

**BIBB COUNTY SCHOOLS**  
**Code of Conduct and Related Student Policies**

DOCUMENT RECEIPT ACKNOWLEDGEMENT

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

Name of Parents or Guardians: \_\_\_\_\_

\_\_\_\_\_

We hereby acknowledge by our signatures that we have received and read, or have had read to us, the August 2016 Code of Conduct and Related Student Policies.

\_\_\_\_\_

Student Signature/Date

\_\_\_\_\_

Student Name *Please Print*

\_\_\_\_\_

Parent or Guardian Signature/Date

\_\_\_\_\_

Parent or Guardian Signature/Date

**TECHNOLOGY USAGE PERMISSION**

I acknowledge that I have read, understand and agree to all terms as outlined in the Technology Usage Policy.

\_\_\_ My child **may use** technology resources while at school according to the rules outlined.

\_\_\_ I would prefer that my child **not** use technology resources while at school.

\_\_\_\_\_

Signature of Parent/Guardian/Date

\_\_\_\_\_

Signature of Student/Date

\_\_\_\_\_

Signature of Parent/Guardian/Date

\_\_\_\_\_

Signature of Student/Date

*PLEASE SIGN, DETACH AND RETURN THIS FORM.*  
*THANK YOU!*



# **Bibb County Board of Education**

**721 Walnut Street  
Centreville, Alabama 35042  
Office hours 7:30 to 4:30  
www.bibbed.org**

*Superintendent of  
Education*  
Duane McGee

Telephone (205) 926-9881  
Fax (205) 926-5075  
E-mail: BibbBOE@bibbed.org

## **MEMBERS OF THE BIBB COUNTY BOARD OF EDUCATION**

Mr. Mike McMillan  
Ms. Billie Dailey  
Mr. Morris Moody  
Mr. Mike Oakley  
Ms. Elaine Jones

## **BIBB COUNTY SCHOOLS DIRECTORY**

Bibb County High School  
220 Birmingham Road  
Centreville, AL 35042  
Principal: Jay Alston  
Phone: 205-926-9071  
Fax: 926-6848

Bibb County Board of Education  
721 Walnut Street  
Centreville, AL 35042  
Phone: 205-926-9881  
Fax: 205-926-5075

Randolph Elementary School  
County Road #36 East  
Randolph, AL 36792  
Principal: Louise Johnson  
Phone: 888-269-3848  
Fax: 1-334-366-5003

West Blocton High School  
100 School Road  
West Blocton, AL 35184  
Principal: Terry Lawley  
Phone: 938-9002  
Fax: 938-9546

West Blocton Middle School  
4721 Truman Aldrich Parkway  
West Blocton, AL 35184  
Principal: Greg Blake  
Phone: 938-2451  
Fax: 938-3261

Alternative School Building  
456 Cahaba River Drive  
West Blocton, AL 35184

West Blocton Resource Center  
837 Cahaba River Drive  
West Blocton, AL 35184

Brent Elementary School  
160 4th Street  
Brent, AL 35034  
Principal: Dr. Mechelle Hollifield  
Phone: 205-926-4993  
Fax: 926-5642

Centreville Middle School  
1621 Montgomery Road  
Centreville, AL 35042  
Principal: Ernie Cutts  
Phone: 205-926-9861  
Fax: 926-3917

West Blocton Elementary  
828 Cahaba River Drive  
West Blocton, AL 35184  
Principal: Karen Hubbard  
Phone: 938-9005  
Fax: 938-2653

Woodstock Elementary  
19456 Eastern Valley Road  
Woodstock, AL 35188  
Principal: Shea Essman  
Phone: 938-2028  
Fax: 938-2044

Bibb County Career Academy  
17191 Hwy 5  
West Blocton, AL 35184  
Principal: Wes Lawley  
Phone: 938-7434  
Fax: 938-2037

Transportation / Maintenance Dept. (Bus Shop)  
1130 Montgomery Road  
Centreville, AL 35042  
Bus Supervisor: Richard Cash  
Maintenance Supervisor: Oscar Mims  
Phone: 205-926 9611

## **CENTRAL OFFICE STAFF**

Associate Superintendent  
Assessments  
Attendance  
Special Education Coordinator  
Technology Coordinator

Dr. Alesa Judd (205)926-9881  
Mrs. Lane Lightsey (205) 926-9881  
Dr. James Gray Jr. (205) 926-9881  
Ms. Evon Blake (205) 926-9881  
Mr. Wes Lawley (205) 926-9881

**Bibb County Board of Education**  
**721 Walnut Street**  
**Centreville, Alabama 35042**

*Superintendent of Education*  
Mr. Duane McGee

Telephone (205) 926-9881  
Fax (205) 926-5075  
E-mail: BibbBOE@bibbed.org

Dear Parents and Students:

We are happy to have you in our schools!

The Bibb County School District has developed the Code of Student Conduct to help students, parents, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. Each school develops its own rules and expectations for student conduct based on the district wide Code of Student Conduct. The Code of Student Conduct applies to all Bibb County School District students in pre-kindergarten through grade 12.

Each student must obey district rules:

- While on school grounds
- While being transported to or from school at public expense
- During school-sponsored events, such as field trips, athletic functions, and similar activities

Schools also have authority to discipline students for acts near or related to the school, or when a student's conduct has a detrimental effect on the health, safety or welfare of the student, of other students, of the school or of school personnel. While students may be disciplined for infractions according to the responses outlined in the Code of Student Conduct, please be aware that there could be additional consequences through law enforcement for acts that violate the law.

We value your support and cooperation. It is vitally essential in providing the best and most appropriate education for our children.

This is your copy of the Bibb County School District Code of Student Conduct. Please sign the cover page, as indicated, to acknowledge your receipt of this document, and return it to the school office. Please read and become familiar with these policies and procedures, and don't hesitate to call your school principal should you have any questions or concerns regarding any part of this Code of Student Conduct.

Sincerely,

Duane McGee  
Superintendent

**PLEASE SIGN AND RETURN THE FORM**  
**THANK YOU!**

## Table of Contents

Board Members, School Directory, Central Office Directory  
Letter from Superintendent  
School Visitors (FILE:JFAD)  
Parent Notification of “Parent Right-to-Know” (FILE: JBCAG)  
Equal Educational Opportunities Statement (File: JAA)  
Student Rights and Responsibilities (File:JC)  
Attendance  
Privacy and Property Rights  
Knowledge and Observation of Rules of Conduct  
Right to Learn  
Free Speech Expression  
Student Publications  
Assembly  
Privacy  
Participation in School Programs and Activities  
Student Conduct (File: JCD)  
Student Code of Conduct (File: JCDA)  
Dress Code for Students (File: JCDB)  
Students’ Use of Tobacco Products (File: JCDAB)  
Student Alcohol and Drug Use: Substance Abuse (File: JCDA)  
Possession of Weapons and Firearms (File: JCDAF)  
“No-Fight” Policy (File: JCDDB)  
Sexual Harassment of Students (File: JN-1)  
Anti-Harassment Policy (Anti-Bullying Policy File: JN-2)  
In-School Detention (File: JDDA)  
Detention (File: JDB)  
Corporal Punishment (File: JDA)  
Suspension (File: JDD)  
Discipline School (File: JDC)  
Expulsion / Disciplinary Hearing (File: JDE)  
Absences and Excuses (File: JBD)  
Truancy (File: JBDC)  
Parent/Personnel Responsibilities (File: JBDE)  
Students Leaving School Campus (File: JBE)  
Interrogations and Searches by School Officials (File: JCAB)  
Automobile and Motorized Vehicle Use by Students (File: JGFF)  
Student Transportation / School Bus Conduct (File: JGG)  
Report Cards (File: JFAA)  
Semester/Final Examinations (File: JFAAB)  
Promotion, Placement and Retention Policy (File: JFED)  
Graduation Requirements – Diplomas / Certificates (File: JFE)  
Diploma Requirements (FILE: JFD)  
Eligibility for Participating in Graduation Ceremonies / Exercises (File: JFEB)  
Eligibility for Participating in Extracurricular Activities (File: JHCAAB)  
Guidelines for Administering Medication to Students (File: JGCDB)  
Technology Usage Policy and Permission Form (FILE: JCDBB)  
Parent Permission to Photograph/Audiotape/Videotape/Interview  
Gifted Program Information  
Student Complaints and Grievances (FILE: JCE)  
Parental Involvement Plan (FILE: IDBDC)  
Possession of Cell Phones and other Electronic Devices (FILE: JCDA)  
Meningococcal Disease and Vaccine  
Child Find Notification  
District Calendar  
FERPA Notice for Directory Information  
Child Nutrition Information  
OFFER versus SERVE Policy (OVS)  
Bibb County Child Nutrition Program Meal Prices 2015-2016  
School Food Service Charged Meal Policy (FILE: DP)  
Bibb County Schools Virtual School Policy (FILE: JTB)

### **SCHOOL VISITORS (FILE:JFAD)**

Any person entering the premises of a Bibb County School System school shall report to the principal or designee and make known the purpose of the visit. This policy does not apply to routine deliveries or scheduled maintenance visits.

Parents/guardians are invited to visit schools. To avoid interrupting the daily program, the parent/guardian should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on campus.

A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the school principal.

Any person who enters or remains upon Bibb County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

No adult sex offender, having been convicted of a sex offense involving a minor, shall enter onto the property of a Bibb County School while school is in session or attend any Bibb County School activity unless the adult sex offender does all of the following:

- 1) notify the principal of the school or his designee before entering property or attending the K-12 school activity;
- 2) immediately report to the principal of the school or his designee upon entering the property or arriving at the K-12 school activity;  
and
- 3) cooperate with any efforts undertaken by the principal of the school or his designee to discreetly monitor their presence on school property or at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, afterschool care, after school tutoring, athletic events, field trips, school plays, or assemblies.

Adult sex offenders have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his designee, or any other employee, agent or representative of the school or school system.

The Superintendent may develop procedures regarding this policy.

# Bibb County Board of Education

## 721 Walnut Street

Superintendent of Education  
Mr. Duane McGee

Centreville, Alabama 35042

Telephone (205) 926-9881  
Fax (205) 926-5075  
E-mail: BibbBOE@bibbed.org

### PARENT NOTIFICATION OF "PARENTS' RIGHT-TO-KNOW" (FILE: JBCAG)

August 10, 2016

Dear Parent,

The purpose of this correspondence is to communicate to you the requirements under Title I, Part A, Section 1112(e)(1)(A), *Every Student Succeeds Act* of 2015, Public Law 114-95 in reference to Parents' Right-To-Know. At the beginning of each school year, schools receiving Title I funds will notify parents of all students in that school that the parents may request, and the school will provide the parents in a timely manner, information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, including the following:

(A). Whether the student's teacher:

- Has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Is teaching in the field of discipline of the certification of the teacher

(B). Whether the child is provided services by paraprofessionals and, if so, their qualifications, including state requirements.

- Secondary school diploma or its recognized equivalent.
- Completed two years of study at an institution of higher education.
- Obtained an associate's (or higher) degree.
- Workkeys Assessment.

If you are interested in receiving information regarding your child's teacher(s)' or paraprofessional(s) qualifications, please make your request to the Bibb County Board of Education, 721 Walnut Street, Centreville, Alabama 35042.

Sincerely,

*Alesa Judd*

Federal Programs Coordinator

## **EQUAL EDUCATIONAL OPPORTUNITIES (FILE: JAA)**

The Bibb County School System has been created by the Alabama State Legislature to execute educational law as defined by the State Constitution, the State Board of Education and the Bibb County Board of Education. It shall be the policy of the Bibb County School System to offer a quality educational program that will provide all children with the necessary skills and attitudes, commensurate with their ability, to become effective citizens who are able to take their places in society. It shall be the policy of the Bibb County Board of Education to strive to provide equal educational opportunities in the School System.

It is the official policy of the Bibb County Board of Education, including all schools and agencies under its control, that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Freedom of Expression**

Freedom of speech is a constitutional right guaranteed to all citizens. The School System 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 free speech and to protest deprivation thereof, through proper channels, providing that such protection does not interfere with the educational program of the School System or result in harm to other individuals.

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

### **Attendance**

#### Philosophical Basis:

School administrators have an obligation under State Law to enforce compulsory school attendance laws which state that every child between the ages of 6 and 17 years shall be required to attend school.

#### Student Responsibilities:

To take advantage of their educational opportunity by attending all classes daily and on time.

To provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence.

To request make-up assignments from teachers upon return to school and to complete this work within a reasonable length of time as determined by the teacher when there is an excused absence.

#### Student Rights:

To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.

To appeal a decision pertaining to an absence.

To make up class work in a reasonable length of time when there is an excused absence.

### **Respect for Persons and Property**

#### Philosophical Basis:

All students have a right to attend school in an orderly environment, to be treated respectfully, and to own and possess property.

#### Student Responsibilities:

To treat each student with dignity and respect.

To recognize the diverse talents, characteristics and contributions of all students.

To respect both public property and the personal property of other students.

#### Student Rights:

To be treated with respect by other students.

To protection of individual property rights at school.

### **Knowledge and Observation of Rules of Conduct**

#### Philosophical Basis:

Basic to all organizations, including schools, is a set of rules and regulations that provide for the orderly operation of it. Rules of conduct deal with how students should act at school.

#### Student Responsibilities:

To abide by law and local board of education and individual school rules and policies regarding rules of conduct. To document receipt of the code of student conduct with his or hersignature.



Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct.  
To be informed as to the specific grounds of the violation(s) of the local board of education's code of student conduct.

**The Right to Learn**

Philosophical Basis:

All students have a right to learn to the limit of their abilities without interference by others.

Disruptions should not be tolerated by school officials.

Student Responsibilities:

To abide by laws and local board of education and individual school rules and policies regarding the right to learn. To take advantage of appropriate opportunities provided for learning.

To avoid hindering the teaching process.

To seek assistance, if needed, to aid learning.

Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding the right to learn.

To be provided a safe school environment free of illegal drugs, alcohol, or weapons.

To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.

To be provided with the opportunity to express concerns regarding the operation of the school.

**Free Speech/Expression**

Philosophical Basis:

Citizens in our democracy are guaranteed self-expression under the 1st and 14th Amendments of the United States Constitution; therefore, one of the basic purposes of education is to prepare students for responsible self-expression.

Student Responsibilities:

To respect the rights of other individuals, to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.

To act in a manner which preserves the dignity of patriotic observances.

To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

Student Rights:

To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous.

To affirm their identity with the American ideals.

To refrain from any activity which violates the precepts of their religion.

To assemble peaceably on school grounds or in school buildings. Such assembly shall be consistent with all applicable Federal, State, and local regulations.

**Student Publications**

Philosophical Basis:

One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body.

Student Responsibilities:

To refrain from publishing libelous and obscene materials.

To seek full information on the topics about which they write.

To observe normally accepted rules for responsible journalism under the guidance of the faculty advisor.

Student Rights:

To participate in the development and distribution of publications as a part of the educational process.

**Assembly**

Philosophical Basis:

The right to peaceable assembly is a constitutionally protected guarantee that should be exercised with caution in a school setting.

Student Responsibilities:

To abide by laws and local board of education and individual school rules and policies in regards to assembly.

To seek approval, plan, and conduct meetings consistent with local board of education rules.

Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding assembly. To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

## Privacy

### Philosophical Basis:

Federal and state laws provide persons, including students, with reasonable expectation of privacy in addition to freedom from unreasonable searches and seizures. Such guarantees must be balanced by the school's responsibility to protect the health, safety and welfare of all students. Student Responsibilities:

To attend school and other School Board activities without bringing materials or objects prohibited by law or board policy or with items that will detract from the educational process.

To respect the personal privacy rights of other students.

### Student Rights:

To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or board policy.

To protection of individual privacy from other students by school officials.

## Participation in School Programs and Activities

### Philosophical Basis:

The School Board recognizes the value of all extracurricular activities as they relate to the total education of students. It also recognizes and supports high academic standards that require minimum achievement levels for participation in all extracurricular activities.

### Student Responsibilities:

To abide by laws and local board of education and individual school rules and policies regarding school programs and activities.

To be courteous and responsible at all school programs and activities.

To complete assignments related to his participation in school programs and activities.

### Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding school programs and activities.

To develop or participate in student programs and activities consistent with local board of education and individual school policies.

To seek office in any student organization.

## STUDENT CONDUCT (FILE: JCD)

All students of the School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

**All students of the School System shall have the policies of the Board and administrative rules and regulations to which they are subject made available to them in written form at the opening of school each year. These policies and rules and regulations shall be developed cooperatively by the Board and school personnel who shall consider any suggestions made by students. Said policies must be adopted by the Board. All rules and regulations must be approved by the Superintendent. The policies and rules and regulations contained in this manual have been approved as noted above and are applicable to all students enrolled in schools of the School System. Further, duly approved rules and regulations found in respective local school student handbooks are applicable to students enrolled in those respective schools. Such rules and regulations must be in compliance with Board policy. All local school student handbooks must be approved by the Superintendent.**

All policies and rules and regulations in this manual shall be applicable to students while under the jurisdiction of the School System including all school facilities, buses, and rented/leased facilities to accommodate School System activities. Further, Board policy and rules and regulations of the administration shall be applicable to students while attending activities/contests/games sponsored by the School System. Surveillance cameras will be used to monitor student activity on board of education property. Recordings may be viewed only by board employees.

## STUDENT CODE OF CONDUCT (FILE: JCDA)

### Classification of Violations

Violations of the Code of Conduct are grouped into four classifications of offenses. Each classification is followed by disciplinary procedures to be implemented by the principal or designee.

### Procedures for the Administration of Formal Disciplinary Action

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel and student witnesses, if necessary, before determining the classification of the violation.

### Requirement to Distribute Code of Conduct to Parents

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

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action and making a personal call to the parents/guardians and/or scheduling a conference with them and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee.

**It is the responsibility of the student to notify his/her parents/guardians of all written communication from school officials, unless a student's IEP requires otherwise.**

### CLASS I OFFENSES

- 1.1 Dress Code Violation  
Non-conformity by students to the Student Dress Code
- 1.2 Excessive Distraction of Other Students  
Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions or provoking other students,
- 1.3 Excessive Tardies  
Reporting late to school or class
- 1.4 Failure to Follow Instructions  
Repeated refusal to complete class assignments and/or failure to bring required instructional materials to class.
- 1.5 Inappropriate Public Display of Affection  
This includes any physical contact between students such as holding hands, embracing, massaging, kissing, etc.
- 1.6 Loitering  
Out of assigned place on campus. This includes skipping/cutting class.
- 1.7 School Bus Problem  
Minor disruption on a school bus
- 1.8 Possession of Gambling Paraphernalia  
Items such as playing cards, dice, or video gambling devices, etc.
- 1.9 Other Violations  
Any other violation which the principal may deem reasonable to fall within this category.

### DISCIPLINARY ACTIONS – CLASS I OFFENSES

Elementary Students (Grades K-6) - First and Second Offenses

Secondary Students (Grades 7-12) – First Offense

- Parent contact when warranted and disciplinary action, such as,
- Student/Principal Conference
- Probation/warning
- Administrative Detention (Principal)
- Silent lunch
- In-School Detention (ISD)

Subsequent Offenses

- Parent contact and disciplinary action, such as,
- Silent lunch
- In-School Detention (ISD)
- In-school work assignments
- Academic or written assignments
- Physical exercise
- Restricted extracurricular participation
- Saturday School
- Bus Suspension
- Disciplinary Hearing- Special circumstances may warrant a recommendation by the principal to the Superintendent.
- Subsequent violations of Class I Offenses may result in them being punished at the next higher classification.
- Other appropriate discipline measures

## CLASS II OFFENSES

- 2.1 **Criminal Mischief (Vandalism)**  
The individual inflicts damage to property of less than \$200, and has no right to do so or any reasonable grounds to believe that he/she has such a right. This includes graffiti and the destruction of school records.
- 2.2 **Defiance of Authority**  
Willful disobedience of a direct order of instruction from a school board employee or others having legal authority, openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of the students, staff, or others.
- 2.3 **Disobedience-Persistent, Willful**  
Reoccurring, intentional violation of the Code of Student Conduct as determined by the school administrator which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff and others.
- 2.4 **Disorderly Conduct (Serious class or campus disruption, etc.)**  
Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.
- 2.5 **Drugs (Non-prescription, over the counter)**  
The unlawful or unauthorized use, cultivation, manufacture, distribution, sale purchase, possession, transportation or importation of any non-prescription, over the counter drugs.
- 2.6 **Electronic Pagers/Unauthorized Communication Device**  
This category includes the use of any electronic communication device, such as a cell phone, without prior administrative or teacher authorization, which is disruptive to the instructional program and a violation of local board policy.
- 2.7 **Explosive/Incendiary (Firecrackers, fireworks, etc.)**  
An explosive weapon detonated by impact, proximity to an object, a timing mechanism or other predetermined means such as firecrackers, fireworks, etc.
- 2.8 **Fighting**  
Mutual participation in a fight involving physical violence where there is no one main offender and no major injury. This conduct creates a substantial risk of serious physical injury to another person. Administrators need to consider age and developmentally appropriate behavior before using this category.
- 2.8 a **Inciting a Fight**  
Any acts associated with provoking or urging someone to engage in a fight
- 2.9 **Gambling**  
To bet on the outcome of a game, contest or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage.
- 2.10 **Harassment (**Battery and Bullying**)**  
A person commits the act of harassment if, with intent to harass, annoy or alarm another person or when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment, he/she:
- Strikes, shoves, kicks or otherwise touches a person, without permission, or subjects him/her to physical contact causing bodily harm.
  - Directs abusive or obscene language or makes an obscene gesture towards another person.
  - Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written or electronic communication in a manner likely to harass or cause harm.
- 2.11 **Knife**  
This category includes possession of a knife, without intention of use to inflict harm on another person or to intimidate any person.
- 2.12 **Larceny/Theft/Possession of Stolen Property**  
The unlawful taking, carrying, leading, riding or driving away of another's property valued at less than \$100, without consent and with the intent to convert it or deprive the owner thereof. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.
- 2.13 **Other Incidents Resulting in a State/Board Defined Disciplinary Action**  
Any offenses which were not enumerated in the SIR which are a violation of local board of education policy and resulted in one or more SDE/Board-defined disciplinary actions.
- Dishonesty and Cheating**  
Intentionally providing false information to board employees and/or parents/guardians.
- Forgery (False information)**  
A person commits the act of forgery if, with purpose to defraud or injure anyone or with knowledge that he/she is facilitating a fraud or injury to be perpetrated by anyone, the person:
- Alters any writing of another without his authority.

- Makes, completes, executes, authenticates, issues or transfers any writing so that it purports to be the act of another who did not authorize that act.
- Utters any writing which he/she knows to be forged in a manner specified in the above paragraphs.
- Intentionally providing false information to board employees or parents/guardians such as changing grades.

Littering

Intentionally disposing of trash on school or board property.

Matches or Lighters

Possession and/or use of these items on school property.

- 2.14 Profanity or Vulgarity  
The use of obscene, abusive, vulgar or irreverent language on the school grounds or at a school-related activity. This act substantially disrupts the orderly conduct of a school function; disrupts the orderly learning environment; or poses a threat to the health, safety and/or welfare of students, staff or others.
- 2.15 Threat/Intimidation (Physical or verbal threat or intimidation)  
Regardless of intent, unlawfully or wrongfully placing or attempting to place another person in fear of bodily harm through physical or verbal threats, intimidation or gestures without displaying a weapon or subjecting the person to actual physical attack.
- 2.16 Tobacco (Possession, use)  
The possession, use, distribution or sale/transfer of tobacco products on school grounds, at school-sponsored events and on transportation to and from school or other school-sponsored transportation.
- 2.17 Trespassing (School property or school function)  
To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.
- 2.18 Truancy/Unauthorized Absence  
Any unexcused absence as determined by the local school administrator. Included in this category is skipping and/or cutting class or leaving school grounds without permission.
- 2.19 Inappropriate or unauthorized use of the internet
- 2.20 Written or verbal propositions to engage in sexual acts, regardless of intent
- 2.21 Vehicular violations
- 2.22 Disruption on a school bus or at a school bus stop  
Note: For disruption on school buses, principals (or designee) may revoke bus riding privileges for 3-7 days without suspending the student from school. If a short period of revoked bus riding privileges is not effective, the principal or designee may suspend the student for a Class II offense
- 2.23 Other Violations  
Any other violation which the principal may deem reasonable to fall within this classification.

**DISCIPLINARY ACTIONS-CLASS II OFFENSES**

Elementary Students (Grades K-6)-First and Second Offenses

Secondary Students (Grades 7-12) - First Offense

- Parent contact and disciplinary actions, such as,
- Administrative Detention (Principal)
- In-School Detention (ISD)
- In-school work assignments
- Academic or written assignments
- Physical exercise
- Restricted extracurricular participation
- Silent lunch
- Suspension (1-10 days)
- Other appropriate discipline measures

Subsequent Offenses

- Parent contact and disciplinary actions, such as,
- Administrative Detention (Principal)
- In-School Detention (ISD)
- School detention before, during or after school
- Work assignments before, during or after school
- Extended academic or written assignments
- Behavior Contract
- Saturday School
- Corporal punishment
- Bus Suspension
- Suspension (1-10 days)
- Disciplinary Hearing- Special circumstances may warrant a recommendation by the principal to the Superintendent.
- Subsequent violations of Class II Offenses may result in them being punished at the next higher classification.
- Other appropriate discipline measures

## CLASS III OFFENSES

- 3.1 Alcohol (Liquor law violations; Possession 3.01a, Use 3.01b, Sale/Transfer 3.01c)  
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated or under the influence of alcohol at school, school-sponsored events and on school sponsored transportation. Sale/transfer includes, but is not limited to, giving away, furnishing and distributing.
- 3.2 Assault (Student)  
An actual and intentional touching or striking of another person/student against his or her will or intentionally causing bodily harm to an individual/student. When one individual/student physically attacks or "beats up on" another individual/student. This includes an attack with a weapon or one that causes serious bodily harm to the victim. This category should be used only when the attack is very serious. Administrators need to consider age and developmentally appropriate behavior before using this category.
- 3.3 Bomb Threat  
To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists.
- 3.4 Burglary (School property)  
The unlawful entry into a building or other structure with the intent to commit a crime.
- 3.5 Criminal Mischief (Vandalism)  
The individual inflicts damage to property of \$200 or more, and has no right to do so or any reasonable grounds to believe that he/she has such right.
- 3.6 Disruptive Demonstrations  
Demonstrations consist of five or more participants who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance or harm and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer or other public servant lawfully engaged in executing or enforcing the law. The demonstration substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.
- 3.7 Drugs (Prescription drugs authorized by a physician)  
The unlawful or unauthorized use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any prescription drugs.  
**3.7a Under the Influence of Over-the-Counter Medication- Abuse and use of over-the-counter medication for Illicit Purposes**
- 3.8 Electronic Pagers/Unauthorized Communication Device (Internet and computer records)  
This category includes the unauthorized use or possession of any electronic communication device such as a computer to access, view, change or transfer school data records in order to falsify, endanger, cause harm or to violate privacy laws and board policy.
- 3.9 Fire Alarm (False)  
Rendering a false fire alarm occurs when a person knowingly causes a false fire report to be transmitted to or within an official or volunteer fire department or to any government agency. This action also substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.
- 3.10 Gang (Illegal organizations)  
The wearing of apparel, possession of writings or drawings, the performance of gestures or signals, or the altering of one's physical appearance which may indicate affiliation with a gang, secret organization, or other social group, whose presence on school grounds poses a threat to the educational environment.  
A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress and colors. Its members and others recognize or perceive the group as a gang. An illegal organization is a group of students such as a fraternity, sorority or secret society not approved as a school function.
- 3.11 Inciting Other Students to Create a Disturbance  
Leading encouraging or assisting in a major disturbance which results in one or more of the following: Destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function; a substantial disruption of the orderly learning environment which poses a threat to the health, safety and/or welfare of students, staff or others.
- 3.12 Knife  
This category includes using a knife or possession of a knife with intention of use to inflict harm on another person/student or to intimidate any person/student.
- 3.13 Larceny/Theft/Possession of Stolen Property (Personal or school property or from a vehicle on school property)  
The unlawful taking, carrying, leading, riding or driving away with another's property valued at \$100 or more, without consent and with the intent to convert it or deprive the owner thereof. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.
- 3.14 Motor Vehicle Theft or Unauthorized Use of a Motor Vehicle  
Theft or attempted theft of a motor vehicle or other vehicle violations on the school campus or at school-related functions off campus.

- 3.15 Other Incidents Resulting in a State/Board Defined Disciplinary Action  
Any offenses which were not enumerated in the School Incident Report (SIR) which are a violation of local board of education policy and resulted in one or more SDE-defined disciplinary actions such as:  
Indecent Exposure  
A person/student commits the act of indecent exposure if he/she exposes his/her genitals or her breasts under circumstances in which he/she knows his/her conduct is likely to cause affront or alarm in any public place or on private premises or another so near thereto as to be seen from such premises.  
Pornography  
Possession, transfer, distribution, procurement, use or sale of pornographic material.
- 3.16 Other Weapon (Includes firearms and other weapons)  
An individual is involved in the use of weapons if he/she possessed or used a weapon during the incident or if the incident is the result of or occurred during the possession, use or sale/transfer of weapons. This category includes a firearm, knife, or other weapon.
- 3.17 Other/Unknown Weapon  
Possession, use or intention of use of any instrument or object to inflict harm on another person/student or to intimidate or endanger any person/student. Included in this category are all types of knives, chains, pipe, razor blades, or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments, numchuks, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants.
- 3.18 Robbery (Using force)  
The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of or violence and/or putting the victim in fear. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.
- 3.19 Sexual Harassment
- **To discriminate** against a student in any course or program of study in any educational institution in the evaluation of academic achievement or in providing benefits, privileges and placement services on the basis of that student's submission or rejection of sexual advances or requests for sexual favors by administrators, staff, teachers, students or other school board employees.
  - To create or allow to exist an **atmosphere** of sexual harassment, defined as deliberate, repeated and unsolicited physical actions, gestures or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment.
- 3.20 Regardless of intent, directing obscene or profane language or gestures toward a school employee or visitor.
- 3.21 Battery upon school board employees  
The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will or the intentional causing of bodily harm to a School Board employee. In accordance with the Code of Alabama 16-28A-1 and Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.22 Other Violations  
Any other offense which the principal may deem reasonable to fall within this classification.

