



J. S. Abrams Elementary School
Family Handbook

“Home of Panther Nation”

“Cultivating Excellence through Academics, Attendance, Attitude, Activities”

Dr. Armentress D. Robinson, Principal

1200-23rd Street North
Bessemer, Alabama 35020
(205) 432-3100 (205) 432-3112

Dr. Keith Stewart, Superintendent



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SUPERINTENDENT
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July 20, 2016

Dear Bessemer City School District Community Members:

The opportunity to serve as Superintendent of the Bessemer City School District is exciting and humbling. It is a tremendous responsibility I will treat with reverence and respect. Our children have opportunities to achieve and create in ways no one has yet imagined. Their experience in school will provide the foundation for a lifetime of individual growth and contribute to a thriving community. We have the opportunity and responsibility to work together as a community to nurture the future.

My transition begins with each of you. I am interested in listening to your thoughts about the school and the community. What do you think is working well and what are your hopes for the future? Simple conversation and open dialogue will work best.

I am approachable and interested in maintaining open lines of communication. I have a servant leadership style. I will be straightforward and respectful of your thoughts. I will routinely seek feedback and participation in decision-making and take a systemic, process-oriented approach to problem solving.

I have created an entry plan as an intentional and comprehensive process for my transition into the Bessemer City School District. It will be available for review on the district's website. My entry plan has four goals:

1. Develop the foundation for a strong, positive relationship with the Board of Education, staff, and community.
2. Understand the district's history, strengths, and opportunities.
3. Strengthen public trust and engagement in our schools.
4. Reinforce a positive, collaborative, data driven climate focused on student success.

The entry process includes opportunities to build upon successes and to strengthen the Bessemer City School District's performance. Including the Board, community, and staff, the process will help me get to know you so we can develop strong relationships upon which excellence for all students can be achieved.

With great enthusiasm and dedication, I look forward to spending time getting to know you. Working together, we can ensure success for all!

Warm regards,

Keith Allen Stewart, Ed.D.
Superintendent

"Empowering Students Through Excellence in Education"



J. S. Abrams Elementary School



1200 23rd Street North
Bessemer, Alabama 35020

“Cultivating Excellence through Academics, Attendance, Attitude, & Activities”

Dr. Armentress D. Robinson, Principal



August 2018

Greetings Panther Parents!!!

I want to officially welcome you to the 2018-2019 school year for J.S. Abrams Elementary School!!! I hope you and your family had an enjoyable summer with the chance to refresh before the start of this year. I want to thank each of you for getting our students registered and ready to learn. I am looking forward to a great partnership with you and our students. For some of you, this is your first year as a Panther Parent while others are returning parents. Thank you in advance for your cooperation, participation and support.

We are excited about this new school year where teaching and learning will go forth daily. We will continue with our initiatives from the previous school year as well as implement new ones. One of the new initiatives we will implement is a school wide daily intervention time for all students; we are calling it W.I.N. (What I Need). This is an opportunity for students to receive small group instruction to master foundational skills in the area of reading. Our W.I.N. time is scheduled from 10:00-10:30.

I am eager about serving and supporting each of you as we embark upon another year of growing and learning together. The key to student success is daily attendance; therefore, it is imperative for students to be here daily, on time and ready to learn. Because attendance is such a vital component of academic success, those students who exemplify positive attendance habits, by being here on time and every day, will be recognized and celebrated throughout the year.

I look forward to meeting and working with each of you this school year. I want you to know that it takes **ALL** of us working together to make J.S. Abrams Elementary School better, stronger and smarter. Our overall goal is to meet our students where they are and give them what they need—academically, culturally, socially and emotionally. We have high expectations for our students and expect them to ***Be Respectful, Be Responsible and Be Resourceful.***

As we prepare to move forward with our school year, there is some pertinent information I desire to share with you:

- Breakfast is served from 7:15 a.m. to 7:55 a.m. so that students are in class and ready to learn by 8:00 a.m.
- Our instructional day begins at 8:00 a.m. Before and after school care are not provided for students. We encourage you to pick up students by 3:15 p.m.
- Students who arrive after 8:00 a.m. are considered tardy and must be checked in by an adult.
- Daily check out for students is to be done by 2:00 p.m.
- Afternoon dismissal begins at 2:45 p.m. with our bus riders followed by our car and van riders at 2:50 p.m. and walkers at 3:00 p.m.
- Students are expected to be in uniform daily unless notification is sent from the school to say otherwise.
- If you need to meet with your child's homeroom teacher, please schedule a parent conference during the teacher's planning time.

Kindergarten	10:35-11:20
First	8:15-9:00
Second	9:05-9:50
Third	12:15-12:55
Fourth	1:00-1:45
Fifth	1:50-2:35

- Please communicate with homeroom teachers and the main office regarding the mode of transportation to and/or from school for students.
- Please do not go to individual teachers' classrooms to pick up students before or during afternoon dismissal.
- For the safety of all students, dismissal is supervised. All bus riders will be dismissed by 2:50 p.m. Car and Van riders will wait in their designated areas until their name is called. We are asking parents to please wait patiently in their cars until your child comes out. This will ease congestion in the foyer area. Parents will not be allowed to wait in the foyer for their child. Please respect our dismissal process. Bus and Vans will pick up in the front of the school.

If I can be of further assistance or provide you with additional information, please do not hesitate to contact me at (205) 432-3101 or arobinson@bessk12.org. Again, welcome and thank you for being a Panther Parent!!!

Sincerely,

Dr. Armentress D. Robinson
AES Principal



2018-2019

Abrams Elementary Initiatives/Programs

- Science Lab
- 2 mobile laptop labs
- Educational Excursions
- Homework Assistant Time (H.A.T.)
- Drop Everything And Read (D.E.A.R.)
- What I Need (W.I.N.) Reading Intervention
- Sacred Writing Time
- Technology Training for Parents
- Family Literacy Nights
- Leader in Me
- Activity & Club Days
- Miles College Partnership
- Samford University Partnership
- Classworks
- MyON
- Scholastic Book Fair
- Accelerated Reader
- Cub Scouts/Girl Scouts
- First Priority (FP) Kids
- Caring Men and Women Mentoring Program
- Community Partners' Luncheon
- Panther Safety Patrol



J. S. ABRAMS ELEMENTARY SCHOOL



MISSION STATEMENT

J. S. Abrams Elementary School will develop productive, self-motivated learners who take pride in their accomplishments and contributions to society.

