to enforce the law; however, school officials must not permit warrantless searches by law officials on school property.

SECLUSION AND RESTRAINT POLICY

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

OFF-CAMPUS BEHAVIOR

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

ELMORE COUNTY ALTERNATIVE PROGRAMS (Discipline Division)

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

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

Transportation to and from ECAP for discipline will not be provided. It is the parent's/legal guardian's responsibility to provide transportation to and from ECAP daily when his/her child has been assigned to ECAP as a result of disciplinary action.

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

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

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

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

DETENTION

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

CLASSROOM DISCIPLINE PROCEDURES

Each classroom teacher will deal with general classroom disruption, listed as Class I Violations, by taking in-class disciplinary action, by telephoning the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. The Classroom Behavior Management Form (CBMF) will be used to record these disciplinary actions. On the third step, the administrator or his/her designee may assign the student to one day of Detention/In-school suspension or to counselor intervention, whichever he or she deems appropriate. Only when the action taken by the teacher is ineffective or the

disruption is severe, should the student be referred to the administrator or his/her designee. The teacher will bring the Classroom Behavior Management Form to the office along with the Office Referral Form when Step 4 is reached. Disciplinary referral forms must be completed by the teacher or appropriate school official and brought to the office with the student before disciplinary action will take place.

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

HOMESCHOOL ATHLETIC/BAND ENROLLMENT DISCIPLINE PROCEDURES

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

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

In-School Suspension/Detention

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

Out-of-School Suspension

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

ECAP

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

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

BUS DISCIPLINE PROCEDURES

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

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

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

CLASSIFICATION OF VIOLATIONS

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

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

Procedures for the Administration of Formal Disciplinary Actions

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

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

CLASS I OFFENSES

AA	Excessive distraction of other students - any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or to any other students. Examples: talking excessively, interrupting class functions, provoking other students, etc.
AB	Minor intimidation of a student - the intentional threat by word or act to do harm to another student.
AC	Participation in gambling or games of chance for money and/or other things of a value less than \$10.00 - unauthorized playing cards, dice, or other gambling devices, as well as the money involved will be confiscated.
AD	Non-directed use of profane or obscene language
AE	Unauthorized selling – selling of goods or services not connected directly with educational projects.
AF	Failure to follow instructions –Examples: Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.
AG	Unauthorized use on school property of electronic devices such as CD players, game boys, etc. Administration will not be expected to spend time searching for personal items that are lost and or stolen. The school will not be responsible for lost or stolen items.
AH	Bodily contact – minor incidents of intentionally touching, e.g. intentionally touching, pinching, pushing, tripping, slapping, or “horseplay”.
AI	Littering of school property
AJ	Petty theft – the intentional, unlawful taking or carrying away of public, real or personal property, with a value less than \$10.00. Second offense moves to BF.
AK	Cheating – the act of providing or receiving information to fraud or swindle or to gain an advantage by dishonest means (to include plagiarism).
AL	Inappropriate public display of affection – Including, but not limited to, embracing and kissing.
AM	Any other violation, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Procedures for Class I Offenses

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

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

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

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

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

CLASS II OFFENSES

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

BA	Habitual Class I Offenses	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (1 day) or detention (1 day)
			2nd offense	In-school suspension (5 days) or detention (5 days)
			3rd offense	ECAP (3 days)
		7-12	1st offense	In-school suspension (1 day) or detention (3 days)
			2nd offense	In-school suspension (3 days) or detention (5 days)
			3rd offense	ECAP (5 days)
BB	Defiance of authority - any verbal or non-verbal refusal to comply with reasonable directions or orders of school personnel.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (3 days) or detention (3 days)
			2nd offense	In-school suspension (5 days) or detention (5 days)
			3rd offense	ECAP (3 days)
		7-12	1st offense	In-school suspension (3 days)
			2nd offense	ECAP (3 days)
			3rd offense	ECAP (5 – 10 days)
BC	Possession and/or use of tobacco products, matches, lighter, e-cigarettes, vapor devices – having or using tobacco products on the school premises or at any school-	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action