### DISCIPLINARY ACTIONS-CLASS III OFFENSES

#### Elementary and Secondary Students (Grades K-12)

- Parent contact and disciplinary actions, such as,
- In-School Detention
- Saturday school
- Bus Suspension
- Suspension (1-10 days)
- Disciplinary hearing with the Superintendent and/or Board
- Change of placement/Discipline School (7th grade or age 13 and above)
- Expulsion
- Legal Action
- Subsequent violations of Class III Offenses may result in them being punished at the next higher classification.
- Other appropriate discipline measures

## CLASS IV OFFENSES

- 4.1 Arson  
An individual commits the offense of arson if he/she intentionally damages a building or structure or puts a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. In accordance with The Code of Alabama, 16-1-2224.1(e) (2) (a) and (e) (3) and Legislative ACT 94-819, parents/guardians are liable for damage to school property caused by their children.
- 4.2 Assault (Safety of Board Employees)  
An actual and intentional touching or striking of another person/Board employee against his or her will or intentionally causing bodily harm to an individual/Board employee. No student or other person shall cause fear or injury to any teacher or Board employee. The Bibb County Board of Education shall consider such action as a Class IV Offense and upon the recommendation of the Superintendent shall provide for a disciplinary hearing, which may lead to expulsion, legal action or other appropriate discipline. The Board recognizes that the student or students involved in the creation of any such fear or injury would be involved in an assault where intention, circumstances and appropriate ADA regulations would be considered. The Board requests that all parties involved be present at the appropriate hearing.
- 4.3 Drugs (Illegal Drug Possession 4.03a, Sale 4.03b, or Use/Under the Influence 4.03c)  
The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. In accordance with The Code of Alabama, 16-1-24.1(a)(b)(c)(d) and Legislative Act 94-783, a person/student who unlawfully sells, furnishes or gives a controlled substance to a minor may be liable for injury or damage or both. (Also see policy JCDAAD).
- 4.4 Explosives  
An explosive weapon detonated by impact, proximity to an object, a timing mechanism or other predetermined means. This includes any of various weapons detonated to release destructive material such as smoke, gas or shrapnel likely to cause bodily injury or property damage.
- 4.5 Firearms  
A firearm is any weapon (including a starter gun) which will, is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler or silencer; any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun or flare gun. In accordance with the Federal Gun-Free School Zone Act of 1994, students found to be in possession of a firearm on school premises will be expelled for not less than one (1) year. Further, The Code of Alabama, 13 A-11-72 (d) states that the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. (Also see policy JCDAF).
- 4.6 Homicide (On School Campus)  
Homicide refers to murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.
- 4.7 Kidnapping  
The unlawful seizure, transportation and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian.
- 4.8 Sexual Acts  
Sexual Battery (Forcible Sex Offenses, Includes Attempted)  
Sexual acts, which includes rape, fondling which includes touching of private body parts of another person, indecent liberties, child molestation and sodomy.  
Sexual Offenses-Other (Lewd Behavior, Indecent Exposure)  
This includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the participants are capable of giving consent.
- 4.9 Terrorist Threat/Intimidation (Physical, Verbal, or Written)  
To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. A student who threatens by any means to commit any crime of violence or to damage any property by intentionally or recklessly terrorizing another person, causing the disruption of school activities or causing the evacuation of a school building or school bus or other serious inconvenience. The Code of Alabama, 13-A-10-15(b) makes the crime of a terrorist threat a Class C felony.

## DISCIPLINARY ACTIONS-CLASS IV OFFENSES

### Elementary and Secondary Students

- Parent contact and disciplinary action
- Disciplinary hearing before the Bibb County Board of Education
- Expulsion
- Legal action



## Definitions Related to Disciplinary Action

1. Academic or Written Assignments  
An assignment of academic or written exercises for punishment.
2. Change of Placement  
Assignment to the least restrictive environment for a student experiencing serious and repeated discipline violations.
3. Corporal Punishment  
Reasonable use of physical force by a principal or designee to help maintain discipline or to enforce school rules. (See police JDA)
4. Detention  
Assignment of a designated room on campus either before school, after school or on Saturday for discipline purposes. (Also see policy JDB)
5. Disciplinary Hearing  
A private hearing conducted by the principal/superintendent or designee with the parties involved in a discipline problem.  
(See policy JDE)
6. Disciplinary Probation  
A specified period of time to monitor the student's compliance with the Code of Student Conduct rules.
7. Discipline School  
**Assignment to an off-campus school setting for a period of 10-30 days for serious and repeated discipline violations. (Also see policy JDC)**
8. Expulsion  
Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time (See policy JDE)
9. Grievance Procedure  
**A process for trying to resolve school-related concerns, complaints or problems by students with school officials (Also see policy JCE)**
10. In-School Conference  
A conference at school between the student/s and school officials
11. In-School Detention  
Provision of tutorial and guidance services to students with discipline problems in a restricted and structured on-campus environment, when available, for a specified period of time (Also see policy JDDA)
12. Legal Actions  
Referral and/or prosecution of students to/by public agencies or the judicial system.(Also see policy JCDA)
13. Physical Restraint  
A School Board employee has the authority to use reasonable force to restrain a student from abusing or attempting to abuse himself/herself or others. This action may be taken when it is necessary to maintain discipline or to enforce school rules.
14. Restricted Extracurricular Participation  
The denial of a student's privilege to participate in some or all of an extracurricular activity for discipline purposes.
15. Saturday School  
A detention option schools may utilize on Saturdays to cope with students who have had discipline problems.
16. School Board Hearing  
A hearing by the School Board relating to a discipline problem caused by a student.  
(Also see policies JCE and JDE)
17. School Bus Suspension  
The denial of the privilege of riding a school bus for a specified period of time due to misconduct by a student occurring while the student is being transported at public expense.
18. Suspension  
The removal of students from the regular school setting for violating school rules for specified period not to exceed ten (10) school days. (Also see policy JDD)
19. Time Out-A space for students to be alone, free from distractions for short periods of time, to regain control of their behavior, emotions and/or concentration.
20. Work assignments Supervised work activities related to the upkeep and maintenance of school facilities and grounds. Work assignments are not intended to interfere with any student's regular schedule.

## STUDENT DRESS CODE (FILE: JCDB)

**The policy of the Bibb County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students of the purposes of public schooleducation.**

It is the responsibility of the parents/guardians to monitor the dress of their children to ensure compliance with the Student Dress Code. The school principal shall determine if a student's dress and appearance comply with the Student Dress code when questions arise. Considering the age and developmental maturation of the student, the Board grants the school principal authority to determine, on a case-by-case basis, the appropriateness of the student's dress and appearance.

Students should comply with the following guidelines:

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes or sandals must be worn at school. Open-heeled or loose fitting shoes, such as flip flops, may be prohibited by the principal due to safety concerns or the inability of the student to participate in required physical activities.
3. Hair must be clean, free of head lice or nits, well-groomed, not in the eyes, and of a length not dangerous around equipment.
4. With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.
5. Hats, head wear or head coverings and sunglasses are not to be worn inside school building unless for medical or religious reasons or designated activities.
6. Length of shorts, skirts and dresses should be no more than four (4) inches above the knee..
7. Students must secure loose pants around waist to prevent "sagging". Any shirt, sweater, or sweatshirt longer than 5 inches must be tucked in or secured at the waist.
8. Tight fitting spandex-type shorts or body suits such as jeggings, leggings, bicycle shorts, yoga pants, biking pants, or leotards may only be worn as undergarments with appropriate cover.
9. Halters, cut-off or see-through shirts and blouses, tank tops, mesh shirts, spaghetti strap blouses, shirts, blouses or pants that expose the mid portion of the body, undergarments worn as outer garments, pajamas, or any other clothing that is determined to be too tight and revealing, suggestive or disruptive shall not be worn to school.
10. Clothing or paraphernalia with slogans, flags, pictures or writings which are obscene, offensive, suggestive, controversial or which promote affiliation, activities or products prohibited by the Code of Student Conduct shall not be permitted at school, such as, gangs, gambling, obscenity, profanity, etc.
11. Clothing or paraphernalia with slogans, graphics or pictures that refer to alcohol, illegal drugs, or tobacco shall not be worn at school.
12. Clothes with holes or slits more than 4 inches above the knee that expose skin or undergarments are not to be worn to school.
13. Book bags are permitted at school for students in grades K-8 at the discretion of the principal. See through or mesh book bags may be permitted for students in grades 9-12 at the discretion of the principal.
14. Trench coats or other type long coats shall not be worn in the school building.
15. Students shall not wear any body piercing jewelry except earrings at school.

## STUDENTS' USE OF TOBACCO (FILE: JCDAB)

Students in the School System shall not be permitted to smoke, use tobacco, or have tobacco in any form in their possession on the school grounds or in school buildings during the school day, or when riding schoolbuses. Furthermore, students shall not be permitted to smoke or use tobacco in any form at school functions or activities while under the direct supervision of school personnel. Parental permission to possess, smoke, or otherwise use tobacco does not exempt a student from this policy. Certified school personnel shall organize and maintain programs of education designed to make students fully aware of the hazards of smoking and other usage of tobacco.

Students who violate this policy will be subject to appropriate disciplinary action.

## ALCOHOL USE AND DRUG USE (FILE: JCDAD)

### Alcohol Use

No student shall use or have in possession or be under the influence of 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.

Professional school personnel shall organize and maintain programs of education designed to make students fully aware of the hazards of alcohol.

Students violating this policy may be subject to punishment by law and/or disciplinary action by appropriate school officials.

### Drug Use

The Board, recognizing possible incidence of drug use by certain students, instructs the Superintendent to take steps to improve the educational program so that students are made aware of the physical and psychological dangers incurred through the improper use of drugs.

The Superintendent is also instructed to take steps to prevent any person from coming on the campus of any school in the School System who is in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs, narcotics of any kind, or any substance, including the misuse of prescription or over-the-counter drugs, which may alter behavior.

The administration will make arrangements to cooperate with the local, state, and federal narcotic officers in the detection, prevention and prosecution of any and all possible violations. Law enforcement agencies shall be allowed to make periodic, unannounced visits to any Bibb County School campus for the purpose of detecting the presence of illegal drugs (See Policy JCAF). All local school principals are instructed to cooperate fully with law enforcement agencies and are to report to them any and all information that would be considered beneficial in their efforts to control illegal drug use.

Students violating this policy may be subject to punishment by law and/or disciplinary action by appropriate school officials.

## POSSESSION OF FIREARMS OR OTHER DEADLY WEAPONS BY STUDENTS (FILE: JCDAF)

Students are prohibited from bringing or possessing firearms or other deadly weapons on school property or at any school function or activity.

### Firearms Defined

For purposes of this policy, the term firearm is defined in Section 921 of Title 18, United States Code. According to Section 921, the following are included:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device, which includes:
  - (a) any explosive, incendiary, or poison gas
    - (1) bomb,
    - (2) grenade,
    - (3) rocket having a propellant charge of more than four ounces,
    - (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
    - (5) mine, or
    - (6) similar device
  - (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - (c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

### Deadly Weapon Defined

Section 13-A-72 (g), The Code of Alabama, defines a “deadly weapon” as: “a firearm or anything manifestly designed, made, or adapted for the purposes of inflicting death or serious physical injury, and such term includes, but is not limited to , a bazooka, hand-grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; a switch-blade knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles”.

### Discipline Measures

Any student charged with bringing or possessing a firearm or other deadly weapon on school property or at any school function or activity shall be suspended and automatically referred to the Superintendent and the Board for investigation and possible disciplinary/legal proceedings.

The principal shall notify the appropriate law enforcement officials for any firearm or deadly weapon violation. If a criminal charge results from the conduct, the principal is authorized to sign the warrant. In addition to notification of law enforcement officials, the school principal shall notify the parents of students who violate the firearm-free school environment provided for in this policy.

If it is determined by the Board that the student was in violation of this policy the student shall be expelled from school for a period of one year. Students who are expelled for violation of this policy shall not be allowed to attend regular school classes in any public school in the state during the expulsion period. Also, the student shall be referred to the criminal justice or juvenile delinquency system. Such expulsion and referral are in compliance with the requirements of Public Law 103-382, “Improving America’s Schools Act of 1994”, Part F, Section 14601, Gun-Free Requirements; and The Code of Alabama, 16-1-24. 1—3. The student must petition the Board and receive its approval to return to school at the end of the expulsion period.

### Exceptions

Notwithstanding the foregoing guidelines, the Board may modify the expulsion requirement for a student on a case-by-case basis. Students who are expelled from school/s for a firearm or other deadly weapon violation may be permitted to attend the Bibb County Discipline School, an alternative program, for education services.

Discipline of students with disabilities who violate the firearm possession policy shall also be determined on a case-by-case basis in accordance with the requirements of the “Individuals with Disabilities Education Act (IDEA)” and Section 504 of the “Rehabilitation Act”.

### Suspension of Driver’s License

According to The Code of Alabama, 16-28-40, a student under 19 years of age may have his/her driver’s license suspended for the possession of a pistol on school premises.

### Criminal Penalties

Section 13 A-11-72(d), The Code of Alabama, states that possession of a deadly weapon with intent to do bodily harm on public school premises is a Class C Felony.

Title 18 of the United States Code, Part 1, Chapter 44, Section 922(q) (2) (A), states that “It shall be unlawful for any individual knowingly to possess a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the individual knows, or has reasonable cause to believe, is a school zone.”

## **“NO-FIGHT” POLICY (FILE:JCDBC)**

The Board is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle will not be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion. Refer to Title 13A of The Code of Alabama 1975.

The Superintendent, working cooperatively with the local police and/ or sheriff, the district attorney, and the juvenile court, shall enforce this “no-fight” policy at all middle/junior high schools and senior schools within the system.

The procedures outlined below shall be followed:

1. Fighting in a school building, on school grounds, at any school –sponsored event, or on a school-owned/ maintained vehicle shall be classified as a Class II violation of the Code of Student Conduct.
2. The principal or designee shall investigate the fight and take the appropriate action as identified in the Code of Student Conduct.
3. The principal or designee may secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
4. The principal or designee shall secure reliable witnesses for court appearances if warranted.
5. The principal or designee may call the police and file a complaint/petition with the juvenile court.
6. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.

All students and parents/guardians of students within the system and system employees shall receive sufficient and ample notice of the passage of this policy. This policy shall be outlined in the Code of Student Conduct and shall be communicated to all students on the first day of school and at intervals throughout the school year. In addition, this policy shall be discussed at meetings involving parents/guardians.

## SEXUAL HARASSMENT POLICY (FILE: JN-1)

### I. POLICY

- A. It is the policy of the Board to maintain a learning and environment that is free from sexual harassment. No student of the School System shall be subjected to sexual harassment.
- B. It shall be a violation of this policy for any student of the School System to harass another student or employee through conduct or communications of a sexual nature as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within her or his school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

### II. DEFINITION

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature from students or employees when:
  - 1. submission to such conduct is made either explicitly or implicitly as a term or condition of the student's maintaining his/her good name, character and other legal rights, academic progress, completion of a school-related activity; or
  - 2. submission to or rejection of such conduct is used as a basis in evaluating the student's eligibility for academic courses and extracurricular activities, performance in a course of study or other school-related activity; or
  - 3. such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive learning environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following: \*verbal harassment or abuse; \*pressure for sexual activity; \*repeated remarks with sexual or demeaning implications; \*unwelcome touching; \*sexual jokes, posters, etc. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

### III. REPORTING PROCEDURES

- A. Any student who that feels he/she has been sexually harassed by another student or employee of the School System should present the complaint directly to his/her teacher or principal. The complaint should be reported as soon as possible after the incident or the latest occurrence if a series of incidents are involved.
- B. A formal complaint should be made to the Title IX Coordinator or Superintendent/designee, if the problem is not resolved in the local school. It may be made in person or in writing. If the initial complaint is made verbally, the complainant will then be responsible for preparing a signed, written complaint detailing the events/occurrences giving rise to the sexual harassment charge.
- C. Such complaint of sexual harassment will not reflect upon the complainant's status, nor will it affect future educational assignments.