We will work in harmony with the community and parents to provide a challenging curriculum in a safe and engaging environment that nurtures the lifelong learning process.

**Parents,
Please assist our scholars in learning the Mission Statement.**



ABRAMS SCHOOL CREED



I am a special person.

I am capable of doing great positive things.

There is no one else exactly like me.

I have feelings that can be easily hurt – please be gentle with me.

I have ideas to share – please listen to me.

I want to do my best every day and every way.

I am your future – please help (encourage) me to be the best I can be.

By:

Mrs. Dale Miller
Retired Reading Specialist

Parents,

Please assist our scholars in learning the School Creed.

We Believe....

- Everyone is capable of learning
- All individuals deserve to learn and work in a safe and supportive environment.
- Everyone deserves to be taught an appropriate yet challenging curriculum.
- Everyone deserves an opportunity to obtain a high quality education.
- Positive relationships and mutual respect between all individuals promotes high self-esteem.
- Students should be provided a variety of opportunities to demonstrate their achievement.
- Education is a shared responsibility between the home, school and community.
- Continuous improvement is essential to enable students to become confident, self-directed, life-long learners.

Panther Expectations

Students should...

- Attend school daily and be on time.
- Be prepared for class.
- Dress appropriately.
- Follow school rules.
- Respect themselves, others and property.
- Help keep our school clean and safe.
- Maintain a positive attitude and do their best.

Part I: Abrams Elementary Daily Procedures

School hours: 7:45 a.m. – 3:00 p.m.

Arrival

-Bus, Car and Van riders must be dropped off at the front of the school. Students are to report to the gym and be seated according to their grade levels. Students who desire to eat breakfast will be escorted to the cafeteria by faculty and staff. Remaining students will stay in the gym and engage in Homework Assistance Time (H.A.T.) or Drop Everything and Read (D.E.A.R.) until it is time to report to their homeroom classes.

Late Arrivals

-Instructional time begins at 8:00 a.m. If a student arrives after 8:00 a.m., the parent or adult must sign him or her in by Mrs. Harris's office (attendance secretary) in the main building. Please do not drop off your child at the door without signing him or her in.

Dismissal

-For the safety of all students, dismissal is supervised. All bus riders will be dismissed by 2:50 p.m. Car and Van riders will wait in their designated areas until their name is called. We are asking parents to please wait patiently in their cars until your child comes out. This will ease congestion in the lobby area. Parents will not be allowed to wait in the lobby for their child. Please respect our dismissal process. Buses, cars and vans will pick-up in the front of the school.

- **Bus Riders-2:45 p.m.**
- **Car & Van Riders-2:50 p.m.**
- **Walkers-3:00 p.m.**

Change in address or phone number

-Please notify Mrs. Harris at 432-3112 or lharris@bessk12.org if your phone number or address changes. We want to make sure we have the most current information on all of our students.

Check-in and Check out

If a student must leave school before the regular dismissal time, the PARENT must come to the office and sign the check-out sheet. ***NO CHILD MAY LEAVE THE BUILDING DURING THE DAY WITHOUT THE PARENT OR PERSONS LISTED ON PERMISSION TO CHECK-OUT FORM SIGNING THIS SHEET. IF SOMEONE OTHER THAN WHO IS LISTED ON THE PERMISSION TO CHECK-OUT FORM IS COMING TO PICK UP A CHILD, THE OFFICE MUST BE NOTIFIED BY A PARENT IN WRITING OR BY PHONE IN ORDER FOR US TO ALLOW THE CHILD TO BE CHECKED-OUT. A PICTURE I.D. MUST BE PRESENTED TO VERIFY IDENTITY.*** No child is allowed to walk home during the day. ***STUDENTS MAY NOT CHECK THEMSELVES OUT OF SCHOOL, even if a parent telephones the school. No check-outs are allowed after 2:00 P.M. THIS IS FOR THE SAFETY AND PROTECTION OF OUR CHILDREN.***

-Parents must check in (sign in) after 8 a.m. and check out by 2:00 p.m. Remember that when students check in or out, they are missing instructional time. We need our boys and girls at school all day, every day.

Emergency school closing/Delays/Early dismissals

- The need to close school due to inclement weather or an emergency will be announced via School Cast, Remind Message App, local news and radio stations. The school district and school website and Facebook page will also contain information on a school delay or cancellation.

Every precaution will be taken to see that the students are returned safely to their homes if the emergency occurs while school is in session. If inclement weather is anticipated, please check your local radio and TV stations for possible school cancellations. Announcements are usually made between the hours of 6:00 a.m.-8:00 a.m. the morning of the event or the evening before. Tune in to our radio station, 96.9 for the latest updates and school news.

Educational Excursions

Educational excursions are carefully planned activities directly related to the school curriculum, a special event, or cultural experience. All educational excursions are approved in advance by the principal and school board. Notices are sent home to each parent listing the date of the educational excursion, mode of transportation, time of departure and expected time of return. **Each student is required to have a permission form signed by his/her parent or guardian.** The cost of the trip, including transportation, must be paid in advance. Each teacher is responsible for securing an adequate number of parents for chaperones, if needed.

Lost and found

Please include your child's name on all accessories: backpacks, caps, coats, sweaters, gloves, rain gear, etc. School supplies may also be labeled with a permanent marker. All unclaimed items found at school are stored at the school. Items not claimed are disposed of at the end of each nine weeks. If your child comes home with something that is not his or hers, please return it to the school.

Medication (Student)

No school personnel may administer any type of medication to students without the written permission of a physician. Medicine must be in its original container. Under no circumstances should a child medicate himself/herself without adult supervision. *Permission to Administer Medication* form **MUST** be completed by the child's physician before any medication can be administered. **There will be no exceptions.**

Messages to students

-Please call the main office at 432-3100 if you have a message for your child. We will not interrupt instructional time for messages unless it is an emergency. Please make sure your child knows his or her mode of transportation before coming to school.

Parent Conferences

- -Great communication with your child's teacher and school will only enhance your child's overall educational experience. Every student will be given a student agenda or form to serve as a two-way communication system between you and the school. All agendas should be checked daily. Parent conference are encouraged during the teachers' planning time. Teachers will not be allowed to conduct conferences during instructional time unless approved by the Principal. We want to protect our instructional time.
- -If you need to meet with your child's homeroom teacher, please schedule a parent conference during the teacher's planning time.