	sponsored activity. Unauthorized possession of tobacco paraphernalia or non-controlled substances that are represented to be tobacco.		4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (1 day) or detention (1 day)
			2nd offense	In-school suspension (3 days) or detention (3 days)
			3rd offense	In-school suspension (5 days) or detention (5 days)
		7-12	1st offense	In-school suspension (3 days)
			2nd offense	ECAP (3 days)
			3rd offense	ECAP (5–10 days)
BD	Battery upon students – deliberate or intentionally hitting, striking, or any forceful blow to cause bodily harm and includes any other action that may create a health issue.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
		7-12	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (15 days)
BE	Property damage – intentional and deliberate action resulting in injury or damages up to \$100.00 to public property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. School bus damage, student will forfeit bus privileges until full restitution is made. Law enforcement may be notified.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (1 day) or detention (1 day)
			2nd offense	In-school suspension (3 days) or detention (3 days)
			3rd offense	ECAP (3 days)
		7-12	1st offense	In-school suspension (1 day), detention (3 days), or school-designated action
			2nd offense	In school suspension (3 days) or ECAP (3 days)
			3rd offense	ECAP (5-10 days)
BF	Stealing - Larceny - Petty Theft –Possession of Stolen Property the intentional, unlawful taking, carrying away, or possession of public, real, or	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action

	personal property valued at less than \$100.00. <ul style="list-style-type: none"> • Law enforcement may be notified. • Restitution is required. 		4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (3 days)
			2nd offense	In-school suspension (5 days)
			3rd offense	ECAP (3 days)
		7-12	1st offense	In-school suspension (3 days)
			2nd offense	ECAP (3 days)
			3rd offense	ECAP (5–10 days)
BG	Threats – verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (1 day) or detention (3 days)
			2nd offense	In-school suspension (3 days)
			3rd offense	In-school suspension (5 days)
		7-12	1st offense	In-school suspension (3 days)
			2nd offense	ECAP (3 days)
			3rd offense	ECAP (5–10 days)
BH	Extortion - verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or w/intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (3 days)
			2nd offense	In-school suspension (5 days)
			3rd offense	ECAP (3 days)
		7-12	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
BI	Possession of an explosive or incendiary charge – having an explosive or incendiary charge of less than one-quarter ounce, including fireworks and stink bombs. (More than this constitutes a Class IV	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-

	Weapons Offense.)			designated disciplinary action
		4-6	1 st offense	In-school suspension (3 days) or detention (3 days)
			2 nd offense	In-school suspension (5 days) or detention (5 days)
			3 rd offense	ECAP (3 days)
		7-12	1 st offense	In-school suspension (3 days), detention (5 days), or school-designated action
			2 nd offense	ECAP (3 days)
			3 rd offense	ECAP (5 days)
BJ	Offensive behavior towards another person, written or verbal propositions to promote sexual acts, and/or use of obscene manifestations (verbal, written, gesture, to also include offensive touching).	K-3	1 st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2 nd offense	Detention (2 days) or school-designated disciplinary action
			3 rd offense	Detention (3 days) or school-designated disciplinary action
			4 th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1 st offense	In-school suspension (3 days) or detention (3 days)
			2 nd offense	ECAP (3 days)
			3 rd offense	ECAP (5 days)
		7 -12	1 st offense	In-school suspension (3 days)
			2 nd offense	ECAP (3 days)
			3 rd offense	ECAP (5-10 days)
BK	Directing obscene or profane language or gesture to a student.	K-3	1 st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2 nd offense	Detention (2 days) or school-designated disciplinary action
			3 rd offense	Detention (3 days) or school-designated disciplinary action
			4 th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1 st offense	In-school suspension (1 day) or detention (1 day)
			2 nd offense	In-school suspension (3 days) or detention (3 days)
			3 rd offense	ECAP (3 days)
		7 -12	1 st offense	In-school suspension (1 day), detention (3 days), or school-designated action
			2 nd offense	In-school suspension (3 days)
			3 rd offense	ECAP (3 days)
BL	Leaving premises without permission and/or unauthorized transportation of students off premises.	K-3	1 st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2 nd offense	Detention (2 days) or school-designated disciplinary action
			3 rd offense	Detention (3 days) or school-designated disciplinary action
			4 th offense	In-school suspension (1 day) or school-