### IV. INVESTIGATION - HEARING PROCEDURES FOR FORMAL COMPLAINTS

- A. The Title IX Coordinator or the Superintendent/designee will promptly initiate an investigation of the allegations. Due process shall be accorded to all parties involved in the allegation throughout the investigation. The person(s) accused will be given an opportunity to present a written, signed statement detailing his/her recall of the events/occurrences leading to the sexual harassment complaint against him/her.
- B. When the investigation is completed the person conducting the investigation shall report the findings to the Superintendent. The findings of the investigation shall be reduced to writing and copies presented to the complainant and the accused student. The Superintendent and investigating officer shall meet with the complainant and accused student to attempt to resolve the complaint.
- C. If the complaint cannot be resolved as noted above, the Superintendent shall report the matter to the Board. The Board, at its discretion, may conduct a hearing in accordance with applicable laws and attempt to resolve the complaint.
- D. If the complaint cannot be resolved by the Board, the complainant may seek redress in an appropriate court.
- E. In all situations, the confidentiality of both the complainant and the accused, will be respected consistent with the School System's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### V. SANCTIONS

A substantiated charge against a student of the School System shall subject that student to disciplinary action, up to and including expulsion.

**Anti-Harassment Policy (FILE: JN-2)**  
**(Anti-Bullying Policy)**

**Section 1. Harassment, Violence, and Threats of Violence Prohibited**

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Bibb County Schools Board of Education in this policy. Students who violate this policy will be subject to disciplinary sanctions.

**Section 2. Definitions**

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function including, but not limited to, written, electronic, verbal or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.
- (e) The term "student:" as used in this policy means a student who is enrolled in the Bibb County Schools System.

**Section 3. Description of Behavior Expected of Students.**

- (a) Students are expected to treat other students with courtesy, respect, and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race;
  - The student's sex;
  - The student's religion;
  - The student's national origin; or
  - The student's disability.

**Section 4. Consequences of Violations.**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under the authority of this policy.

**Section 5. Reporting, Investigation, and Complaint Resolution Procedures.**

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

- (b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- (d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

**Section 6. Promulgation of Policy and Related Procedures, Rules and Forms.**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Bibb County Schools' website.

**Harassment of Students from Employees or Third Party**

Unwelcome advances such as, but not limited to, sexual favors and other physical, verbal or visual conduct may be considered harassment if:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress, completion or participation in a school related activity or program or
2. Submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school related activity, program or other educational decision, or
3. Such conduct is sufficiently severe, persistent or pervasive to limit or interfere with a student's ability to perform or participate in or benefit from a school related activity or program.
4. Harassment or sexual harassment also may be present if one individual is offended by the interaction or communication between others.

**Reporting Incidents of Sexual Harassment from Employees/ Third Party**

A student who feels he/she has been harassed should report the incident to a trusted professional such as a teacher or counselor in the school or directly to an administrator at the school. The administrator will take immediate steps to investigate the incident and will report the alleged incident to the Office of the Director for School Safety. Such reports shall be made as soon as possible after incident has occurred. Students are urged to make their report in writing within ten days of the occurrence to the administrator of the school who will forward a copy to the Director for School Safety. The report shall be signed by the complainant and parent or guardian. The investigation will be conducted by the Director for School Safety within five (5) days of the complaint being received. After a thorough investigation, a report will be provided to the Superintendent concerning the results of the investigation. A report will be provided also to the charged employee as well as the student/parent who made the complaint. A meeting will be held with all parties and an attempt will be made to resolve the complaint. Every effort will be made to end any harassment from occurring again. If the complaint cannot be resolved at this level, the Superintendent shall report the same to the board. If in his/her discretion it is warranted, he/she may recommend a hearing be held by the board in accordance with the laws and status applicable to such charged employee's contract status.

## IN SCHOOL DETENTION (FILE: JDDA)

**In school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities but is not dismissed from the school setting nor counted absent during the period of in school detention. The principal or designee has the authority to assign students to the in-school detention program for a reasonable and specified period of time not to exceed five (5) days. The principals and their staffs should determine the scope of in school detention in their respective schools. The parent or guardian must be notified by the procedure outlined in the out of school suspension policy filed JDD. In addition, the local school principal shall ensure that the following safeguards are met:**

1. The student must be supervised by a member of the certified staff during in school detention or by an aide/substitute who holds a valid Alabama Professional Teaching Certificate or a valid Alabama Substitute Teaching Certificate and has received training from certified personnel.
2. The confinement area assigned to the student should be adequate and conducive to completing school assignments.
3. The student shall be responsible for completing all class assignments, homework, examinations, etc. that are applicable to other students in his/her class(es), except that students on in school detention shall not be permitted to complete assignments that require class attendance (oral reports, recitations, etc.).
4. The days a student is on in-school detention cannot be counted against the excessive absence policy.
5. A student to be suspended with a recommendation for expulsion may not be placed on in school detention.
6. In-school detention may be administered to Special Education students in the same manner as to regular education students.

## DETENTION (FILE: JDB)

### Grades 7-12

Students may be detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. Provided a student is detained before or after regular school hours or on Saturday, the student must be given notice of such detention in time to notify parents/guardians and to arrange for necessary transportation. Students shall not be required to attend before or after school for more than one (1) hour daily for detention purposes. Transported students shall not be detained after school on an involuntary basis without reasonable prior notification of the parents/guardians. Students assigned to detention may be required to complete work assignments as well as academic assignments under the supervision of a School Board employee. Parents/guardians are responsible for providing transportation for students in detention.

### Grades K-6

**Provided an elementary student is detained before or after regular school hours or on Saturday, the above provisions shall be observed, and in addition, the local school principal or professional staff member shall notify said student's parents/guardians prior to detention.**

## CORPORAL PUNISHMENT (FILE: JDA)

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School System. Corporal punishment shall be defined as any action resulting in discomfort of a student, for example: paddling or exercise. If such punishment is used, it shall be administered with care, tact and caution by the principal or his/her designee.

The use of corporal punishment should follow specific failures of other corrective measures to improve student behavior. School officials should be prepared to provide information concerning alternate corrective measures used.

### **In all cases, corporal punishment shall be administered in accordance with the following guidelines:**

1. A parent/guardian may make a written request that their child be exempted from corporal punishment and that an alternative punishment be used.
2. A Special Education student may be corporally punished as any other student, unless prohibited by his/her I.E.P.
3. Students shall be advised why they are being punished and be provided with the opportunity to present their explanation of the accusation prior to the administration of corporal punishment.
4. Corporal punishment shall be administered under conditions not calculated to hold the student/s up to ridicule or shame.
5. Corporal punishment shall be administered in the presence of another professional employee who is informed beforehand and in the presence of the student the reason for the punishment.
6. Corporal punishment shall not be administered in anger or with malice.
7. Those school officials administering corporal punishment shall consider the age, size, sex and overall physical condition of the student/s.
8. All cases of corporal punishment shall be documented and the student's parent/guardian shall be notified when warranted.
9. The instrument used for paddling a student should be of reasonable construction and size.
10. Paddling should not include more than three (3) licks administered to the buttocks.



## SUSPENSION (FILE: JDD)

The Board recognizes its authority to maintain good order and discipline within the schools of the School System. Therefore, the Board gives the school principal the authority to suspend a student. The principal shall advise the Superintendent of all student suspensions.

**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 school day until the student's parent, guardian, or other designated individuals assume responsibility for him/her. When a student's parent, guardian, or other 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.**

### Procedures and Regulations

#### Authority

The school principal or designee has the authority to suspend students from school based upon the Student Code of Conduct violation. The length will be determined by the Code violation

#### Notification

Prior to suspension, the student will be made aware of the charges and supporting evidence, and given an opportunity to respond to them. The local school principal/designee shall complete and provide the student with a copy of the Notice of Suspension Form prior to departure from campus. An attempt shall be made to personally hand or mail a copy of the notice, within 48 hours, to the parents/guardians stating the reason(s) such action was taken.

**Immediate removal of the student from school premises is justified only when his/her presence threatens himself/ herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, the parents/guardians must be notified by phone or personally by the principal or other school official. In extreme emergencies, the principal/designee is given the authority to call upon law enforcement agencies to remove such students. The principal/designee shall advise the Superintendent by phone regarding forced removals and shall follow the oral confirmation with a written confirmation to the Superintendent.**

#### Out-of-School Suspension - SPE Students (excluding Gifted)

**The School System will comply with P.L. 105-17; also known as IDEA 1997 and the final regulations pertaining to this mandate, when they become available. Prior to suspending a special education student, a student's IEP shall be reviewed by the IEP team to determine if out-of-school suspension is appropriate based on the IEP disciplinary plan and if the student's behavior warranting out-of-school suspension is related to the disability.**

Following an incident where suspension for more than 10 cumulative days or more or expulsion is considered for a special education student, the IEP team will complete the following actions.

1. The IEP team will conduct a functional behavior assessment, or review one already in place.
2. A behavior plan, based on the results of the functional behavior assessment, will be developed to address the behavior so that it does not recur, or the behavior plan in place will be reviewed and revised as necessary.
3. A manifestation determination will be conducted to determine whether or not the behavior is related to the disability. Services will not cease regardless of the determination. That is, on the 11th day of suspension in a school year, the services determined by the IEP team will be provided.
4. The IEP team will consider least restrictive environment and whether a change is appropriate. The IEP team may also consider whether an interim alternative educational setting is appropriate. In either case, the IEP team will develop the education plan to conform to the special education student's needs and the current law.

If it is determined by the IEP team that the student's behavior is not related to the disability and the IEP disciplinary plan specifies out-of-school suspension is appropriate, the student shall be treated as any other student and out-of-school suspension may be used as a discipline measure.

If the IEP team determines that the disability is related to the student's behavior, or if it is determined that the IEP does not specify out-of-school suspension as appropriate, then out-of-school suspension shall not be used as a disciplinary measure for the student without convening the IEP team to reconsider and approve or disapprove the use of out-of-school suspension as a discipline measure.

In addition, special education students placed on out-of-school suspension for more than 10 school days during the academic year must be provided appropriate educational services.

### Terms

1. While suspended, a student may not attend school functions or enter school property for any reason during or after the school day except to attend a school except with the permission of the principal.
2. When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension. **It shall be the responsibility of the student to make up any assignments missed during their suspension.**
3. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

### Readmission

The student is readmitted on approval of the principal or designee and is given an admission slip to return to class.

## **DISCIPLINE SCHOOL (FILE: JDC)**

The Discipline School serves as an alternative school setting for students in grades 7-12 or age 13 and older who become severe behavior problems in their assigned school. A referral is made by the school principal or designee after other discipline techniques have been tried but failed to correct the misbehavior. (See policy JDC-F1).

**Placement in the Discipline School may be for a minimum of 10 school days up to a maximum of 45 school days. Any discipline referrals for more than 10 days must first be approved by the Superintendent. Students assigned are expected to be in attendance, to abide by all of the rules and to put forth an effort in their class assignments. Days spent in the Discipline School will not count against the yearly accumulation of absences. Class assignments will be graded and grades assigned based upon student performance. Students are not allowed to participate in or attend any Bibb County sponsored event while assigned to the discipline school.**

A referral regarding a Special Education student will require contact with the Special Education Coordinator to insure that correct procedures are followed.

## **EXPULSION/DISCIPLINARY HEARING (FILE: JDE)**

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

**All due process criteria specified in Board Policy filed JCAA shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the hearing.**

### Procedures and Regulations

- A. Responsibilities of the Principal
  1. Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion the principal is authorized to suspend the student pending a recommendation of expulsion by the Superintendent at the next Board Meeting.
  2. The principal / designee shall conduct a thorough investigation of the school violation and schedule a disciplinary hearing with the student and parents / guardians involved. If the discipline matter is unresolved at the school level the principal shall make a recommendation of expulsion to the Superintendent and shall inform the parents/guardians.
- B. Responsibilities of the Superintendent
  1. The Superintendent / designee shall schedule a disciplinary hearing with the student, parents/guardians and the principal / designee involved. If the discipline matter is unresolved at this conference the Superintendent shall recommend expulsion to the Board and shall inform the parents/guardians. A Notice of Expulsion Hearing Letter will be mailed to the parents/guardians.
  2. The Superintendent shall notify each Board member, prior to their next meeting, of the recommendation to have a disciplinary hearing to consider the expulsion of a student.
- C. Responsibilities of the Board
  1. The Board will go into Executive Session and allow the Superintendent, principal and any witness requested by the Superintendent to present testimony relevant to the findings that resulted in the hearing. After the Superintendent, school officials or other witnesses have presented testimony, the student, parents/guardians or person representing the student will be permitted to question them concerning their statements and testimony.

2. Upon completion of the presentation by the Superintendent and witnesses, the student will be allowed to present matters relevant to the student's proposed expulsion. This would include the right to testify and call witnesses on the student's behalf.
3. The Board and Superintendent will then excuse all parties concerned to discuss the evidence presented against and for the student. Upon reconvening, the Superintendent shall recommend the formal action deemed appropriate and just. The Board will vote and authorize notification of interested parties of the action taken. Such notification will specify the terms of any expulsion.

#### Expulsion - SPE Students (excluding Gifted)

The School System will comply with P.L. 105 17; also know as IDEA 1997 and the final regulations pertaining to this mandate, when they become available. Prior to expelling a special education student, a student's IEP shall be reviewed by the IEP team to determine if expulsion is appropriate based on the IEP disciplinary plan and if the student's behavior warranting expulsion is related to the disability.

Following an incident where expulsion for more than 10 days is considered for a special education student, the IEP team will complete the following actions.

1. The IEP team will conduct a functional behavior assessment, or review one already in place.
2. A behavior plan, based on the results of the functional behavior assessment, will be developed to address the behavior so that it does not recur, or the behavior plan in place will be reviewed and revised as necessary.
3. A manifestation determination will be conducted to determine whether or not the behavior is related to the disability. Services will not cease regardless of the determination. That is, on the 11th day of expulsion or suspension pending expulsion in a school year, the services determined by the IEP team will be provided.
4. The IEP team will consider least restrictive environment and whether a change is appropriate. The IEP team may also consider whether an interim alternative educational setting is appropriate. In either case, the IEP team will develop the education plan to conform to the special education student's needs and the current law.

If it is determined by the IEP team that the student's behavior is not related to the disability and the IEP disciplinary plan specifies expulsion is appropriate, the student shall be treated as any other student and expulsion may be used as a discipline measure.

If the IEP team determines that the disability is related to the student's behavior, or if it is determined that the IEP does not specify expulsion as appropriate, then expulsion shall not be used as a disciplinary measure for the student without convening the IEP team to reconsider and approve or disapprove the use of expulsion as a discipline measure.

In addition, special education students placed on expulsion for more than 10 school days during the academic year must be provided appropriate educational services.