Kindergarten	10:35-11:20
First	8:15-9:00
Second	9:05-9:50
Third	12:15-12:55
Fourth	1:00-1:45
Fifth	1:50-2:35

PTA (Parent Teacher Association)

-We welcome you to join our PTA this year. This organization works with the faculty and staff to enhance student learning. Please become involved in your child's school. If you are interested, please sign up in the main office. The cost is only \$5.00.

Report Cards & Progress Reports

Report cards are distributed at the end of each nine-week grading period. Teachers will inform parents of a student's progress through progress/deficiency reports. Teachers will send these reports to parents on a regular schedule (weekly, biweekly, or every three weeks during a grading period). Teachers are available to discuss concerns regarding students' grades on their planning period. (See parent conferences)

Safety Drills

Fire drills will be held monthly. Tornado or severe weather drills will be conducted twice each year (September-November and January-March). Lockdown drills will be conducted during the 1st six weeks of each semester (one drill per semester). Students will be instructed by teachers the proper procedures for these drills and will move quietly to assigned areas.

The signal for a **Fire Drill** is **repeated short rings** of the bell.

The signal for a **Tornado or Severe Weather Drill** is one **(1) continuous ringing** of the bell.

Tardies

Tardy is defined as arriving at school/class after the specified starting time. Tardy arrivals to school are considered as an attendance issue and must be reported to the attendance supervisor for review and action, if excessive.

Transportation

-Every student should know how he or she will get home every day. If the main mode changes, please send a written note to the school. We will not change the mode without a written note. (See BUS section for rules)

Visitors

-For the safety of all students, faculty & staff, the entrance is closely monitored and locked at all times. Everyone must enter through the main building front entrance and walk through a metal detector upon entering. All visitors are required to sign-in at the main office and receive a visitor's sticker before visiting a teacher's classroom. Visitors will not be allowed to walk through the halls without going through the proper process. There will be no exceptions. Parents/Visitors will not be allowed to sit in a teacher's classroom without Principal's approval.

Volunteers

-We welcome and encourage parental and community volunteers in our building. You may volunteer to help with bulletin boards, making copies, answering the telephone in the main office, assisting with cafeteria duty in the morning, etc. If you would like to volunteer, please contact Mrs. Sherry Saulsberry at (205) 432-3009, Director of Human Resources, at the Bessemer Board of Education. Please know that all volunteers must have a clear background check prior to volunteering.

Walking to and from school

-For safety reasons, please remind your children that they are to follow these instructions:

- Students walking to Bessemer Super Highway on 22nd and 24th streets should cross at the intersection where there is a crossing guard. The crossing guard is to be respected at all times.
- We are asking that all walkers leave out of the front gate and walk across the street to get on the side walk to walk home.

Withdrawal of Students

The school office should be notified if a student is to be withdrawn. Withdrawal of students may be done between **8:30 a.m.** and **2:30 p.m.** on the student's last day of attendance.

When withdrawing, students should return:

- All textbooks issued by the school
- All library books checked out from the library or the student's teacher
- Any materials that have been checked out to the parent or child

Parents should be prepared to pay for:

- Lost or damaged textbooks
- Lost or damaged library books

- Library fines
- Other charges that may be due

Students and their parents or guardians are encouraged to contact the school principal when it is anticipated that the student will withdraw.

PART II-Student Services

Bus Services (see appendix)

Child Nutrition Program

-The Child Nutrition Program has become an important aspect of the regular school program. The original purpose of serving lunches at school was not only to provide a hot, well-balanced meal in the middle of the day, but also to teach proper habits of nutrition. The meals at Abrams are planned under the direction of a trained nutritionist. Both breakfast and lunch are served. Abrams Elementary School participates in the Federal Lunch Program, which provides free lunches to all students. ***Please do not bring purchased meals from fast food restaurants into the cafeteria. The Federal Lunch Program prohibits this.***

Counseling services

-Our guidance counselor, Ms. Janica Dudley, facilitates small and whole group services to all of our students. Classroom or small group activities include: friendships, changing families, study skills, and healthy self-esteem to name a few. Also, during these sessions, students practice life skills such as processing feelings, making good decisions, listening and communicating effectively.

SERVICES

The guidance services at our school are designed to involve ALL of our students. The counselor, working with the teacher, provides activities to integrate all aspects of the child's development – personal, emotional, social and intellectual.

A student may be referred for individual counseling by submitting a guidance referral form to the counselor. Forms may be obtained from the Guidance office and the main office.

Individual Counseling is one of many services provided by the school counselor. Other activities for the year include: large group guidance (personal/emotional, social, academic, and career); small group counseling; (anger, grief, self-esteem, study skills, etc.); Family Engagement (conferences, workshops, providing resource information for free or low cost outside services, etc.); and identifying children for services (Homeless Program, Vision Assessment, Dental, Health Screenings, uniforms, tutoring and other programs within the school system and community).

The counselor also works with Assessment/Evaluation; PEER Tutoring; Consultation (parents, teachers, administrators, physicians, Mental Health personnel, and others); System-wide Crisis Team (death of student, teacher, etc.); Placement and Follow-up (Enrollments, 504, Special Education, etc.); Drug and Alcohol Awareness; Solutions Team/Family Support and other programs and services. Ms. Janica Dudley, our Certified Guidance Counselor can be reached at 432-3166.

Educational Support Team

-When a student experiences difficulty (academic, behavioral, social, truancy, etc.), a meeting is scheduled with parents, teachers, counselors and principal to review the situation. Those individuals who participate in this process are referred to the Problem Solving Team (PST). The purpose PST is to develop recommendations that will address the difficulties and design intervention strategies which are a cooperative effort between home and school. The goal is to help every student succeed.

Homebound Services

The superintendent, upon approval by the Bessemer Board of Education, may provide homebound instructional services for regular students based on criteria supplied by board policy. For special education students, homebound services will be provided according to the student's Individualized Education Plan (I.E.P).

Insurance

-The school district does not carry insurance on any of its students.

Limited English Proficiency

-The school district provides English Language Learners (ELL) services for students who are zoned to and attend Abrams Elementary.

School Nurse

-We have a nurse on campus daily to assist with administering medicine, assisting with hurt students, etc. If an illness is diagnosed by the school nurse, he or she will contact the parent.