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

			2nd offense	In-school suspension (3 day)
			3rd offense	ECAP (3 days)
BO	Directed disrespectful language or gestures , either stated or implied, to or about a school board employee or guest.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (3 days)
			2nd offense	ECAP (3 days)
			3rd offense	ECAP (5 days)
		7-12	1st offense	In-school suspension (3 days)
			2nd offense	ECAP (3 days)
			3rd offense	ECAP (5 days)
BP	Intentionally providing false information to school personnel; forgery of parent's name; intentionally providing false information to parents. Situations that involve the forging of an official document (i.e. Dr. note) will move to the Second Offense for punishment.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (1 day) or detention (1 day)
			2nd offense	In-school suspension (3 days) or detention (3 days)
			3rd offense	In-school suspension (5 days) or detention (5 days)
		7-12	1st offense	In-school suspension (1 day), detention (3 days), or school-designated action
			2nd offense	In-school suspension (3 day) or detention (5 days)
			3rd offense	ECAP (3 days)
BQ	Electronic Devices – Students must adhere to all electronic device policies and should comply with all school personnel when asked to put away their electronic device (on school campus). Minor misuse of cellular phone and/or electronic devices – students are not allowed to take pictures, audio recordings, or videos using any electronic device (camera, smart phone, etc.) which violates the privacy	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (1 day) or detention (1 day)
			2nd offense	In-school suspension (3 days) or detention (3 days)
			3rd offense (and all	In-school suspension (5 days) or detention (5 days)

	rights of another individual – student, teacher, staff member or visitor to the school campus.		subsequent offenses)	
		7-12	1 st offense	In-school suspension (1 day) or detention (3 days)
			2 nd offense	In-school suspension (3 days) or detention (5 days)
			3 rd offense (and all subsequent offenses)	In-school suspension (5 days)
BR	Inciting student disorder and/or refusing to disperse. Includes videoing, audio recording, or taking pictures of disorder or physical altercations.	K-3	1 st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2 nd offense	Detention (2 days) or school-designated disciplinary action
			3 rd offense	Detention (3 days) or school-designated disciplinary action
			4 th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1 st offense	In-school suspension (5 days) or detention (5 days)
			2 nd offense	ECAP (3 days)
			3 rd offense	ECAP (5 days)
		7-12	1 st offense	ECAP (3 days)
			2 nd offense	ECAP (5 days)
			3 rd offense	ECAP (15 days)
BS	Possession of Medication - A student may not possess/consume over-the-counter medication on campus. All medications require parent and physician signature authorization and must be brought to the school by a parent, guardian or designated adult. Designated school staff will assist students with medication as ordered by the physician. <u>Exceptions to this are emergency medications that may be carried by a student once he/she has been approved through appropriate school personnel.</u>	K-3	1 st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2 nd offense	Detention (2 days) or school-designated disciplinary action
			3 rd offense	Detention (3 days) or school-designated disciplinary action
			4 th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1 st offense	In-school suspension (1 day) or detention (1 day)
			2 nd offense	In-school suspension (3 days) or detention (3 days)
			3 rd offense	In-school suspension (5 days) or detention (5 days)
		7 -12	1 st offense	In-school suspension (1 day) or school-designated action
			2 nd offense	In-school suspension (3 days), detention (3 days), or school-designated action
			3 rd offense	ECAP (3 days)
BT	Dispensing of Medication (Over- the-counter	K-3	1 st offense	Parent contact and detention (1 day) or school-designated disciplinary action

	medications)		2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
		7-12	1st offense	ECAP (5 days)
			2nd offense	ECAP (10 days)
			3rd offense	ECAP (45 days)
BU	<p>Excessive tardiness to school or class.</p> <p>Grades K-12: All tardies – to school and to class – start over at the beginning of each grading period (nine weeks).</p> <p>Documentation must be provided that all steps have been completed.</p> <p>Driving privileges will only be revoked for tardies to school.</p>	K-3		7 th unexcused tardy – parent/guardian is notified by letter and admin-parent conference
				10 th unexcused tardy – detention (1 day) and parent conference with Attendance Supervisor
				15 th unexcused tardy – detention (2 days) and Early Warning Truancy Conference
				20 th unexcused tardy – detention (3 days)
		4-6		1 st – 3 rd unexcused tardies – teacher documentation
				4 th unexcused tardy – parent contact
				5 th unexcused tardy – detention (1 day) or in-school suspension (1 day)
				6 th unexcused tardy – detention (3 days) or in-school suspension (3 days)
				7 th unexcused tardy – in-school suspension (5 days)
				8 th unexcused tardy – ECAP (3 days)
		7 -12		1 st – 3 rd unexcused tardies – teacher documentation
				4 th unexcused tardy – parent contact
				5 th unexcused tardy – in-school suspension (3 days) or detention (5 days)
				6 th unexcused tardy – in-school suspension (5 days) and driving privileges will be revoked for 15 school days
				7 th unexcused tardy – ECAP (3 days) AND driving privileges will be revoked for 30 school days