#### Terms

1. Expelled students will lose academic credit if passing grades are not maintained; based on the combined judgments of the teacher(s) and principal.
2. A student cannot request makeup work if expelled from school.
3. A student may not participate in extra curricular or other school activities during the period of the expulsion.
4. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the School System.
5. A student may be expelled by the Board for a period of time not to exceed the remainder of the present school year and one (1) additional year of attendance.
6. A student who has been expelled must appear before the Board and receive its approval prior to re-enrolling in school.

## **ABSENCES AND EXCUSES (FILE: JBD)**

#### Excused Absences

All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:

1. Student is too ill to attend school;
2. Inclement weather that would be dangerous for students to attend school as determined by the Superintendent or principal;
3. Legal quarantine or legal requirement;
4. Death in the immediate family;
5. Emergency conditions as determined by the Superintendent or principal;
6. Absence with prior permission of principal or a designee and consent of parent/ guardian.

### Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused. Students will receive a zero (0) for all graded assignments missed. See: TRUANCY (FILE: JBDC & JBDE)

### Written Excuses Required

In accordance with State Law, a parent or guardian must explain the cause of every absence, including tardies and checkouts, of students under his/her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student's parent or guardian for each absence up to five (5) school days for grades 7-12 on block scheduling and ten (10) school days for grades K-8 not on a block scheduling. All absences beyond these numbers of days must be substantiated by a doctor's or legal statement unless excused by the principal or designee for mitigating circumstances, such as, an extended illness. The written excuse should be presented to the principal or designee on the day the student returns to school, but no later than two (2) school days after his/her return or the absence(s) will be recorded as unexcused.

The principal or designee shall ensure that the student's teacher(s) are notified whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

### Absences Defined

**School Day** - A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.

**Class** - A class absence is defined as non-attendance for more than fifteen minutes of a regularly scheduled class. To be counted present, a student must not miss more than 15 minutes of the scheduled classtime.

### Tardies

A tardy is defined as a student's arrival after the official time set for the beginning of each respective school regular daily activities or class periods. Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. Students who are tardy must check in through the designated office and receive a permit to class. Tardies are excused for the same reasons as absences. Only an excused tardy permits the make up of assignments. Principals, with the advice and counsel of staff members at respective schools, shall be responsible for establishing specific rules and regulations governing tardies.

### Check Outs

Checkouts shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent or guardian the checkout was for an excused reason. Students must checkout through the school office in compliance with policy JBE under this cover.

### Make-up Work - Excused Absences

If a student is absent for any excused reason, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers within two (2) days upon return to school to arrange a time within a two (2) week period to make up work and/or examinations. Teachers may allow additional time due to extenuating circumstances. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. Graded assignments not made up after an excused absence by a student will be assigned a zero (0).

### Make - up Work - Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Students will receive a grade of zero (0) for all graded assignments missed.

### Exemplary Attendance

1. Perfect Attendance - The student met ALL class periods for the entire period, ALL YEAR. Any absence that is school related and approved by the Board of Education or designee will not be counted as an absence.
2. Outstanding Attendance - The student had no absences for the school year (met state requirements of being present at least half of each day of school) and did not check in late or out early more than three times each semester.

### Excessive Absences

Students in grades 7-12 on block scheduling who exceed 5 unexcused absences in a term course will not receive credit. Other students not on block scheduling in grades K-8 who exceed 20 unexcused absences for the school year will not receive credit.

**Any student who has three (3) or more unexcused absences in any class in one (1) term shall be reported to the Attendance Officer who shall consider filing a truancy complaint/petition with the Juvenile Court. Parents will be notified before a complaint is filed with the Juvenile Court.**

#### **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 missed work.

Students who are absent from school for an unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contests, cheerleading, scholars bowl, etc.) except in extenuating circumstances as determined by the principal.

#### **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.

#### **Absences at the Bibb County Career Academy**

The Bibb County Career Academy works toward simulating a workplace environment to teach the necessary soft skills students need. Attendance is a vital part of these skills. Part of the student's daily grade will be connected to attendance. Students can receive a zero on their daily workplace grade if they have an unexcused absence, or if they fail to preapprove or notify their instructor of other absences.

### **TRUANCY (FILE: JBDC)**

Truancy is the habitual and unlawful absence from school. In accordance with The Code of Alabama, the parent or guardian is responsible for requiring any student under his/her control or charge and under 17 years of age to attend school regularly except for legal absences as defined by The Code of Alabama and State Board of Education rules and regulations. Provided a student under 17 years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law. Provided the parent or guardian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the juvenile court. (Also see policy JBD)

According to The Code of Alabama, 12-15-13. Causing, etc., of delinquency, dependency or need of supervision of children.

- (a) It shall be unlawful for any parent, guardian or other person to willfully aid, encourage or cause any child to become or remain delinquent, dependent or in need of supervision or by words, acts, threats, commands or persuasions, to induce or endeavor to induce, aid or encourage any child to do or perform any act or to follow any course of conduct which would cause or manifestly tend to cause such child to become or remain delinquent, dependent or in need of supervision or by the neglect of any lawful duty or in any other manner contribute to the delinquency, dependency or need of supervision of a child. The employment of any child in violation of any of the provisions of the child labor law, or permitting, conniving at, aiding or abetting such employment shall be held to be encouraging, causing and contributing to the delinquency, dependency or need of supervision of such child. Failure on the part of any parent, guardian or other person having custody of the child to cause such child to attend school as required by the compulsory attendance law shall be held to be encouraging, causing and contributing to the delinquency, dependency or need of supervision of such child.
- (b) Whoever violates any provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$500.00 or sentenced to hard labor for the county for a period not to exceed 12 months or both.

### **TRUANCY (FILE: JBDE) PARENT/PERSONNEL RESPONSIBILITIES**

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child. The written excuse should be presented to the principal or designee on the day the student returns to school, but no later than two (2) school days after his/her return or the absence(s) will be recorded as unexcused. A failure to furnish such explanation presumes the child was truant each day he/she was absent. The child shall also be deemed truant for any absence determined by the principle to be unexcused based upon the State Department of Education's current School Attendance Manual. Upon the fifth unexcused absence, the child and parent/guardian shall attend a mandatory early warning court program. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee of Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)
  - (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
  
2. Third Truancy/unexcused Absence (second warning)
  - (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
  
3. Upon the fifth unexcused absence (Early Warning)
  - (i) The child and the parent, guardian, or person having control of the child shall attend a mandatory early warning program (court) with the Juvenile Court Judge.
  - (ii) Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists.
  - (iii) Failure to appear at the early warning court program shall result in the filing of a Complaint/petition against the parent under Code of Alabama (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
  
4. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
  - (i) File complaint/petition against the child and/or parent guardian, if appropriate.
  
5. Child under probation
  - (i) The At-Risk Officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with the state statute, Code of Alabama (1975), 12-15-100 and 105.
  - (ii) Where a child under probation is truant (any unexcused absences), the At-Risk Officer should immediately notify the juvenile probation officer.

### **STUDENTS LEAVING SCHOOL CAMPUS** (FILE: JBE)

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

1. A student's custodial parent or guardian may come to the school in person and check his/her child out of school. A student may also be checked out of school by persons specifically designated by the student's custodial Parent/guardian.
  
2. No student is to leave school during the school day without permission. If a student knows that he/she will need to leave during the day the following procedures apply:
  - (1) Bring a written verifiable request stating the reason from your custodial parent or guardian and present this at the office when you arrive at school. You will be given a permit to check-out which you will give to the teacher of the class at the time that you leave. The principal or designee may verify the request by phone.
  - (2) Sign out in the office at the time of departure. If you return to school sign back in through the office.
  - (3) If you are checking out for a doctor's or dentist's appointment his/her name should be included on the note.
  - (4) Students are not allowed to check-out to eat lunch, get books, assignments, uniforms, etc.
  - (5) The telephone in the office is to be used only by students who need to leave school for a medical reason or other emergencies. In emergency situations the principal or designee may permit a student to leave the school campus based upon a telephone request from the student's parent/guardian. In such instances the principal or designee shall document the request and attempt to re-contact the student's parent/guardian by telephone to confirm it.
  - (6) All written or documented parent/guardian requests shall remain on file in the principal's office for the remainder of the school year.

**Any student violating this policy shall be subject to disciplinary action by the local school principal.**

## **INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS** (FILE: JCAB)

### School Property

Desks and lockers are public property and school authorities may make regulations regarding their use. School officials may conduct unannounced searches of desks and lockers.

### Individuals

School officials (school principal or approved designee only) may make searches of a student and attendant 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 regulations of the Board. 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 designee shall make a reasonable attempt to notify the student's parent/guardian regarding 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 other individuals or are contrary to law or regulations of the Board. (Also see policy JGFF)

### 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.

## **AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS** (FILE: JGFF)

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated or for sitting in automobiles parked on school property during school hours.

Students may be required to present evidence of an Alabama drivers' license, proof of current liability insurance and purchase a parking permit before they are authorized to bring a vehicle on school premises.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

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 other individuals or are contrary to law or regulations of the Board. (Also see policy JCAB).

## **STUDENT TRANSPORTATION/SCHOOL BUS CONDUCT** (FILE: JGG)

All transportation programs shall be operated in accordance with provisions of The Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The policies listed below shall be followed by students when being transported via Board-owned vehicles, including the activity buses:

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects on the bus or from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their designated stop except in cases of emergency or upon notification of the bus driver by written note signed by the school principal or designee.
6. Students should not have their arms or any parts of their bodies out of the windows at any time.
7. Students should remain seated until the bus comes to a full stop; no moving around while the bus is in motion.
8. The bus driver has full authority over the students while they are riding the bus, including assigning seats. He/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. Violations will be reported promptly to the local principal by the driver.

9. Profane, indecent, or abusive language will not be permitted.
10. Objects that block the vision of the driver to the rear of the bus shall not be permitted on any school bus during the course of its regular daily route. Violations will be reported promptly to the local principal by the driver.
11. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent or guardian.
12. The Superintendent/principal or designee is authorized to suspend a student's transportation privilege to which transportation is now provided by the Board due to misconduct or misbehavior while en route to and from school.
13. The school bus may be used for transporting athletic teams and bands to events in which they participate and for school-sponsored field trips.
14. Surveillance cameras may be used by the drivers to help monitor student conduct while being transported on a school bus. Recordings may be viewed only by board employees

Student transportation for selected activities is provided by the Board as a service to the students of the School System. The Board reserves the right to deny a student or students the privilege of being transported at public expense, provided the policies and school rules and regulations outlined above are not followed.

RULES	Consequences K-8	Consequences 9-12
1. All students will have assigned seats		
2. Student will remain seated at all times. . . . .	Two days off bus . . . . .	Three to five days off bus
3. Students will not put feet and knees in the aisle, turn around in their seats, or reach over the seats . . . . .	Two days off bus . . . . .	Three to five days off bus
4. Students are not allowed to eat or drink on the bus . . . . .	Two days off bus . . . . .	(Same)
5. Students will not use profanity on the bus . . . . .	Three days off bus . . . . .	Five days off bus
6. Students will not cut up, throw things, or make unnecessary noises on the bus . . . . .	Three days off bus . . . . .	(Same)
7. Students must keep their hands to themselves. . . . .	Two days off bus . . . . .	Three to five days off bus
8. Students must not participate in any form of violence. . .	Five days off bus . . . . .	Five to ten days off bus
9. Students must follow bus driver's instructions . . . . .	Three days off bus . . . . .	Three to five days off bus
10. Students must not throw things . . . . .	Five to ten days off bus . . . . .	(Same)
11. Students must not destroy bus property . . . . .	Restitution and removal . . . . .	(Same) from the bus indefinitely

Continuous violation of bus rules will require a meeting with student's principal, bus driver, parent(s), and transportation director.

The Superintendent, Transportation Director and the Administrators of Bibb County High School, West Blocton High School and Bibb County Career Academy have the authority to revoke a student's transportation privileges for the remainder of the school year with severe offenses or with repeated violations.



## REPORT CARDS (FILE: JFAA)

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K 12 in the schools of the School System.

All report cards used by the schools of the School System shall be approved by the Board. Report cards approved for use within the School System must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

### Academic Grades

Letter grades shall be used in grades 2 – 6 and numerical grades in grades 7-12 in schools of the School System based on the following scale:

A	=	90-100
B	=	80 - 89
C	=	70 -79
D	=	60 -69
F	=	59 and below

Letter grades shall be mandatory in kindergarten and first grade classes in the schools of the School System based on the following scale:

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

### Conduct Grades

Conduct grades or comments may be included on the report cards...

### Absences and Tardies

The number of absences and tardies shall be included on the report cards.

### Distribution of Report Cards

Report cards shall be sent home by students not later than ten (10) school days after the completion of each nine (9) weeks grading period as defined by the Annual School Calendar.

### Return of Report Cards

Students and parents/guardians are responsible for returning report cards to school personnel within five (5) school days after they are issued.

### Altering Report Cards

Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s).

Violation of any parts of this policy by students may result in disciplinary action by school officials.

## SEMESTER/FINAL EXAMINATIONS (FILE: JFAAB)

All students in grades 7-12 shall take an end of term examination for each course in which they are enrolled. All ends of term examinations will be administered according to a schedule developed by the Superintendent and approved by the Board.

No teacher shall schedule a final examination other than in accordance with the Board approved schedule for such examinations.

Semester/term final examinations shall count twenty (20) percent of a final grade in block subjects. Students enrolled in Bibb County Virtual School Program will adhere to Course Testing Guidelines as specified in **FILE: JTB**.

## PROMOTION, PLACEMENT, AND RETENTION POLICY (FILE: JFED)

It is the policy of the Board to require that the academic, social and emotional welfare of students be given serious attention when a grade level or program promotion, placement, or retention is to be made. Grade level or program assignment will be made without regard to race, sex, religion, belief, national origin, or ethnic group.

Promotion, placement, or retention of students shall be made in the best interests of the student after a careful evaluation of all factors relating to the advantages and disadvantages of the alternatives.

### Grades K-8

Beginning with the 2008-2009 school year, students in grades 1-8 must pass all academic core courses to be considered for promotion to the next grade. A final passing grade will be based on an end of course average.

Promotion, placement, or retention of students shall be made in the best interests of the student after consideration of all the following:

- A. Academic Aptitude/Achievement - A comparison of a student's academic aptitude and current level of achievement.
- B. Social and Emotional Maturity - A student whose social and emotional development is such that he/she would be unable to relate effectively to and interact with other students assigned to the grade level.
- C. Physical Growth - A student whose physical size and development is such that retention would result in the student being significantly larger than the other students.
- D. Age - A student whose age is such that retention would result in the student being considerably older than the other students.
- E. Attendance Pattern - An evaluation of the student's absences should be conducted to determine the effect on his/her progress.
- F. Teacher Judgment - Students will be considered for retention if they are functioning below grade level in reading and math. The teacher will make this determination based upon standardized test scores, formal and informal assessments, and classroom observation.
- G. Other Factors - The principal and professional staff should consider any other unusual factors they feel appropriate.

### Placement Committee

1. **A Placement Committee will determine cases in question when a student, who has repeated a grade, continues to make little or no progress.**
2. **After a reasonable amount of time and in the professional judgment of the teacher, the Placement Committee may be asked to determine if testing is needed.**
3. **At the end of the school year, the Placement Committee will meet to recommend that the student be either RETAINED or PLACED based upon available information.**

**The Placement Committee shall consist of (1) the student's teacher, (2) the principal, (3) the student's parent, and (4) the school counselor.**

**DOCUMENTATION of the committee's recommendation shall be placed in the student's Permanent Record Folder.**

The Bibb County Board of Education will require the graduating classes of 2013-2016 to earn a total of twenty-eight (28) Carnegie units (credits) to include an additional four elective credits.