A student with a communicable or contagious disease (e.g. chicken pox, fever, rash, pink eye, chronic coughing, throwing up, etc.) will not be allowed to attend school until a slip from a physician or the County Health Department is presented stating that the child is free of disease and ready to return to school.

Speech therapy

The speech therapist serves children needing help with oral communication. This includes children having difficulty in the areas of:

1) Language, 2) Voice, 3) Stuttering or fluency, 4) Articulation of sounds, and 5) Hearing. It is the responsibility of the therapist to work with parents and teachers to bring positive changes in the oral communication of his/her pupils.

PART III-Academics

Academic Responsibility

-The school is only one piece of the puzzle when it comes to the academic success of students. Parents play a vital role as well. In order to meet the needs of our students, we ask that you do the following:

- Make sure they are at school on time and every day; limit check outs
- Check their agenda and homework daily
- Check their reading/math folder daily
- Attend parent data meetings to see and understand your child's progress
- Attend Family Engagement sessions & family nights
- Schedule parent conferences

This shows your child that you value education and want them to as well. We can have all of the pieces for academic success, but if all of the pieces are not working together, it puts our students at a huge disadvantage. You are an important piece. **LET'S WORK TOGETHER FOR OUR CHILDREN!!!**

Academic Enrichment

-We have students who are exceeding and meeting the standards in all grades. They will be exposed to even more rigorous instruction throughout the day in small groups.

Instructional Focus

-We will provide a quality educational curriculum that is rigorous while assuring that all students experience some level of success. Our primary instructional focus is reading, mathematics, science, social studies, and writing.

Instructional Programs

- Reading component-Reading Street
- Intervention-S.P.I.R.E.
- Mathematics component-Go Math, AMSTI and bby Publications
- Science component-AMSTI
- Social Studies component-Studies Weekly
- Vocabulary component -Wordly Wise 3000
- Classworks
- MyOn-Online book program

Tiered Intervention

-We've identified those students according to the mandatory state assessment, Scantron Performance Series, who are below average, low average, high average and above average. Students who are

performing below and low average will receive TIER III level intervention. We will work very diligently to ensure our students are proficient. We need your help in making sure our students are at school on time, studying and doing their homework consistently.

PART IV-Extracurricular Activities

Exposure and student success go hand in hand!

It's All About the Arts

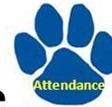
-Students will be afforded an excellent opportunity to experience the ARTS this school year through Educational Excursions, Art and Music!!!

Activity & Club Days

-Activity Days will be every Friday from 1:00-2:00. This time will allow teachers and students to engage in activities which are enriching, creative and fun. Students will be able to join clubs this school year. Every teacher will sponsor a club that will meet once a month for 45 minutes. Clubs will switch every semester. We will also have clubs & organizations that will meet the entire school year after school.



PART V-Attendance



Attending school regularly helps children feel better about school—and themselves. Good attendance will help children do well in school.

Attendance

-In accordance with state law, a parent and/or guardian must explain the cause of every absence of students in his/her care. Every student, upon return to school, must bring a written excuse within 3 days from home signed by the student's parent and/or guardian for each absence and present it to the attendance secretary. If the absence is due to a medical issue requiring the student seeing a doctor, an excuse must be provided from the doctor.

Excused Absences

All student absences will be documented as either excused or unexcused. Excused absences include the following:

- Illness.
- Death in the immediate family.
- Inclement weather which would be dangerous to the life or health of the student if he/she attended school.
- Legal quarantine.
- Emergency conditions as determined by the Superintendent or Principal.
- Prior permission of the principal upon request of the parent of legal guardian.

If a student is absent for any excused reason as defined above, the student will have the opportunity to make up assignments and/or examinations missed during those absences.

Absences for reasons other than those listed above are considered unexcused. Teachers will not provide make-up assignments or examination for students absent for unexcused reasons unless approved by the Principal.

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up any assignments that are missed due to the absence.

Religious Absences

A student will be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for this purpose. When this procedure is followed, the student's absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

PART VI-Attitude (behavior)

The successful and effective operation of any organization and institution requires certain structures and procedures. Abrams Elementary is no exception to that rule. It is vitally important that parents and students become familiar with Bessemer City Schools Code of Conduct. (See Code of Conduct)

At Abrams Elementary we have 3 Basic Expectations:

- **Be Respectful**
- **Be Responsible**
- **Be Resourceful**

As a *Leader in Me* school, our goal is build leadership capacity within each of our students. We communicate and model expected behaviors. A part of being a great leader is to possess great habits.

PART VII-Communication

-School cast messages will be sent periodically informing or updating you on current school events. If you are not receiving the school's messages via phone, please let Mrs. Harris know.

-Check our school's website and Facebook page to keep up with the latest and greatest news regarding our school!!!

-Parents will receive a monthly letter from the principal.

Appendix

Bessemer City School's Code of Conduct

Violations of the Code of Student Conduct are categorized into three classes: **Minor (Class 1)**, **Intermediate (Class 2)** and **Major (Class 3)** and are applicable to all K-12 students of Bessemer City Schools. Prior to determining the classification of a violation, the principal/designee will implement the disciplinary procedure, including allowing the student to give his/her explanation regarding the alleged violation prior to deciding the classification of a violation. The principal/designee may confer with additional parties, if necessary, before deciding the classification of the violation and the appropriate consequences for misbehavior.

No student shall be punished for any suspected violation until the person responsible for imposing discipline has heard the student's explanation or made reasonable efforts to provide the student with an opportunity to present his/her explanation.

Each classroom teacher will correct general classroom disruptions by taking in-class disciplinary action, telephoning the parent/guardian, scheduling school conferences and other management techniques that are appropriate for the behavior. When the action taken by the teacher is ineffective or the disruption is severe, the student should be referred to the principal/designee. Failure to bring school supplies or homework or complete class assignments are not cause for disciplinary referrals. When students consistently exhibit poor work habits, the parents/guardians should be notified immediately by the school official, and students should be referred to a guidance counselor.

Under no circumstances should academic grades be used for maintaining order in a classroom nor should student behavior be included in calculating academic grades. An academic grade should reflect the teacher's most objective assessment of the student's academic achievement.

CLASSIFICATION OF STUDENT CODE OF CONDUCT (continued)

The principal shall make an immediate effort (**same day**) to contact the student's parents/guardians about the suspension. No suspended student shall be allowed to leave the school premises during the day until the student's parent/guardian or proper school authorities assume responsibility for his/her. When a student's parent/guardian or designated individual(s) cannot be notified, the student must remain on the school premises until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

School employees may always file criminal complaints against wrongdoers.