				8 th unexcused tardy – ECAP (5 days) AND driving privileges will be revoked for 45 school days
BV	Non-conformity to the dress code –See Dress Code Policy (page 38) (Headgear taken up will be returned on the last day of the school year.)	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	Parent contacted; change of clothes brought to school or student wears provided garment. Student may be temporarily placed in in-school suspension until change of clothes is brought to school.
			2nd offense	In-school suspension (1 day) or detention (1 day)
			3rd offense	In-school suspension (3 days) or detention (3 days)
		7-12	1st offense	Parent contacted; change of clothes brought to school or student wears provided garment. Student may be temporarily placed in in-school suspension until change of clothes is brought to school.
			2nd offense	In-school suspension (3 days) or school-designated action
			3rd offense	In-school suspension (5 days), detention (3 days), or school-designated action
BW	Bullying – Committing or instigating aggressive acts toward another student with the intent to irritate, intimidate, hurt, or produce a negative reaction from the other student. Student will be referred to the school counselor beginning with the first offense.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
		7-12	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (15 days)
BX	Fighting – Mutual participation in a fight. • If aggressor/instigator is clearly defined, his/her punishment will be moved directly to 2nd	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action

	consequence. <i>Student may be subject to arrest.</i>		4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	ECAP (5 days)
			2nd offense	ECAP (10 days)
			3rd offense	ECAP (45 days)
		7-12	1st offense	ECAP (5 days)
			2nd offense	ECAP (10 days)
			3rd offense	ECAP (45 days)
BY	Computer Misuse – <i>Minor Incidents</i> of computer fraud and tampering. (This includes but is not limited to playing games, downloading games or music, attempting to access inappropriate material, plagiarism, accessing social networking sites, use of another student’s password with permission, and emailing or surfing the internet without permission) <i>A charge of \$15.00 per hour will be charged for time spent correcting damage. Restitution and/or payment of fine must be paid prior to student’s returning to classes. Also, computer access may be denied. Additional discipline action may be taken depending upon the severity of misuse.</i>	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	Parent contact and student not allowed on computer or designated device for 2 weeks
			2nd offense	Student account suspended for 4 weeks
			3rd offense	Student account suspended for 9 weeks
			4th offense	Student account suspended for remainder of school year (minimum of 90 days)
		7-12	1st offense	Parent contact and student not allowed on computer or designated device for 2 weeks
			2nd offense	Student account suspended for 4 weeks
			3rd offense	Student account suspended for 9 weeks
			4th offense	Student account suspended for remainder of school year (minimum of 90 days)
BZ	Unlawful Harassment (Racial & Sexual) Verbal, written, or physical conduct based on actual or perceived race, color, national origin, sex, disability, age, or religion conducted to intimidate or create a hostile environment, interfering with an individual’s academic performance otherwise adversely affecting academic opportunities.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
		7-12	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
BZA	Sexually Explicit Material <u>Pornographic Material</u> – Includes but not limited to any pictures, magazines drawings, etc., which expresses sexual	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action

	content.		4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
		7-12	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (15 days)
BZB	Possession of Knife- Possession and/or use of a knife without intent to be armed. <i>If the knife is used, attempted to be used, or threatened to be used, as a weapon, it will be treated as a Class III weapons offense. A knife blade on a folding knife greater than 2 ½ inches or a knife with a fixed or lock blade, regardless of length, constitutes intent to be armed with a weapon and will be treated as a Class III (CK) offense. (See definition of knives in Class III Weapons list.)</i>	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (3 days) or school-designated disciplinary action
			3rd offense	In-school suspension (3 days) or school-designated disciplinary action
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	Treated as Class III Weapons (CJ)
		7-12	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	Treated as Class III Weapons (CJ)
BZC	Non-Intentional Contact of a Board Employee by a student.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (15 days)
		7-12	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (15 days)
BZD	Disruptive Behavior, actions by a student or students that cause the learning process to be interrupted for a considerable amount of time.	K-3	1st offense	Parent contact and detention (1 day) or school-designated disciplinary action
			2nd offense	Detention (2 days) or school-designated disciplinary action
			3rd offense	Detention (3 days) or school-designated disciplinary action
			4th offense	In-school suspension (1 day) or school-designated disciplinary action
		4-6	1st offense	In-school suspension (1day) or detention (1 day)