**The minimum number of credits necessary to be promoted from one grade to the next is as follows:**

#### **End of Year Promotions:**

Current grade level: from 9th to 10th . . . . . 6 credits needed to be promoted  
from 10th to 11th. . . . .12 credits needed to be promoted  
from 11th to 12th. . . .20 credits needed to be promoted

#### **Mid Year Promotions:**

Current grade level: from 9th to 10th . . . . . 8 credits needed to be promoted  
from 10th to 11th. . . . .16 credits needed to be promoted  
from 11th to 12th . . . .24 credits needed to be promoted

## GRADUATION REQUIREMENTS – DIPLOMA/CERTIFICATES (FILE: JFE)

The following diplomas and certificates will be available for issuance at high schools of the School System:

- A. Alabama High School Diploma- Beginning with the 1996-1997 school year, the Alabama High School Diploma will be awarded to students who complete the requirements established for the Alabama High School Diploma and pass the required graduation examination.

Any student with a disability(s) (defined by the *Individuals with Disabilities Education Act*) may take the Alabama High School Graduation Exam (AHSGE) with or without accommodations (according to the IEP team) through 12th grade. If one subject-area test of the AHSGE is not passed, but all other graduation requirements have been met, then alternate documentation (obtained all required course credits, documented the disability(s) in the area where a subject-area test of the AHSGE was not passed, participated in remediation, met attendance requirements, and holds a cumulative C average in grades) is used to confer the Alabama High School Diploma. The flexibility granted here is retroactive to first-time ninth graders in the 1997-1998 school year (Class of 2001) and applies only to students with disability(s) (defined by the Individuals with Disability Education Act) taking the Alabama High School Graduation Exam. (Refer to Conditions Pertaining to Issuance of Diploma, AAC Rule 290-3-1-.02(8) (g) 4; Student Assessment- Assessment Required For Alabama High School Diploma, AAC Rule 290-4-2-.02(1) (e), (2)(e).

- B. Alabama High School Diploma with Advanced Academic Endorsement - Beginning with the 1996-1997 school year, the Alabama High School Diploma with an Advanced Academic Endorsement will be awarded to students who complete the requisite requirements established for the Alabama High School Diploma with Advanced Academic Endorsement and pass the required graduation examination.

- C. Alabama High School Diploma with Career/Technical Endorsement- Effective for students who begin the ninth grade or tenth grade in the 1999-2000 school year, students may earn an Alabama High School Diploma with Career/Technical Education endorsement by completing the required credits, passing the required graduation examination and following a coherent sequence of three career/technical courses in a career major. (Refer to Substitution Subjects, AAC Rule 290-3-1-.02 (8) (e).

- D. Alabama High School Diploma with Advanced Career/Technical Endorsement- Effective for students who begin the ninth or tenth grade in the 1999-2000 school year, students may earn an Alabama High School Diploma with Advanced Career/Technical

Education endorsement by completing advanced level work in the core curriculum, passing the required graduation examination and following a coherent sequence of three career/technical education courses in a career major. Credit earned through applied academic courses, embedded credit, or substitute credit situations will satisfy the core curriculum requirements for a diploma with the advanced career/technical endorsement. (Refer to Substitution Subjects, AAC Rule 290-3-1-.02 (8) (e).

- E. Alabama High School Diploma with Credit Based Endorsement-Effective for students in the twelfth grade beginning with the 2007-2008 school year, to earn an Alabama High School Diploma with Credit-Based Endorsement, eligible general education students and students with disabilities, as defined by the *Individuals with Disabilities Education Act* or *Section 504 of the Rehabilitation Act of 1973*, shall complete the required credits in the core curriculum (general education students – AAC Rule 29-3-1-.02(8)(a); students with disabilities – AAC Rule 290-3-1-.02(8)(a) or ACC Rule 290-3-1-.02(8)(g)) for an Alabama diploma and earn one additional Career/Technical Education (CTE) or academic credit related to the student's career objective consistent with any guidelines established by the State Department of Education and local boards of education.

- F. Graduation Certificate - (Only Available to Students with Disabilities as Defined by IDEA) Earn 24 required credits or; Pass the Alabama High School Graduation Exam or; Complete the IEP.

Students with disabilities who graduate with the AOD or the Certificate may continue to attend school to age 21 with IDEA services. Exception Rule Any student with a disability(s) (defined by the Individuals With Disabilities Education Improvement Act of 2004 and/or Section 504 of the Rehabilitation Act of 1973) is eligible to receive the AHSD if he or she has taken the Alabama High School Graduation Exam (AHSGE) through the twelfth grade, passed all but one subject-area test of the AHSGE, or passed three subject-area tests for the AHSD with Credit-Based Endorsement, met all other graduation requirements, and has the required alternate documentation. The required alternate documentation must be verified by the special education coordinator or 504 coordinator, approved by the high school principal, school counselor, and special education teacher, and must include the following:

1. Completion of all course credits for the AHSD or completion of all course credits for the AOD.
2. Documentation of the disability which substantially limits achievement in the area of the one subject-area test of the AHSGE that was not passed.

3. Participation in remediation activities (extent and nature determined by the local school system) during high school.
4. Met attendance requirements of the local school system.
5. Hold a cumulative C grade average for all coursework (Grades 9-12).

*The flexibility granted through these new rules is retroactive to first-time ninth graders in the 1997-1998 school year (Class of 2001) and applies only to students with disabilities (defined by IDEA and/or Section 504) taking the AHSGE. This exception also applies to the AHSD with Credit-Based Endorsement. Alabama Administrative Code Rule 290-3-1-.02 (8)(g)4.*

## **DIPLOMA REQUIREMENTS** (FILE: JFD)

**\*Effective for students who begin the ninth grade in the 2013-2014** school year and beyond, to earn an Alabama high school diploma, students shall pass the required assessment(s) and earn the required credits for the Alabama High School Diploma. Coursework for this diploma must include an on-line experience. A career and technical endorsement may be added to any diploma by earning three (3) career/technical credits in a sequenced program of courses. A local board of Education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements for the Alabama High School Diploma.

### **A. Alabama High School Diploma**

<b>English</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>• Grades 9-12</li> </ul>	
<b>Mathematics</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>• Option 1: Algebra I, Geometry, Algebraic Connections and Algebra II, Algebra w/Finance, Computer Science, or Career Mathematics</li> <li>• Option 2: Algebra 1A, Algebra 1B, Geometry and Algebra II, Algebra w/Finance, Computer Science, or Career Mathematics</li> <li>• Option 3: Algebra I, Geometry A, Geometry B and Algebra II, Algebra w/Finance, Computer Science, or Career Mathematics</li> <li>• Option 4: Algebra 1A, Algebra 1B, Geometry A, Geometry B and Algebra II, Algebra w/Finance, Computer Science, or Career Mathematic *</li> </ul>	
*This option requires the completion of five math credits to satisfy the math requirement.	
<b>Science</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>• Biology</li> <li>• A Physical Science (Physical Science, Chemistry, or physics)</li> <li>• Two Additional Science Electives</li> <li>• The third and fourth science credits may be used to meet both the science and CTE course requirements and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB/ postsecondary equivalent courses. (Environmental Management, Plant Biotechnology, or Human Body Structures and Functions)</li> </ul>	
<b>Social Studies</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>• World History/Geography Since 1500</li> <li>• U.S. History to 1877</li> <li>• U.S. History Since 1877</li> <li>• U.S. Government and Economics</li> </ul>	
<b>Physical Education</b>	<b>1 credit</b>
<ul style="list-style-type: none"> <li>• LIFE (Personal Fitness)</li> </ul>	
<b>Health</b>	<b>0.5 credit</b>
<b>Career Preparedness</b>	<b>1 credit</b>
<b>CTE and/or Foreign Language and/or Arts Education</b>	<b>3 credits</b>
<b>Electives</b>	<b>6.5 credits</b>
<b>Total Credits Required for Graduation</b>	<b>28 credits</b>

**B. Alabama High School Diploma with Advanced Academic Endorsement**

<b>English</b>	<b>4 credits</b>
<ul style="list-style-type: none"><li>Grades 9-12</li></ul>	
<b>Mathematics</b>	<b>4 credits</b>
<ul style="list-style-type: none"><li>Option 1: Algebra 1A, Algebra 1B, Geometry, Algebra II with Trig and Precalculus *</li><li>Option 2: Algebra I, Geometry A, Geometry B, Algebra II with Trig and Precalculus *</li><li>Option 3: Algebra I, Geometry, Algebra II with Trig and Precalculus</li><li>Option 4: Algebra IA, Algebra IB, Geometry A, Geometry B, Algebra II with Trig and Precalculus **</li></ul> <p>* This option requires the completion of five math credits to satisfy the math requirement. ** This option requires the completion of six math credits to satisfy the math requirement.</p>	
<b>Science</b>	<b>4 credits</b>
<ul style="list-style-type: none"><li>Biology</li><li>Three of the following courses to include a physical science: Chemistry, Physics, Anatomy, Forensics, Human Body Structures (CTE course) or other advanced level science course</li></ul>	
<b>Social Studies</b>	<b>4 credits</b>
<ul style="list-style-type: none"><li>World History/Geography Since 1500</li><li>U.S. History to 1877</li><li>U.S. History Since 1877</li><li>U.S. Government and Economics</li></ul>	
<b>Foreign Language</b>	<b>2 credits</b>
<ul style="list-style-type: none"><li>Two credits of the same language are required</li></ul>	
<b>Physical Education</b>	<b>1 credit</b>
<ul style="list-style-type: none"><li>LIFE (Personal Fitness)</li></ul>	
<b>Health</b>	<b>0.5 credit</b>
<b>Career Preparedness</b>	<b>1 credit</b>
<b>CTE and/or Foreign Language and/or Arts Education</b>	<b>1 credit</b>
<b>Electives</b>	<b>6.5 credits</b>
<b>Total Credits Required for Graduation:</b>	<b>28 credits</b>

**C. Alabama High School Diploma with Advanced Academic Endorsement with High Honors**

A diploma designated as an Advanced Academic Endorsement with High Honors will be awarded to students who earn all Carnegie units (credits) required for graduation and pass all required assessments. Courses must be the most advanced level offered at the school or the AP level and must include at least two (2) credits of Advanced Placement core courses. A student must pass each course and maintain a 3.2 weighted GPA to remain on the High Honors Endorsement track.

<b>English</b>	<b>4 credits</b>
<ul style="list-style-type: none"><li>Honors or Advanced English 9</li><li>Honors or Advanced English 10</li><li>Honors or Advanced English 11</li><li>Honors or Advanced English 12 or AP English</li></ul>	
<b>Mathematics</b>	<b>4 credits</b>
<ul style="list-style-type: none"><li>Algebra I</li><li>Honors or Advanced Geometry</li><li>Algebra II with Trig</li><li>Honors or Advanced Precalculus or AP math course</li></ul>	

<b>Science</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>Advanced or Honors Biology</li> <li>Chemistry</li> <li>2 additional honors, advanced courses such as Genetics, Forensics, Anatomy and Physiology, Physics, Human Body Structures and Functions (CTE course) or AP Science.</li> </ul>	
<b>Social Studies</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>Honors or Advanced World History/Geography Since 1500</li> <li>Honors or Advanced U.S. History to 1877</li> <li>Honors or Advanced U.S. History Since 1877 or AP U.S. History</li> <li>Honors or Advanced U.S. Government and Economics or AP U.S. Government and Politics</li> </ul>	
<b>Foreign Language</b>	<b>2 credits</b>
<ul style="list-style-type: none"> <li>Two credits of the same language are required</li> </ul>	
<b>Physical Education</b>	<b>1 credit</b>
<ul style="list-style-type: none"> <li>LIFE (Personal Fitness)</li> </ul>	
<b>Health</b>	<b>0.5 credit</b>
<b>Career Preparedness</b>	<b>1 credit</b>
<b>CTE and/or Foreign Language and/or Arts Education</b>	<b>1 credit</b>
<b>Electives</b>	<b>6.5 credits</b>
<b>Total Credits Required for Graduation:</b>	<b>28 credits</b>

**D. Alabama High School Diploma with Advanced Career/Technical Endorsement**

Credit earned through applied academic courses, embedded credit, or substitute credit situations will satisfy the core curriculum requirements for a diploma with the advanced career/technical endorsement. Students may earn the advanced career/technical and the advanced academic endorsements concurrently if the elective credits as outlined are used to earn the required credits in foreign language.

<b>English</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>Grades 9-12</li> </ul>	
<b>Mathematics</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>Option 1: Algebra 1A, Algebra 1B, Geometry, Algebra II with Trig and Precalculus *</li> <li>Option 2: Algebra I, Geometry A, Geometry B, Algebra II with Trig and Precalculus *</li> <li>Option 3: Algebra I, Geometry, Algebra II with Trig and Precalculus</li> <li>Option 4: Algebra IA, Algebra IB, Geometry A, Geometry B, Algebra II with Trig and Precalculus **</li> </ul>	
* This option requires the completion of five math credits to satisfy the math requirement.	
**This option requires the completion of six math credits to satisfy the math requirement.	
<b>Science</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>Biology</li> <li>Three of the following courses to include a physical science: Chemistry, Physics, Anatomy, Forensics, Human Body Structures (CTE course) or other advanced-level science course</li> </ul>	
<b>Social Studies</b>	<b>4 credits</b>
<ul style="list-style-type: none"> <li>World History/Geography Since 1500</li> <li>U.S. History to 1877</li> <li>U.S. History Since 1877</li> <li>U.S. Government and Economics</li> </ul>	

<b>Career/Technical Education</b> (sequenced program of courses)	<b>3 credits</b>
<b>Physical Education</b>	<b>1 credit</b>
• LIFE (Personal Fitness)	
<b>Health</b>	<b>0.5 credit</b>
<b>Career Preparedness</b>	<b>1 credit</b>
<b>Electives</b>	<b>6.5 credits</b>
<b>Total Credits Required for Graduation:</b>	<b>28 credits</b>

### **ELIGIBILITY FOR PARTICIPATING IN GRADUATION CEREMONY/EXERCISES (FILE: JFEB)**

**The Board authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:**

1. The Alabama High School Diploma, Alabama High School Diploma with Advanced Academic Endorsement, Alabama High School Diploma with Career/Technical Endorsement, Alabama High School Diploma with Advanced Career/Technical Endorsement, Alabama High School Standard Diploma, Alabama High School Advanced Diploma or an Alternate Adult High School Diploma can be awarded only if a student has passed the required graduation examination and met the Carnegie Unit requirement established by the Board. An Occupational Diploma can be awarded to a student with a disability as defined by the IDEA who has met all requirements for the Occupational Diploma (see policy JFE and/or IHFA for more information on specific diploma requirements).
2. A special education student who has NOT met the minimum requirements for a diploma shall be permitted to participate in the graduation ceremony and be will awarded the Graduation Certificate provided he/she has met all IEP requirements. See Policy JFE and/or IHFA for more information.
3. A student must have no outstanding indebtedness owed to the school or class.

### **ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (FILE: JHCAAB)**

The Board recognizes the value of all extracurricular activities as they relate to the total education of students. The Board 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. This Board of Education also recognizes that the Class of 2001 must earn in grades 9-12 a minimum of 28 credits to graduate with four (4) credits each in science, mathematics, social studies, and English.