Source: Policy JDEA

CLASS 1 – MINOR OFFENSES

1.01 Excessive Distraction of Other Students – Any conduct and/or behavior which is disruptive to the orderly process in the classroom or any other student (e.g., excessive talking, interrupting class, provoking student, etc.).

1.01 Gambling – Participation in games of chance for minor sums of money and/or other things to value.

1.03 Intentionally providing false information to a school system employee, including but not limited to, student information data and the concealment of information directly related to school business.

1.04 Possession of nuisance items as defined by the principal/designee (*e.g., toys, fake items such as snakes, spiders, etc.*).

1.05 Cheating or copying the work of other students.

1.06 Use of obscene manifestations (*verbal, written, or gesture*).

1.07 Nonconformity to the dress code.

1.08 Inappropriate public display of affection, including but not limited to, embracing and kissing.

1.09 Unauthorized absence/tardiness from class or classes.

1.10 Unauthorized use of school or personal property.

1.11 Any other violation that the principal/designee may reasonably deem to fall within this category.

DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS

GRADES K-12

First Offense: Administrator and student conference. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: In-school disciplinary action such as probation, detention, academic research related to offense, work assignments before or after school, Saturday School, and supervised in-school suspension. After the implementation and documentation of interventions, suspension may be imposed for a maximum of two (2) days. The principal/designee may seek additional support from central office staff members.

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS FOR CLASS I OFFENSES

The principal/designee should consult with the special education teacher regarding effective discipline procedures when a special education student commits a Class I offense. If these actions are not effective, the principal/designee should initiate procedures to have the student's Individualized Educational Plan (IEP) Committee address the behavior. The IEP Committee will decide if the offense was related to the area of disability and will decide the appropriate actions to be taken as well as consider the need for a functional behavior assessment and a behavior intervention plan.

All revisions to the student's IEP must be documented within the current IEP. If the disciplinary actions decided by the IEP Committee are still not effective, the principal/designee may refer the student to the director of Special Education or the IEP supervisor for further action. However, in no instance may a referral to the director of Special Education or the IEP supervisor result in the exclusion from school of a special education student for more than ten (10) cumulative days for the school year, that are allowable by law or state regulations. Only the IEP Committee may change a special education student's placement.

Consideration must also be given to the protection and rights afforded to 504 students under both federal and state law.

CLASS I OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.

CLASS II – INTERMEDIATE OFFENSES

2.01 Defiance of School System Employee's Authority – Any verbal or nonverbal refusal to comply with a lawful direction or order of a school system employee.

2.02 Bringing a water gun to school.

2.03 Vandalism – Intentionally doing some act that results in injury or damaging by any means real, public, or personal property belonging to another.

2.04 Battery upon Students – Actually and intentionally touching or striking another student against the will of the other.

2.05 Trespassing – Willfully entering or remaining in any structure, conveyance, or property without being authorized.

2.06 Stealing, Larceny, Petty Theft – The intentional unlawful taking and carrying away of personal property valued at less than \$100 belonging to or in the lawful possession or custody of another.

2.07 Extortion, Threats, and/or Intimidation – Verbally, non-verbally, or by a written or printed communication maliciously threatening an injury to a person, property or reputation of another with the intent to extort money or any pecuniary advantage at all or with 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.

2.08 Offensive touching of another person with sexual connotations, such as patting, pinching, or brushing against another's body.

- 2.09 Possession of stolen property with the knowledge that it is stolen and receiving and/or concealing stolen property.
- 2.10 Leaving class or campus without permission.
- 2.11 Directing obscene or profane language to a school system employee.
- 2.12 Minor disruption on a school bus.
- 2.13 Any other violation that the principal/designee may reasonably deem to fall within the category.

DISCIPLINARY ACTIONS FOR CLASS II VIOLATIONS

GRADES K-12

First Offense: Administrator, student, parent/guardian conference. In-school suspension, extended work assignments before or after school, or suspension for a maximum of five (5) school days. Circumstances may warrant disciplinary action as outlined under subsequent offenses. If these disciplinary actions are not effective, the principal/designee may seek additional support from central office staff members.

Subsequent Offenses: Suspension for a maximum of five (5) school days. If these disciplinary actions are not effective, the principal/designee may seek additional support from central office staff members.

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS FOR CLASS II OFFENSES

The principal/designee should consult with the special education teacher regarding effective discipline procedures when a special education student commits a Class II offense. If these actions are not effective, the principal/designee should initiate procedures to have the student's Individualized Educational Plan (IEP) Committee address the behavior problem.

The IEP Committee will decide if the offense was related to the area of disability and will decide the appropriate action to be taken. The IEP Committee will also conduct a functional behavior assessment and construct a behavior intervention plan.

All revisions to the student's IEP must be documented within the current IEP. If the disciplinary actions decided by the IEP Committee are still not effective, the principal/designee may refer the student to the director of Special Education for further action. However, in no instance may a referral to the director of Special Education result in the exclusion from school of a special education student for more than ten (10) cumulative days, which are allowable by law or state regulations. Only the IEP Committee may change a special education student's placement.

Consideration must also be given to the protections and rights afforded to 504 students under both federal and state law.

CLASS II OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.

CLASS III – MAJOR OFFENSES

Principal/designee shall immediately inform the Bessemer Police Department concerning the commission of the following violations:

3.01 Stealing, Larceny, Grand Theft – The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.

3.02 Burglary of School Property – Breaking, entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

3.03 Criminal Mischief – Willful and malicious injury or damages at, or more than, \$200 to public property or to real or personal property belonging to another.

3.04 Sexual Acts – Acts of a sexual nature including, but not limited to, repeated sexual harassment, battery, intercourse, attempted rape, or rape.

3.05 Aggravated Battery – Intentionally causing great bodily harm, disability or permanent disfigurement; use of deadly weapon.

3.06 Battery – The actual unlawful touching or striking of a school system employee or student intentionally or during the course of a physical altercation between students; the cause of bodily harm.

3.07 Drugs – Unauthorized possession, transfer, use, or sale of drugs including over-the-counter and prescription medication.