			2nd offense	In-school suspension (3 days) or detention (3 days)
			3rd offense	ECAP (3 days)
		7-12	1st offense	In-school suspension (1day) or detention (3 days)
			2nd offense	In-school suspension (3 days) or detention (5 days)
			3rd offense	ECAP (3 days)
		4-6	1st offense	In-school suspension (1day) or detention (1 days)
BZE	Bodily Contact – Incidents of intentionally touching, including but not limited to, necking, juicing, hitting, or excessive horseplay.		2nd offense	In-school suspension (3 days) or detention (3 days)
			3rd offense	In-school suspension (5 days) or detention (5 days)
BZF	Any violation which the principal may deem reasonable to fall within this category			Discretion of administrator or his/her designee

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

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

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

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

CLASS III OFFENSES

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

CA	Alcohol – Unauthorized possession, transfer, use of, and sale of alcohol. (to include any drink mixture that includes over the counter medication and/or codeine)	K-3	1st offense	Parent conference and school-designated disciplinary action or in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (60 days)
			2nd offense	ECAP (90 days)
			3rd offense	Recommend expulsion
		7-12	1st offense	ECAP (60 days)
			2nd offense	ECAP (90 days)
			3rd offense	Recommend expulsion
CB	Arson - The willful and malicious burning or attempting to burn any part of Board property.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (90 days)
			2nd offense	Recommend expulsion
		7-12	1st offense	ECAP (90 days)
			2nd offense	Recommend expulsion
CC	Robbery - The taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of it. Restitution will be required.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (90 days)
			2nd offense	Recommend expulsion
		7-12	1st offense	ECAP (90 days)
			2nd offense	Recommend expulsion
CD	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 of or custody of another, to include possession of stolen property valued in excess of \$100.00. Restitution will be required	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (30 days)
			2nd offense	ECAP (90 days)
			3rd offense	Recommend expulsion
		7-12	1st offense	ECAP (30 days)
			2nd offense	ECAP (90 days)
			3rd offense	Recommend expulsion
CE	Gambling - The intentional, unlawful participation in gambling activities involving amounts of more than \$50.00.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)

	Money and gambling devices will be confiscated.	4-6	1 st offense	ECAP (30 days)
			2 nd offense	ECAP (90 days)
			3 rd offense	Recommend expulsion
		7-12	1 st offense	ECAP (30 days)
			2 nd offense	ECAP (90 days)
			3 rd offense	Recommend expulsion
CF	Criminal mischief - Intentional and deliberate action resulting in injury or damages at or in excess of \$100.00 to public property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. This includes major incidents of computer fraud, tampering, or changing grades. Restitution must be made in full (including fines for tampering) for all damages).	K-3	1 st offense	Parent conference and in-school suspension (5 days)
			2 nd offense	Out of school suspension (3 days)
			3 rd offense	Out of school suspension (5 days)
		4-6	1 st offense	ECAP (30 days)
			2 nd offense	ECAP (60 days)
			3 rd offense	Recommend expulsion
		7-12	1 st offense	ECAP (30 days)
			2 nd offense	ECAP (60 days)
			3 rd offense	Recommend expulsion
CG	Threatening a school board employee , either directed or implied, or the property of an employee and includes the bumping or intentionally touching a teacher.	K-3	1 st offense	Parent conference and in-school suspension (5 days)
			2 nd offense	Out of school suspension (3 days)
			3 rd offense	Out of school suspension (5 days)
		4-6	1 st offense	ECAP (30 days)
			2 nd offense	Recommend expulsion
		7-12	1 st offense	ECAP (30 days)
			2 nd offense	Recommend expulsion
CH	Life Threats - verbally or by written or printed communication, maliciously threatening the life or limb of another person.	K-3	1 st offense	Parent conference and in-school suspension (5 days)
			2 nd offense	Out of school suspension (3 days)
			3 rd offense	Out of school suspension (5 days)
		4-6	1 st offense	ECAP (30 days)
			2 nd offense	ECAP (90 days)
			3 rd offense	Recommend expulsion
		7-12	1 st offense	ECAP (30 days)
			2 nd offense	ECAP (90 days)
			3 rd offense	Recommend expulsion
CI	Directing profane, obscene language or gesture to a school board employee or visitor.	K-3	1 st offense	Parent conference and in-school suspension (5 days)
			2 nd offense	Out of school suspension (3 days)
			3 rd offense	Out of school suspension (5 days)
		4-6	1 st offense	ECAP (10 days)
			2 nd offense	ECAP (30 days)
			3 rd offense	ECAP (60 days)
		7-12	1 st offense	ECAP (10 days)
			2 nd offense	ECAP (30 days)
			3 rd offense	ECAP (60 days)