Extracurricular Activity Participation – Academics First. Effective for all students entering Grades 8-12 beginning with the 1999-2000 school year, eligibility for participation in extracurricular activities shall be determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein and as is specifically provided in subsection (b) below. Local boards of education shall implement this policy as a minimum for all students in Grades 7-12 under their control. Each local board of education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

(a) Definitions.

1. 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 a public school which are not related to a student's academic requirements or success in a course(s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

(b) Eligibility Requirements

1. 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 from the four (4) core subjects composed of English, science, social studies, and mathematics with a numerical composite 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 average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar.)
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be earned during summer school. If a unit or subject is repeated in summer school, the higher numerical grade for the unit or subject may be used to compute the composite grade average.
4. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in 2. (b) 1. above may regain their eligibility at the end of the first semester by meeting the requirements of eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) days after the beginning of the succeeding semester. \*
5. An ineligible student may not become eligible after the fifth 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 to be developed by each local board of education as they pertain to other extracurricular activities.
6. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
7. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
8. 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 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.

(c) Participation Requirements

1. 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.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and local 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.
3. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, and, choral music, and other courses at events such as athletic events (pregame, game, halftime, 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.
4. Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level 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 as eligible under these statutes, rules and regulations, and such participation is determined to be appropriate.
5. Good conduct shall be a condition for student eligibility and participation in all extracurricular activities in the Bibb County Schools.

\* Note: Unit calculations for regaining eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six or seven period days.



## Student Medication Policy (FILE: JGcdb)

### Goals of the Medication Policy:

- \* Assisting the student with the medication at school so an optimal state of wellness can be maintained in order to enhance his/her ability to learn.
- \* Protect the health, safety and welfare of the student.

### The following policy is recommended guidelines by the Alabama State Department of Education and the Alabama Board of Nursing.

#### Requirements for ALL over-the-counter medications at school:

##### Signature/Authorizations:

- \* Parent/Guardian Signature Authorization  
"School Medication-Prescriber/Parent Authorization Form" must be completed and signed and dated.
- \* Licensed Healthcare Providers Signature Authorization  
"School Medication-Prescriber/Parent Authorization Form" must be completed for all daily medication.  
Exception: Over-the-counter "as needed" medication do not require physician signature.

##### Self Medicate:

- \* Diabetic and Asthma students can self medicate only with parent/guardian signature authorization on the "School Medication-Prescriber/Parent Authorization Form".
- \* Self medicating means the student is able to consume, or inject prescription medication such as asthma inhaler or insulin injections in the manner directed by the licensed prescriber, without additional assistance or direction.

##### Medication:

- \* All medication must be delivered to school by the parent or parental designated adult. Under no circumstances should medication be transported on the school bus.
- \* Parent/guardian and Prescriber must complete any changes in medication dosage, strength, or intervals on a new "School Medication-Prescriber/Parent Authorization Form".

##### All over-the counter medication requirements:

- \* Parent complete, sign and date "School Medication-Prescriber/Parent Authorization Form".
- \* Licensed healthcare prescriber signature authorization (if routine dosage).
- \* Original manufactured container.
- \* Unopened, manufacture seal intact container.
- \* Student's name will be placed on container.
- \* Medication will not be shared with siblings.
- \* No more than a 30-day supply will be accepted at the school.
- \* End of school medication not picked up by parent/guardian will be disposed of properly.

##### Medication storage at school:

- \* Medication will be stored in a securely locked, clean container or cabinet, unless prescriber authorizes a different arrangement (i.e.: inhaler).
- \* Parent/Guardian will pick up all medication that is unused or out-dated. If not picked up, the medication will be disposed of by counting, flushing tablets or liquid, and documenting on student's medication form. Witness signature required.

##### School requirement:

- \* Principal and or licensed school nurse may designate medication assistants at the school.
- \* Medication assistants will attend annual training on assisting students with medication.
- \* Bibb County Board of Education policy and procedures will be followed on assisting students with medication.
- \* Proper handling, storage, and security measures will be followed during the school day.
- \* Proper procedures will be followed if a medication error should occur.

##### Requirements for all prescription medications at school:

#### In addition to the previous guidelines pertaining to over-the-counter medication, the following guidelines will be followed regarding all prescription medications:

- \* Alabama State Department of Education "School Medication-Prescriber/Parent Authorization Form" must be completed.
- \* Parent/guardian must complete, sign, and date form.
- \* Licensed healthcare provider's signature is required.
- \* Original pharmacy container and label must be present.
- \* Label should include: Prescriber's name, Name of medication, strength of medication, dosage and interval, route and date medication is to be started and discontinued.
- \* No more than 30 day supply of medication will be accepted at the school.

- \* If there are discrepancies of the above information, the medication will not be given until clarification is made.
- \* Pharmacy computer printout of side effects/contraindications/adverse reactions would be beneficial.
- \* The school should be given the most current bottle of medication. Label should match physician order and parental requests for dosage. When dosages are changed mid-month, the dosage change should be reflected on the next filled bottle.
- \* At no time will school personnel pour medication from bottle to bottle.
- \* If a parent would like to pour from bottle to bottle (for home use), the school must be given the newest prescription bottle.
- \* Products containing Aspirin will not be given unless ordered by the student's doctor
- \* Ibuprofen 200mg, will only be given one-at-a-time. If the student has Ibuprofen at school, one tablet will be given when required. If the student is no better in an hour, a second tablet may be given with parental permission. (Unless otherwise ordered by the prescriber).
- \* Medication and dosage must be suitable for the student's age and weight, per package instructions. For example, if the label says "For children 12 years old and older", this medication cannot be given to students younger than 12 (the medication will not be accepted for use at school).
- \* In cases when the medication is to be given at home and school, the parent should inform the pharmacist. Most pharmacies gladly divide the medication into two bottles (one for home and one for school).

## **Bibb County Schools Technology Usage Policy for Students (FILE: JCDBB)**

### **Technology-Acceptable Use Policy (AUP)**

Bibb County Schools (Board) provides students with access to technology in order to enhance student learning. The term "technology" refers to all forms of hardware, digital devices, software, and accounts. Although cell phones and smart phones can be used for many of the same activities as other forms of technology, additional rules apply to the possession and use of these communication devices.

This AUP applies to all technology, regardless of ownership, used on school property during school hours or during other school-related activities. It also applies to the use of Board-owned technology regardless of location or time of day.

### **Parental Restrictions on Independent Internet Access**

Parents of students under the age of 17 may request that their child not be allowed to independently access the Internet by notifying the school principal in writing **each** school year. This restriction applies to the student independently operating any Board-owned technology to access the Internet. It does not prohibit the student from viewing Internet sites presented by school staff or by other students as part of a lesson, or from using Internet-hosted software used by the school. In these cases, school personnel will take appropriate steps to restrict the student from using technology to access the Internet beyond the scope of the lesson or assessment.

### **Personally-Owned Technology**

The use of any personally-owned technology at school is a privilege, not a right. The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology on its property, including the use of personal online accounts. Students may only use personal technology during school hours when given specific permission to do so by their teacher or a school administrator.

Prior to bringing any personal technology to school, students must first determine which devices their school allows on campus. Permissions may vary from school to school. All devices or accounts used to set up their own network for Internet access, such as wireless access points, or "hotspots", are prohibited at all schools.

Keeping personal technology safe while in transit or at school is the responsibility of the owner. The school is not responsible for attempting to recover lost or stolen personal technology when students have not properly secured them in their school locker and/or personal vehicle.

### **Electronic Mail**

The Bibb County School District provides access to electronic mail for all students over the age of 13 in grades 7-12. The network is used for class accounts on a limited basis. Access to e-mail is for class, and/or student use in any educational and instructional business that they may conduct. Electronic mail should reflect professional standards at all times. Bibb County School's e-mail accounts may not be used for political or personal gain. Bibb County School's e-mail accounts may not be used for attempting or successfully sending anonymous messages. Bibb County School's e-mail accounts may not be used for sending mass e-mails outside the system.

### **Rules and Limitations**

Students should strive to be responsible "digital citizens". In addition to following this AUP, school rules, and Board Policies; students must also comply with all applicable local, state, and federal laws when using technology. Any student identified as a security risk, or as having a history of such, may have their access to technology restricted or denied and may be prohibited from bringing Personally-owned technology on campus.

### **Expectations of Privacy**

Students should not expect that their files, communications, or Internet use while using Board- owned technology, are private. Authorized staff may access, search, examine, inspect, collect ,or retrieve information of any kind from the Board's technology, at any time and without prior notice in order to determine if a user is in violation of any of the Board's rules, or for any reason not prohibited by law. In addition, authorized staff may delete or remove a user's files from Board- owned technology without warning when those files violate the AUP or when necessary to maintain safe and correct operations of the Board's technology.

School officials may read, examine, or inspect the contents of any personally-owned technology upon reasonable suspicion that the contents or recent utilization of the technology contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

### **Permission to Use Technology**

In general, students should only use technology with a teacher or administrator's permission. During school hours they should only use technology, whether the Board's or their own personal technology, for school- related purposes. Students must have specific permission in order to...

- Use personally-owned technology while in school.
- Publish information to websites, blogs, wikis, or other online workspaces. When doing so, students are expected to adhere to applicable design requirements, online safety practices, and general rules of good behavior.
- Take Board-owned technology off-campus. A permission form, including specific instructions and conditions, may need to be signed.

### **Examples of Unacceptable Use**

This list does not cover every possible inappropriate action or use of technology. Students may be held responsible for other inappropriate actions whether or not they are specifically included in this AUP.

Students shall not tamper, disable, damage, disrupt, or install . . .

1. Tamper with or modify technology, utilities, and configurations, or modify access control permissions, either with or without malicious intent.
2. Dispose of, move, or remove technology from its assigned location without the express direction or permission of the supervising teacher.
3. Disable, circumvent or avoid security measures, including the use of proxies to bypass Internet filters, logon procedures, or any other security feature.
4. Send or intentionally receive files dangerous to the integrity of the network.
5. Intentionally damage, destroy, disable, or remove parts from technology devices. In such cases, students or their families may be held financially responsible for the repair, replacement, or reconfiguration of affected equipment.
6. Intentionally damage, delete, destroy, or interrupt access to software or data files. In such cases, students or their families may be held financially responsible for the reinstallation, replacement, or reconfiguration of affected software and files.
7. Develop or install malicious software (on or off campus) designed to infiltrate computers, damage hardware or software, spy on others, or compromise security measures.
8. Disrupt the use of others by creating excessive network congestion through the use of online gaming, video, audio, or other media for non-school purposes.
9. Use technology in any way with the intention of annoying, bullying, harassing, interfering with, or causing harm to individuals, institutions, organizations, or companies.
10. Install or download any software, including toolbars, without authorization.
11. Broadcast messages or participate in sending/perpetuating chain letters on System networks.
12. Install or modify wireless connectivity devices such as wireless access points and routers.
13. Connect personal devices to system-owned or maintained equipment, or "tether", in order to use WiFi or cellular services, through which unfiltered Internet access may be gained.
14. Attempt to invade, trespass, spy, falsify, cheat, waste, or use technology resources for personal purposes ...
15. Attempt to obtain, hack, or otherwise alter another user's login ID and/or password.
16. Access or use another user's account, resources, programs, files, or data.
17. Allow others to use your network account and/or password to access the network, email, or the Internet.
18. Use another person's identity or a fictitious identity.
19. Save information on any network drive or device other than a teacher-specified and approved location.
20. Cause files to appear as if they were created by another person.
21. Forge or otherwise falsely reproduce or alter report cards, letters from the school, or other school system correspondence.
22. Forge or attempt to forge or "spoof" email messages.
23. Send or attempt to send anonymous email messages.
24. Use technology to cheat or plagiarize, or assisting others to cheat or plagiarize.
25. Send or request information including but not limited to hoaxes, chain letters, jokes, phishing scams, etc.
26. Intentionally waste supplies and materials.
27. Download games or play online games for personal entertainment rather than learning.
28. Use any System technology resource for personal gain, commercial, political, or financial gain.
29. Participate in personal, non-instructional, digital or online communications without the explicit permission and supervision of authorized school personnel (i.e. chat, email, forums, text or instant messaging, blogging, etc.)

29. Create, access, view, or post to personal online accounts while at school. Students shall not use Technology for improper, antisocial, unethical, or illegal activity ...
30. Use inappropriate language, gestures, or symbols in any digital communications or files, including audio/video files.
31. Create, store, access, use, request, display, or post impolite, abusive, offensive, obscene, profane, racist, inflammatory, libelous, inaccurate, derogatory, malicious, insulting, embarrassing, bullying, or threatening language, images, audio files, messages or other files.
32. Edit or modify digital pictures with the intent to embarrass, harass, or bully.
33. Link to external sites considered inappropriate by Board standards.
34. Intentionally view or encourage/enable others to view any material that may not have been filtered, but would be classified as inappropriate for the school environment whether on the Internet, or sent as an email attachment, or accessed from a digital storage device.
35. Commit the Board, any school, or any employee of the Board, to any unauthorized financial obligation. Any resulting financial burden will remain with the user originating such obligations.
36. Conduct communications about unlawful activities including references to illegal or controlled drugs, gun crimes, or violence.
37. Violate federal, state, or local laws, including use of network resources to commit forgery, or to create a forged instrument (i.e. counterfeit money, fake identification, etc.)
38. Violate copyright laws, including illegally copying software, music, videos, and documents. (Students should become familiar with Copyright, the Digital Millennium Copyright Act, and Fair Use laws to ensure they fully understand the limitations of Fair Use rights.)
39. Copy or use logos, icons, graphics, trademarks, or other legally protected data or images. Students shall not use Technology to compromise the personal privacy, reputation, identity, or safety of themselves or others ...
40. Attempt to read, delete, copy, forward, or modify email or electronic files of others.
41. Post any false or damaging information about other people, the school system, or other organizations.
42. Falsely post as an employee of the Board of Education on any website, online forum, social networking site, or other online venue.
43. Materials that are offensive, threatening or that otherwise are intended to harass or demean recipients must not be transmitted, including jokes that are intended to offend, harass or intimidate.
44. Post or expose the personal information of yourself or others. Personal information includes, but is not limited to a person's full name, home or work address, phone number, and social security number.
45. Post your own full name or the full name of other students to a school website, blog, wiki, or other publicly accessible Internet site. When posting information about yourself or a fellow student, you may only use the first name and first letter of the last name of the individual. In addition, no information may be posted about a student if their parent or guardian has notified the school in writing that their child's information cannot be posted on the web.
46. Make appointments to meet unknown individuals contacted via electronic communications.

#### **Disciplinary Actions**

Students are responsible for their behavior as it relates to technology. Therefore, students who are issued individual accounts shall take responsibility for keeping their login IDs and passwords secure.

School and/or System-level administrators will make the determination as to whether specific behavior has violated acceptable practices. Disciplinary actions for violating the AUP will be commensurate with those outlined in the Bibb County Board of Education Student Code of Conduct and Related Policies. In certain cases, financial penalties may apply.

Technology networks can provide individuals with access to locations in the United States and around the world. Persons should be aware that they may be liable for hurtful speech, invasion of privacy, copyright, and other violations in all 50 states and worldwide. The Bibb County Board of Education will cooperate with any properly executed request from any local, State, or Federal law enforcement agency or civil court.

#### **Limitation on Liability**

The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruption of service.