3.08 Alcoholic Beverages – Possession, transfer, use or sale of alcoholic beverages.

3.09 Arson – The willful and malicious burning and/or attempt to burn any part of a building or its contents.

3.10 Possession of Firearms – Discharging, using, possessing, transferring, giving away, distributing or selling of any firearms, whether operable or inoperable, loaded or unloaded (including a starter gun, BB gun or pellet gun) which will, or is designed to, or may readily be converted to, propel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive device.

NOTE: Possession of a firearm on school property violates federal and state laws. It is the policy of the School Board to require **EXPULSION** for a period of not less than one calendar year for any student who is determined to have, possess, use, discharge, transfer, give away, distribute, or sell a firearm at school.

3.11 Possession of Weapons – Possession of a knife, including but not limited to, a switchblade knife, metallic knuckles, tear gas gun; chemical weapon or device including mace or pepper spray, or any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm including a realistic toy, replica, look-a-like, BB or pellet gun.

- 3.12 Bomb Threats – Any such communication(s) directed to a school system employee or any Bessemer City School facility that has the effect of interrupting the educational environment.
- 3.13 Explosives, Ammunition (*Bullets*), or Firecrackers – Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage or that disrupts the orderly educational process.
- 3.14 Unjustified activation of a fire alarm, fire extinguisher, or security system on School Board property.
- 3.15 Possession of a pocket pager or electronic communication device, such as a cellular phone.
- 3.16 Behaviors that threaten the orderly operation of the school, school bus, or school-sponsored activity.
- 3.17 Any major disruption of the educational process caused by the wearing of apparel, possession of writing or drawings, or the performance of gestures or signals which indicate affiliation with a gang (organized or unorganized), secret organization, or other social group whose presence on school grounds pose a threat to the educational environment.
- 3.18 Inciting or Participating in a Major Student Disorder – Leading, encouraging or assisting in major disruptions that place students, staff, and the educational process at risk or which result in destruction or damage of private or public property or personal injury to participants or others.
- 3.19 Simple Assault on School System Employee or Student – The intentional, unlawful threat by word or act to do harm to a school system employee or another student coupled with an apparent ability to do harm, and the performance of some act which creates a well-founded fear in the person that such harm is imminent.
- 3.20 Possession and/or Use of Tobacco Products – Having and/or using tobacco products, including the possession of cigarette rolling papers, on the school premises and property.
- 3.21 Possession of cigarette lighters or matches.
- 3.22 False accusation of sexual harassment.
- 3.23 Sexual Harassment – Use of vulgar or sexually explicit comments, gestures or conduct; obscene or sexually explicit pictures; sexually-oriented kidding/teasing, or practical jokes directed toward another person or offensive to a third party observer.
- 3.24 Fighting – Any physical conflict between two or more individuals.
- 3.25 Any other violation that the principal/designee may reasonably deem to fall within this category.

DISCIPLINARY ACTIONS FOR CLASS III VIOLATIONS

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

- ***Bessemer Police Department***
- ***Student's parent/guardian***
- ***Superintendent of Schools or Designee***

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

The normal disciplinary punishment for the commission of a Class III offense is removal from school for the remainder of the school year, or if the offense occurs within the last 20 school days of the school year, removal from school for the rest of the school year and the next school year. In any event expulsion shall not be for less than one semester. The principal/designee, after reviewing the allegations and evidence against a student and giving the student the opportunity to respond to the allegations, is initially responsible for deciding that a Class III offense has been committed and what the appropriate consequences should be. Once that determination has been made by the principal/designee to recommend expulsion, the principal/designee will give the student a suspension notice containing a written statement of the charges (*and a statement of mitigating or extenuating circumstances, if any*) and shall suspend the student to the Superintendent of Schools or Designee.

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

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

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

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS FOR CLASS III OFFENSES

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

Source: Policy JDEA

Transportation Code of Conduct

Responsibilities of Transported Student

The School Bus Code is a supplement of the Board's Disciplinary Code and has been adopted to enhance safety for all students, board staff and the general public. The school bus is considered an extension of the classroom and all Bessemer City Board of Education rules apply while being transported and while waiting at the bus stops. The violation of any school bus rule may result in suspension from the bus in addition to any other disciplinary action prescribed in this Code of Student Conduct.

1. Transportation services are a privilege, not a right.
2. Transportation is available to all Bessemer City School students that live beyond the legally prescribed two (2) mile walking distance from their zoned school. (Safety Exception)
3. Students will be assigned to a particular school bus by the appropriate transportation personnel. Students are not permitted to ride any bus other than their regularly assigned bus without written permission from a school administrator.
4. Each student will ordinarily be transported to or from a bus stop in proximity to his/her residence. If a student is to be transported from school to an address other than his/her residence, he/she must go to the same address every day.
5. There will be no transportation provided for students wishing to go to another address for occasional visits, parties, extracurricular activities or other social events, except upon written request by the student's parent or guardian, specific written permission from a school administrator and transportation supervisor.
6. The location of bus stops shall be determined at the sole discretion of the Transportation Department. All requests for a new/changed bus stop location must be made in writing to the school principal and then forward to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school principal.
7. Only students living along a bus route will be assigned to the bus serving that route. Other students will not be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
8. If a student misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the students which could result in serious injury. Chasing down a bus to board at another stop may result in a bus suspension.
9. In emergency situations, the Transportation Department reserves the right to change bus routes in order to get all the children home in a timely and safe manner. This may include combining double run routes into single run routes which could result in elementary and high school students riding the bus together in these instances.

Video cameras will be placed on school buses to be used as a tool for school personnel to monitor behavior and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Conduct and this School Bus Code.

Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment, science projects, school fundraisers items, etc.) must be held by the student owner or placed under the seat and must not interfere with either the seating or the safety of other students on the bus.

DISCIPLINARY INCIDENT DEFINITIONS FOR TRANSPORTED STUDENTS

Every student who utilizes transportation services is subject to the Bessemer City Code of Student Conduct. Failure to comply with following rules may result in an office referral and may result in permanent removal from the bus.