CJ	Possession of weapons – Students will not possess, conceal, or transport any weapon, realistic replica of a weapon, facsimile of a gun, firearm, air gun, pellet gun, or any instrument or device capable of firing a projectile, or other instrument that could cause or is intended to cause injury or other harm to another. Students will not misuse an otherwise non-dangerous or non-threatening object(s) in a threatening manner. (See Weapons List. Firearms as defined in the Class IV Offense section are excluded from this list.)	K-12	1st offense	Recommended expulsion
CK	Disruptive Threats - Any such communications concerning school board property, which has the intentional effect of interrupting the educational environment, including but not limited to, bomb threats, biological threats, riot threats, or threats of group violence. Any student found to have communicated a disruptive threat will be prosecuted and restitution will be sought for income lost due to the interruption of school activities.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (one full school year)
			2nd offense	Recommend expulsion
		7-12	1st offense	ECAP (one full school year)
			2nd offense	Recommend expulsion
CL	Sexual Misconduct - Acts of a serious sexual nature including, but not limited to, intercourse. <i>Treatment program may be required for re-entry to school. Any costs incurred for this program is the responsibility of the parent/guardian.</i>	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (90 days)
			2nd offense	Recommend expulsion
		7 -12	1st offense	ECAP (90 days)
			2nd offense	Recommend expulsion
CM	Inciting or participating in a major student disorder and/or refusing to disperse. Leading, encouraging, or assisting in disruptions, which	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (30 days)

	result in destruction or damage of private or public property; personal injury to participants or others during any school-sponsored activity. Restitution will be required.		2nd offense	ECAP (one full calendar year)
		7-12	1st offense	ECAP (30 days)
			2nd offense	ECAP (one full calendar year)
CN	Igniting fireworks - igniting an explosive or incendiary charge of less than one-quarter ounce. (More than this constitutes a Class IV Weapons Offense.)	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (45 days)
			2nd offense	Recommend expulsion
		7-12	1st offense	ECAP (45 days)
			2nd offense	Recommend expulsion
CO	Unjustified activation of fire alarm or fire extinguishers, false electronic alert, making a false report to law enforcement/emergency responders or tampering with an emergency exit on a school bus.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (30 days)
			2nd offense	ECAP (no less than 60 days)
		7-12	1st offense	ECAP (30 days)
			2nd offense	ECAP (no less than 60 days)
CP	Trespassing – Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited. If an individual is in a closed building the punishment will be moved to a Second Offense	K-3	1st offense	Written or verbal warning
			2nd offense	In-school suspension (5 days)
			3rd offense	Out of school suspension (3 days)
		4-6	1st offense	Written or verbal warning
			2nd offense	ECAP (30 days)
			3rd offense	ECAP (not less than 60 days)
		7-12	1st offense	Written or verbal warning
			2nd offense	ECAP (30 days)
			3rd offense	ECAP (not less than 60 days)
CQ	Gang Activity– Significant evidence of gang involvement to include but not limited to recognized attire, use of hand signals, art work, tattoos, jewelry.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Recommend expulsion or long term in school placement
		4-6	1st offense	ECAP (30 days)
			2nd offense	Recommend expulsion
		7-12	1st offense	ECAP (30 days)
			2nd offense	Recommend expulsion
CR	Aggravated Battery upon students – deliberate hitting, striking, or any forceful blow with the intent to cause great or permanent bodily harm.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (30 days)
			2nd offense	ECAP (60 days)
			3rd offense	Recommend expulsion
		7-12	1st offense	ECAP (30 days)

			2nd offense	ECAP (60 days)
			3rd offense	Recommend expulsion
CS	Pantsing, (de)pantsing – Also known as “dacking,” “detrousering,” “kegging,” and “flagging” that results in exposure, to include the exposure of underwear. <i>The act or practice of pulling someone's pants down.</i>	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (5 days)
			2nd offense	ECAP (10 days)
			3rd offense	ECAP (15 days)
		7-12	1st offense	ECAP (5 days)
			2nd offense	ECAP (10 days)
			3rd offense	ECAP (15 days)
CT	Indecent Exposure The intentional act of exposing one’s body parts.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (30 days)
			2nd offense	ECAP (60 days)
			3rd offense	ECAP (90 days)
		7-12	1st offense	ECAP (30 days)
			2nd offense	ECAP (60 days)
			3rd offense	ECAP (90 days)
CU	Misuse of Cellular Phone and Electronic Devices Students are not allowed to take pictures, audio recordings, or videos that include pornographic material, inappropriate pictures/video or could be determined as bullying another person using a cellular phone or any other electronic device (camera, smart phone, etc.) which violate the privacy rights of another individual – student, teacher, staff member, or visitor.	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (3 days)
			2nd offense	ECAP (5 days)
			3rd offense	ECAP (10 days)
		7-12	1st offense	ECAP (30 days)
			2nd offense	ECAP (60 days)
			3rd offense	ECAP (90 days)
CV	Intentional Contact of a Board Employee by a student	K-3	1st offense	Parent conference and in-school suspension (5 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-6	1st offense	ECAP (30 days)
			2nd offense	ECAP (60 days)
			3rd offense	Recommend expulsion
		7-12	1st offense	ECAP (30 days)
			2nd offense	ECAP (60 days)
			3rd offense	Recommend expulsion

CW	Any violation, which the principal may deem reasonable to fall within this category.			Administrator or his/her designee's discretion
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The administrator or designee may assign an alternative consequence to those listed after giving due consideration to the age and maturity of the child when exceptional or mitigating circumstances exist.

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

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

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

CLASS III WEAPONS LIST

- Knives including but not limited to:

box cutter	key chain knife	palm knife	switch blade
butterfly knife	folding knife (>2 1/2")	razor blade	Swiss Army knife
carpet knife	linoleum knife	spring loaded knife	trench knife
exacto knife	locked blade knife	stiletto knife	utility knife
fixed blade knife	paint scraper	straight razor	
- Numchucks, throwing stars, fighting claws, other weapons used in martial arts
- Bicycle chain, heavy duty chain, bike sprocket, dog leashes worn as belts, wallet chains
- Bows and arrows (unless approved as PE unit of instruction)
- Other devices:

arrow or air gun	club	leather strap	spear
baton	cross bow	tools	spring billy
black jack	hand ax	mace/pepper spray	stun gun
brass knuckles	hatchet	machete	sword
bull whip	ice pick	night stick	sword cane
bullets/ammunition	impact baton	skewer	taser
cattle prod	kubotan	slingshot	tear gas
- Any other object not specifically listed which is primarily meant and adapted for attack and for the infliction of injury.

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

The administrator shall notify appropriate law enforcement officials when any person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted

to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Criminal Law Code: 13A. 11-50 Carrying Concealed Weapons

CLASS IV MAJOR OFFENSES

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

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

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

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

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

DA	Possession of firearms - A weapon is any firearm (as defined in Section 921 of Title 18 of the United States Code), which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter gun, tear gas gun, or other chemical device).	All Grades	1st offense	Recommend expulsion from school for a period of not less than one year and shall be referred to the justice system or the juvenile delinquency system.
DB	Discharge of firearm - Discharging of any pistol, rifle, shotgun, air gun, tear gas, etc.	All Grades	1st offense	Recommend expulsion from school for a period of not less than one year and shall be referred to the justice system or the juvenile delinquency system.
DC	Explosives – Possessing, preparing, and/or igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge of more than one-quarter ounce on school board property.	All Grades	1st offense	Recommend expulsion from school for a period of not less than one year and shall be referred to the justice system or the juvenile delinquency system.
DD	Illegal Organization- Any threatening or overt acts by fraternities, sororities, secret societies, non-affiliated school clubs or gangs, which promote gang participation or threaten others. Includes enticing others to	K-3	1st offense	Parent conference and in school suspension (10 days)
			2nd offense	Recommend expulsion
		4-12	1st offense	Recommend expulsion