Class I- MINOR SCHOOL BUS OFFENSES

- 1.01 Excessive Distraction of other students – Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or school bus (e.g., excessive talking, interrupting class, provoking student, moving from assigned seat on the school bus, etc.)
- 1.11 Failure to follow proper procedures at bus stops including, but not limited to the failure to do the following:
1. Walk on the left, facing traffic, to the bus stops and stay off the roadway at all times while waiting on the bus.
 2. Be at your stop ahead of the scheduled bus arrival time and prepared to board the bus.
 3. Wait until the bus comes to a COMPLETE stop and a signal from the driver before attempting to get on or off.
 4. Cross the roadway, if necessary after leaving a bus, in the following manner:
 - a. Make certain that the bus is stationary.
 - b. When exiting from the bus, stand on the side of the road at a point 10 feet in front of the bus and wait for proper signal to cross.
 - c. Upon signal from driver, look to the right and left and proceed across the roadway in front of the bus. Never cross behind the bus!!
- 1.12 Use of profane or indecent language
- 1.13 Blocking, restricting, or otherwise placing objects on or in the aisle, steps or emergency exits on school bus or within the classroom.

CLASS I DISCIPLINARY ACTIONS FOR MINOR SCHOOL BUS OFFENSES

1ST BUS INFRACTION- Conference with student, warning, parent notification.

2nd BUS INFRACTION- Conference with student, (2) day bus suspension, parent contact required.

3rd BUS INFRACTION- Conference with student, (4) day bus suspension, parent conference required.

4th Bus INFRACTION- Fourth and each subsequent infraction will be treated as a class II offense.

CLASS II- INTERMEDIATE SCHOOL BUS OFFENSES

2.04 Battery upon students – Actually and intentionally touching or striking another student against the will of the other.

2.10 Leaving class or campus without permission or entering or exiting the school bus before it has come to a complete stop.

2.11 Directing obscene or profane language to a school system employee.

2.12 Minor disruption on a school bus.

2.13 Throwing or expelling anything from the school bus.

2.14 Failure to keep head and hands inside bus windows at all times.

2.15 Tampering with door handles and other safety equipment at any time unless directed to do so while on the bus.

CLASS II DISCIPLINARY ACTIONS FOR INTERMEDIATE SCHOOL BUS OFFENSES

1st INTERMEDIATE BUS INFRACTION- Conference with student, and (5) day bus suspension, parent will be contacted.

2nd INTERMEDIATE BUS INFRACTION- Conference with student (10) day bus suspension, parent conference.

3rd INTERMEDIATE BUS INFRACTION- Student's bus privileges will be revoked.

CLASS III DISCIPLINARY ACTIONS FOR MAJOR SCHOOL BUS OFFENSES

3.00-3.25 Any Class III offense occurring on a bus or at a bus stop will be considered a major bus infraction.

Students will be suspended pending hearing for expulsion from school.

Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

DRESS CODE

The Board has the responsibility to maintain an appropriate atmosphere conducive to learning.

The Bessemer School Board believes that all students should be neat and clean at all times and dressed appropriately for school activities.

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

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

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

The Board requires that specific dress code rules and regulations be developed at the Elementary, Middle and High school levels.

The specific dress code rules and regulations for elementary grades K-5 shall be as follows:

FILE: JCDB

Boys, Grades K- 5:

- Navy slacks (No jeans or cargo pants).
- Navy shorts (knee length).
- Pants must be worn around the waist with a belt.
- Plain white oxford shirts or white polo style shirts with long or short sleeves.
- **J. S. Abrams Elementary School-plain royal blue oxford shirts or polo style shirts with two or three buttons**
- Greenwood Elementary School-plain kelly green oxford shirts or polo style shirts with two or three buttons
- C. F. Hard Elementary School- plain fire engine red oxford shirts or polo style shirts with two or three buttons
- Jonesboro Elementary School- plain royal blue oxford shirts or polo style shirts with two or three buttons
- Westhills Elementary School- plain team purple oxford shirts or polo style shirts with two or three buttons
- Shirts must be worn on the inside of pants.
- Solid black or navy belt; navy or white suspenders.
- Black, navy, or white socks.
- Black, Navy, or white sweater (pull-over V-neck, cardigan, or crew neck).
- Jackets and sweaters must have a zippered or button front. No pullovers. No Hoodies. No emblems or insignias except the official school logo. (Plain Navy, black, or white.)
- Predominately black or predominately white athletic shoes (high-priced, brand named shoes are not recommended and should not be worn).
- Black or brown dress or casual shoes with black, brown, or white shoelaces.
- No earrings, necklaces, chains or body-piercing jewelry.
- No more than two rings may be worn.
- Hair must be neat and well kept. No designs or patterns, or distracting haircuts, colors or styles.
- No designs or patterns in the eyebrows.
- No hats, caps, scarves, headbands, or bandannas.
- All students must wear current and official student IDs
- Mesh or clear book bags. (See through book bags only) No rolling book bags.

Girls, Grade K-5:

- Navy slacks (No cargo pants, jeans, and jeggings, jogging pants or leggings)
- Navy A-line or pleated skirt; navy jumper (knee length or below)
- Navy split skirts (knee length or below)
- Skirts with belt loops must be worn around the waist with a belt
- Navy shorts (knee length)
- Pants must be worn around the waist with a belt
- Black or navy belt; navy or white suspenders
- Navy, black or white socks
- Plain white oxford shirts or white polo style shirts with 3 buttons

J. S. Abrams Elementary School-plain royal blue oxford shirts or polo style shirts with two or three buttons

Greenwood Elementary School-plain Kelly green oxford shirts or polo style shirts with two or three buttons

C. F. Hard Elementary School- plain fire engine red oxford shirts or polo style shirts with two or three buttons

Jonesboro Elementary School- plain royal blue oxford shirts or polo style shirts with two or three buttons

Westhills Elementary School- plain team purple oxford shirts or polo style shirts with two or three buttons

- Shirts must be worn on the inside of the pants or skirt.
- No hats, caps, scarves, headbands, or bandannas.
- Plain navy, white or natural color hose; navy, black, or white tights.
- Plain Black, navy, or white cardigan sweater (pull over V-neck, cardigan, or crew neck).
- Plain Black, navy, or white cardigan style jackets.
- Jackets and sweaters must have a zippered or button front. No pullovers. No hoodies. No emblems or insignias except the official school logo. (for example, Crown Royal)
- Predominately black or predominately white athletic shoes (high-priced, brand named shoes are not recommended and should not be worn).
- Black or brown dress or casual shoes with black, brown or white shoelaces.
- No necklaces, chains, or body-piercing jewelry.
- No more than two rings or one pair of earrings may be worn.
- Hair must be neat and well kept. No designs or patterns or distracting haircuts, colors or styles.
- No designs or patterns in the eyebrows.
- All students must wear current and official student IDs.
- Mesh or clear book bags. (See through book bags ONLY) No rolling book bags

Alcohol Use

No student shall use or have in possession any alcoholic beverage while he/she is on the school premises, attending or participating in school activities, or on the way to school or a school activity. Any student violating this policy shall be subject to disciplinary action by the local school principal.