	join a gang, threats, intimidation, initiation, and physical contact.			
DE	Battery upon Board employees - The unlawful striking of a Board employee against his/her will, or the intentional causing of bodily harm to a Board employee. All attacks or incidents shall be reported to the superintendent within 72 hours.	K-3	1st offense	Parent conference and in school suspension (10 days)
			2nd offense	Recommend expulsion
		4-12	1st offense	Recommend expulsion
DF	Burglary of school property - Entering or remaining on a campus when the premises are closed to the public with the intent to commit a crime. Restitution must be made in full for all damages before returning to school.	K-3	1st offense	Parent conference and in school suspension (10 days)
			2nd offense	Recommend expulsion
		4-12	1st offense	Recommend expulsion
DG	Malicious battery – Intentionally causing great bodily harm, disability, or permanent disfigurement to include rape or attempted rape.	K-3	1st offense	Parent conference and in school suspension (10 days)
			2nd offense	Recommend expulsion
		4-12	1st offense	Recommend expulsion
DH	Drugs/Chemicals - Unauthorized possession, transfer, use of, and sale of controlled substances to include illegal substances and prescribed substances (examples, Xanax, Ritalin, Adderall, Dexedrine, Oxycodone, etc.) or to be under the influence of drugs or chemicals. Unauthorized possession of drug paraphernalia or non-controlled substances that are represented to be a controlled substance. Before returning to base school, a rehabilitation plan must be developed and implemented; proof of drug education/training must be a vital part of the plan. The parent/guardian is responsible for any costs incurred in the development and implementation of this plan. If student distributes, consequence moves to 2 nd offense.	K-3	1st offense	Parent conference and in school suspension (10 days)
			2nd offense	Out of school suspension (3 days)
			3rd offense	Out of school suspension (5 days)
		4-12	1st offense	ECAP (60 days)
			2nd offense	Recommended expulsion
DI	Threatening with a weapon – Use of a weapon to threaten a student, a board employee, or a guest on school board property or at a school sponsored event.	K-12	1st offense	Recommended expulsion

PROCEDURES FOR K - 12 CORPORAL PUNISHMENT

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

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

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

OTHER DISCIPLINE PROCEDURES

Special Education Students

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

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

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

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

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

Notification

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

Inappropriate Disciplinary Actions

The following are considered inappropriate disciplinary actions:

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

LEGAL REFERENCE:

Senate bills addressing violence in public schools, which passed, are as follows:

S.70 - makes provisions for the suspension of driver's license for persons under the age of 19 who are convicted of the possession of a pistol on school premises.

S.71 - requires local boards of education to develop and distribute school behavior policies to parents.

S.72 - provides for a Class C felony charge against certain persons in possession of a weapon while on the premises of a public school.

S.73 - makes parents liable for damages to school property caused by children less than 18 years of age.

S.74 - subjects a person who unlawfully sells or furnishes a controlled substance to minors to civil liability.

S.75 - requires local boards of education to establish disciplinary school programs for disruptive students.

S.77 - amends Section 16-1-24.1, Code of Alabama 1975, to provide further for discipline in the schools and the establishment of school discipline plans.

S.78 - amends Section 16-1-14, Code of Alabama 1975, to require local boards of education to promulgate rules and regulations concerning behavior and discipline.

S.79 - amends Section 13-A-6-21, Code of Alabama 1975, to make it a felony to assault teachers or employees of public education institutions or peace officers.

State Department of Education proposed model policy Title 13A, Code of Alabama 1975, defines "fight."

Act 94-784 - contains reference to "physical harm."

Elmore County

Public School System

Mr. Richard Dennis
Superintendent of Education

Mr. Michael Morgan
Board of Education Chairman

Mr. Dale Bain
Board of Education Vice-Chairman

Ms. Leisa Finley

Mrs. Kitty Graham

Mr. Joey Holley

Mr. Mark Nelson

Dr. Patrycya Lowery Tucker