Source: Policy JCDA

Drug Use

It shall be the policy of the Board to discover and deter the illegal sale and use of narcotics, hallucinogens, and other destructive substances by or to students, teachers, and employees of the School System and to cooperate fully with law enforcement agencies of the municipal, state, and federal governments for that purpose. The possession or use of drugs not properly prescribed for personal medication shall be a violation of law and punishable by fine and/or imprisonment. Students shall be expected to obey the same laws on school grounds as off. Students possessing or using drugs prohibited by law on the school premises shall be reported to the appropriate law enforcement officials and may be subject to suspension or expulsion pending investigation, hearing, and administrative review by school officials. Special education students in violation of this policy may be placed in an Interim Educational Alternative setting for no more than forty-five (45) days. After the forty-five (45) day time period, placement is subject to the student's individualized educational program.

Source: Policy JCDAC

Possession of Firearms on school campus

Possession of a firearm on School Board property and at school-sponsored events shall result in the student being expelled from the Bessemer City Schools for a minimum of one (1) calendar year. Special Education students in violation of this policy may be placed in an interim educational alternative setting no more than forty-five (45) days. After the forty-five (45) day time period, placement is subject to the student's individualized educational program.

Source: Policy JDEC

IMPROPER USE OF COMPUTERS AND INTERNET

The Technology Usage Policy describes the acceptable use of computer equipment within the school district. Students may be disciplined for violating this policy. All students must have a signed permission form on file to use the internet.

Students leaving school campus

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions as follows: A student's parent or guardian may come to the school in person and check his/her child out of school. A student may not be checked out of school by persons other than his/her parent or guardian or someone specifically designated by the student's parent or legal guardian, subject to identification check. In emergency situations, the school principal or designee may permit a student to leave the school campus based upon a telephone request from the student's parent or guardian. In such instances, the principal or designee shall attempt to re-contact the student's parent by telephone to confirm the request. Any student violating this policy shall be subject to disciplinary action by the local school principal.

Source: Policy JBDA

STUDENTS RIGHTS AND RESPONSIBILITIES

The Board possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

Freedom of speech is a constitutional right guaranteed to all citizens. The School Board shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals.

All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the system or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to each other and to develop tolerance for the viewpoints and opinions of others and to recognize the right of other individuals to form and hold different points of view.

Student Demonstrations

To insure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings. This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the School System. However, since the Board is required by law to provide proper school facilities to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with normal operations, the following steps will be taken in the event of any disruption of the normal operation of the schools:

1. The disruption shall immediately be brought to the attention of the Superintendent or representative by the principal of the school. The Superintendent shall have the authority to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the building principal or representative to go to their regular classroom assignment. At the same time, the principal or representative will arrange for a meeting between the administration and the individual leaders of the group, and if feasible, discuss in a rational, orderly manner the problem which has caused the disorder.
3. Non-student demonstrators and other unauthorized persons will be directed by the building principal or representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the Superintendent or representative will ask the police to remove the demonstrators and any individuals failing to comply with directives in three.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while any demonstration is in process, is the Superintendent or any school or Board personnel to enter into negotiations on the issues with the protestors, either orally or in written form.
7. As soon as normal educational and business processes can be resumed, the Superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the Board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds may be subject to suspension, expulsion or other disciplinary action.

Source: Policy JCEC

SEARCHES BY SCHOOL OFFICIALS

School Property

Desks, lockers, filing cabinets, bookshelves, computers, computer servers, and other equipment and furnishings within the school building, which have been provided by the school district, are the property of the school district. Student use of such equipment and furnishings is considered under joint control of the student and school officials. Consequently, students have extremely limited expectations of privacy in their usage, and school officials may search such equipment and furnishings without an individualized suspicion of wrongdoing.

Individuals

School officials, including only school principals or approved designees of principals, may search students and their personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the rules and regulations of the school district. When practical a student search

shall be done in relative privacy by a school official of the same sex with a professional staff member of the same sex present.

In all cases, when the search produces evidence of a violation of law or school rules, the principal or his/her designated representative shall make every attempt to notify the student's parent or legal guardian concerning the search.

Automobiles

Automobiles on school property are considered under joint control of the driver of the automobile and the school district. School officials may search vehicles while they are on school property, when there is reasonable cause to believe that the vehicles contain articles that may endanger other individuals or that are contrary to law or rules and regulations of the school district.

By Law Enforcement Officials

School officials are encouraged to develop cooperative relationships with law enforcement officials in their effort to enforce the law. In the absence of the existence of a warrant controlling the search, school officials will conduct or direct all searches within the school facility and law enforcement officials will be permitted only to observe the search.

Testing for Drug Use by Students

The testing by urinalysis for drug use by students is considered a search. The use of random drug testing is limited to the testing of student athletes, and the consequences of a positive test result will be educational rather than punitive. Withdrawal from participation in athletics as a consequence serves an educational and safety purpose and is not considered punitive.

Source: Policy JCAB

INTERROGATION BY PUBLIC OFFICIALS

When law enforcement officers make it known that they wish to talk to a student while the student is under the supervision of the school, the student will be called to the office of the principal, and in the presence of the officers, the school principal or his/her designated representative shall attempt to notify by telephone the student's parent or guardian of the situation. The student will then be informed that he/she may opt for one of the following choices:

1. The student may converse by phone with his/her parent or guardian and as a result the student decide whether to speak with the officers.
2. The student may decline to talk with the officers until his/her parent(s) or guardian(s) is (are) present.
3. The student may talk with the officers either in or outside the presence of a school official.

In situations where the law enforcement officers present an arrest warrant for a student, the school principal or his/her designated representative shall make every effort to notify the parent(s) or legal guardian(s) of the student in question prior to the student's removal from the school premises; provided, however, that school officials shall not impede the law enforcement officers in the service of the warrant.
Source: Policy JCAC

Time-Out (school/home), parent conferences, and in-school-suspension are measured that may be used as disciplinary measures.

Gifted Education

Gifted 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, or 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 Ms. Angela Davis at 432-3054, or the Gifted Teacher assigned to your child's school, Mrs. Daphney Shade at 432-3300.