The Board will take reasonable steps to maintain the security of its technology; however, no assurance can be given that security breaches will not occur. Students should report any suspected or actual breach of security.

Although the Board claims ownership of its various technology, 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 also be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

#### **Acknowledgement Form**

By signing the Student Code of Conduct Acknowledgement form, students and parents affirm that they have received and understand these rules and regulations. However, failure to sign or return a signed consent form does not release students from their obligation to abide by these AUP rules and regulations and all other applicable Board policies.

## **Parent Permission Information**

### **Photograph/Audiotape/Videotape/Interview**

The Bibb County Board of Education occasionally uses photographs/audiotapes/videotapes of students engaged in school activities created for educational or promotional purposes. Students are sometimes filmed, photographed, or interviewed in the production of these materials. These materials may be used with the news media or on the school system website.

We would like to have your consent for inclusion of your child in these materials. We request your permission, and your child's consent, for inclusion. Even with permission, your child may decline to be interviewed or included in photographs at their discretion.

For newspaper publication, a student's first and last name will be used for identification. For website publication, only first name and last initial will be used.

If you decline permission for your child to be included, please be advised that we will make every effort to honor your request. It is necessary for parents to ensure that children understand that they are not to be filmed, taped, photographed or interviewed, and that they should make school personnel aware of this when the need arises.

If you have questions or need more information, please call Alesa Judd, Bibb County School System Public Relations Coordinator (205) 926-9881.

\*Permission may be granted by completing the form on the cover of this document.

### ***A Message from the Bibb County Gifted Education Program***

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 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 into 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 principal, counselor, Gifted education teacher or regular education teacher at your child's school.

## **STUDENT COMPLAINTS AND GRIEVANCES (FILE: JCE)**

Students have both the right and the responsibility to express school related concerns and grievances to the teachers and school administrators.

### **GRIEVANCE PROCEDURE**

**The following steps provide a fair resolution of student grievances, including those complaints alleging any action which would be prohibited by Title IX of the Educational Amendments of 1972 (sex discrimination) and other applicable laws relating to discrimination of any kind. For the purposes of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rule and regulation or local administrative procedure. The term "grievance" shall apply to matters which fall within the discretionary powers of the principal, Superintendent and/or Board but shall not apply to areas where the principal, Superintendent or Board have no authority to act.**

**The grievance procedure and time line should proceed according to the rules and regulations listed below.**

#### Level of Progression

Level I – School

- a. Teachers – Support Personnel
- b. Counselors
- c. Administrative Assistants
- d. Principal

Level II – Superintendent

Level III – School Board

The first step taken by the student MUST be with the member of the staff involved in the alleged unfair action. If the grievance is not resolved after initial contact, the student may involve the parent(s), a guidance counselor or any other person of the student's choice in a conference with the member of the staff involved.

If the grievance has not been resolved through the levels up to and including a conference at the principal's level and the student wishes to proceed with the grievance, the student and/or parent(s) must submit a written statement signed by the parent(s) to the principal within five (5) school days of the principal's verbal denial.

The statement at this level and all subsequent levels must include:

1. name(s) of any person(s) involved
2. date(s) on which the student feels there was unfair treatment
3. a brief statement as to why the student feels there was unfair treatment
4. what corrective action the student would like to see taken
5. copies of appropriate supporting documentation, which may include, but not necessarily be limited to, the following:
  - a. letters requesting previous hearings and actions taken
  - b. letter(s) of reference and witness statement(s)
  - c. student papers showing grades (i.e., daily work, if available), tests and exam grades, and report cards
  - d. attendance records and medical statement(s)

The student shall receive a written response to the statement from the principal within five (5) school days.

Following receipt of the written denial of the grievance by the principal if the student and/or parent(s) wish to proceed further with the grievance, the student, parent(s) and/or other representative(s) shall, within five (5) school days, request in writing an appointment with the Superintendent and shall include a statement of the grievance as outlined above.

The Superintendent and/or designated representative shall have the authority and responsibility for establishing a meeting time not later than five (5) school days following receipt of the initial written contact by the student, parent(s) and/or other representative(s). This meeting shall be attended by the student, parent(s) and/or other

representative(s) and any legal representative(s) desired. The Superintendent shall be notified three (3) calendar days prior to the scheduled meeting if the student is to be represented by legal counsel. If a decision is not reached at the meeting, all parties involved shall be notified of the Superintendent's final decision by mail within five (5) school days following the meeting.

Should the Superintendent deny the grievance, the student, parent(s) and/or other representative(s) may appeal to the local school board following the same timeschedule

and procedures established above. The local school board shall hear the grievance at the first local school board meeting which occurs following receipt of the written request for a hearing. The decision of the local school board is final.

\*Copies of all appropriate documents shall be placed in the student's cumulative folder.

## **Title I Parental Involvement Plan (FILE: IDBDC)**

### **PART I. GENERAL EXPECTATIONS**

The Bibb County school district agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring-*

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY**

### **COMPONENTS**

1. The Bibb County school district will take actions to involve parents in the joint development of its districtwide parental involvement plan under section 1112 of the ESEA
2. The Bibb County school district will take actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.
3. The Bibb County school district will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
4. The Bibb County school district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the Head Start program.
5. The Bibb County school district will take actions to conduct, with the involvement of parents, an annualevaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents, who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary its parental involvement policies.
6. The Bibb County school district will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

## **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY**

### **COMPONENTS**

**The Bibb County school district may provide the following discretionary activities, in consultation with parents, listed under section 1118(e) of the ESEA in order to build parents' capacity for involvement in the school and school system to support their children's academic achievement:**

- train parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopt and implement model approaches to improve parental involvement;
- establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- provide other reasonable support for parental involvement activities under section 1118 as parents may request.

## **POSSESSION OF CELL PHONES & OTHER ELECTRONIC DEVICES (FILE: JCDAG)**

### **I. CELL PHONES**

The Bibb County School System's policy on cellular telephones is designed to ensure that the use of cell phones does not interfere with teaching and learning during the school day or with student safety.

- 1) Students are permitted to use cell phones as instructed by local school administrators. The exact times will be set by individual schools.
- 2) The use of cell phones for any purpose – including telephone calls, text messaging, games, and other functions – is not permitted at any time on school grounds, other than as designated by local school administration.
- 3) The use of cell phones for any purpose – including telephone calls, text messaging, games, and other functions – is not permitted while students are being transported to and from school on school buses.
- 4) Cell phones must not be visible, except in specified zones, during the school day or while being transported to and from school on school buses. They should be stored in a secure location, i.e. in vehicle, pocket, purse, locker, backpack, etc.
- 5) Cell phones must be turned completely off (not simply on silent or vibrate mode), except in specified zones, during the school day or while being transported to and from school on school buses.
- 6) Students participating in extracurricular activities and athletic events must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and establish consequences involving the use and/or misuse of these devices.
- 7) The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Camera phone violations may be treated as Level II or Level III Offenses when necessary. Such use may also be in violation of the criminal code.
- 8) Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations as deemed by the principal. Parents should continue to call the school for any emergency situation.
- 9) Students shall not bring cell phones into a classroom where standardized testing is taking place. Teachers will collect any student cell phones in classrooms where standardized testing (AHSGE, ARMT+, ACCESS for ELLs, ACT, PSAT, EXPLORE, PLAN, etc.) is being administered. Phones will be collected before testing begins and returned at the conclusion of testing for that day. The possession and/or use of a cell phone during standardized testing may result in the test being invalidated and legal action being taken by the testing company. This policy will be enforced irrespective of whether the student or parent owns the phone/device.
- 10) Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. The Bibb County School System shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

### **II. OTHER ELECTRONIC DEVICES**

Electronic devices such as, but not limited to, digital cameras, camcorders, PDA's, MP3 players, and headphones, may be used as part of the instructional process, with prior administrative and teacher authorization. Otherwise, these devices may not be visible during the instructional day.

Students participating in field trips, extracurricular activities, and athletic events must contact their coach or sponsor for his/her rules involving electronic device use after school hours or on field trips. Coaches and sponsors will set rules and establish consequences involving the use and/or misuse of these devices.

Possession of electronic devices by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. The Bibb County School District shall not assume any responsibility for theft, loss, or damage of electronic devices.

Any violations of the above policy will result in the following:

First Violation – Student will be warned and the cell phone/electronic devices will be confiscated by an administrator for the remainder of that school day. The phone/device will be returned to the student at the end of that school day.

Second Violation – Cell phone/electronic device will be confiscated by an administrator until a parent comes to the school for a conference. The parent must then sign a form stating that they understand that any subsequent violations will result in the cell phone/device being confiscated for 30 calendar days.



Third Violation– Cell phone/device will be confiscated for 30 calendar days.

Subsequent Violations –Any violations after the third violation (not during a suspension period) will result in cell phone/device being confiscated for an additional 30 calendar days.

Possession or use of a cell phone/electronic device during a period when cell phone/electronic device privileges are suspended will be punishable as a Class II Offense. Students found to be using a cell phone or electronic device to break other school rules (i.e. cheating, disrupting class, text messaging, etc.) will be subject to punishment per the student code of conduct.

## IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

### *What is meningococcal disease?*

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

### *How do you catch the disease?*

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

### *What are the symptoms of the disease?*

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

### *Meningococcal vaccine: Who should get the vaccine and when?*

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

**For more information on this and other vaccine recommendations go to:**

**[www.adph.org/immunization](http://www.adph.org/immunization)**

**Bibb County Board of Education**  
**721 Walnut Street**  
**Centreville, Alabama 35042**

*Superintendent*  
*Duane McGee*

Telephone (205) 926-9881  
Fax (205) 926-5075  
E-mail: BibbBOE@bibbed.org

## Child Find Notification

Upon request, the Bibb County School System is required to ensure that all children residing within its jurisdiction, birth to 21, regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated. A request for an evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. Child Find applies to children who attend private schools, including children attending religious schools within the Bibb County School jurisdiction, highly mobile children with disabilities (i.e., migrant and homeless children), and children who are suspected of having a disability and are in need of special education even though they are advancing from grade to grade.

When referrals are made, please include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the child's home school or Evon Blake, Special Education Coordinator for Bibb County Schools, at 205-926-9881, or by writing her at 721 Walnut Street Centreville, AL35042

Sincerely,

Evon Blake.  
Special Education Coordinator  
Bibb County School District

## Bibb County Schools

### 2016-2017 School Calendar

<b>Date/ Year</b>	<b>Day</b>	<b>Event</b>
*August 3, 2016	Wednesday	Teacher Work Day *
August 4, 2016	Thursday	Support Personnel Work Day
August 5, 2016	Friday	Institute Day
August 8, 2016	Monday	Professional Development
*August 9, 2016	Tuesday	Teacher Work Day*
August 10, 2016	Wednesday	First Day for Students
September 5, 2016	Monday	Labor Day Holiday
October 10, 2016	Monday	Columbus Day Holiday
November 11, 2016	Friday	Veteran's Day Holiday
November 21-25, 2016	Monday - Friday	Thanksgiving Holiday
Dec. 19 – Jan. 3, 2016		Christmas Break for Students
*January 2, 2017	Monday	Teacher Workday*
January 3, 2017	Tuesday	Professional Development
January 4, 2017	Wednesday	Students Begin 2 <sup>nd</sup> Semester
January 16, 2017	Monday	Martin Luther King Jr. Holiday
February 20, 2017	Monday	Presidents Day Holiday
February 21, 2017	Tuesday	Professional Development Day
March 13-17, 2017	Monday-Friday	Spring Break
April 14, 2017	Friday	Good Friday Holiday/Weather Day If Needed
May 25, 2017	Thursday	Last Day for Students
May 26, 2017	Friday	Teacher Work Day/Weather Day If Needed

## FERPA Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bibb County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bibb County Schools, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Bibb County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in the drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, company that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies. (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (EASA) to provide military recruiters, upon request, with the following information-names, addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Bibb County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 14 days of the first date of attendance each school year. Bibb County Schools has designated the following as directory information.

-Student Name	-Participation in officially recognized activities and sports
-Address	-Weight and height of members of athletic teams
-Telephone listing	-Degrees, honors, and awards received
-Electronic mail address	-The most recent educational agency or institution attended
-Photograph	-Student ID number, user ID, or other unique personal identifier
-Date and place of Birth	used to communicate in electronic systems that cannot be used to
-Major field of study	access education records without a PIN, password, etc. (A student's
-Dates of attendance	SSN, in whole or in part, cannot be used for this purpose.)
-Grade level	

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: May 21, 2014

LEGAL REF.: These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10U.S.C. § 503 (c).

## Child Nutrition Information

Janiece Holifield, Child Nutrition Program Director  
Bibb County Schools  
721 Walnut Street  
Centreville, AL 35042  
205-926-9881 ext.6019

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.”

### 2013 USDA Nondiscrimination Statement Update - SPANISH

For all other FNS nutritional assistance programs, State or local agencies, and their subrecipients, must post the following nondiscrimination statement:

El Departamento de Agricultura de los Estados Unidos (por sus siglas en inglés “USDA”) prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo por raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalias y, según corresponda, convicciones políticas, estado civil, estado familiar o paternal, orientación sexual, o si los ingresos de una persona provienen en su totalidad o en parte de un programa de asistencia pública, o información genética protegida de empleo o de cualquier programa o actividad realizada o financiada por el Departamento. (No todos los criterios prohibidos se aplicarán a todos los programas y/o actividades laborales).

Si desea presentar una queja por discriminación del programa de Derechos Civiles, complete el USDA Program Discrimination Complaint Form (formulario de quejas por discriminación del programa del USDA), que puede encontrar en internet en [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), o en cualquier oficina del USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíenos su formulario de queja completo o carta por correo postal a U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, por fax al (202) 690-7442 o por correo electrónico a [program.intake@usda.gov](mailto:program.intake@usda.gov).

Las personas sordas, con dificultades auditivas, o con discapacidad del habla pueden contactar al USDA por medio del Federal Relay Service (Servicio federal de transmisión) al (800) 877-8339 o (800) 845-6136 (en español).

El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

## **OFFER versus SERVE Policy (OVS)**

OVS continues to be a requirement in the National School Lunch Program (NSLP) for senior high schools. It will also be implemented in the elementary and middle schools within the Bibb County School System. Under OVS, schools must offer all the required food components and quantities, and students are required to select at least 3 full components in the NSLP and School Breakfast Program (SBP), with exceptions as noted below:

**NSLP:** In the NSLP, schools must offer 5 food components (milk, fruits, vegetables, grains, meat/meat alternates). Students are allowed to decline 2 of the 5 required food components, but must select at least ½ cup of either a fruit or vegetable. Students must select the other food components in the quantities planned.

**SBP:** In order to carry out the OVS option in the SBP, schools must offer 3 food components (milk, fruits and grains) that consist of a minimum of 4 food items. Students are allowed to decline 1 food item but must select at least ½ cup of fruit. Students must select the other food components in the quantities planned.

**BIBB COUNTY  
CHILD NUTRITION PROGRAM MEAL PRICES  
2016-2017**

CNP Meal Prices per USDA regulations for 2016-2017. The changes are highlighted in **bold print**.

**BREAKFAST:**

- \$ .00 for free students who qualify
- \$ .30 for reduced price students who qualify
- \$ 1.25 for full paying students
- \$ 1.75 for board employees
- \$ 2.25 for school visitors

**Lunch:**

- \$ .00 for free students who qualify
- \$ .40 for reduced price students who qualify
- \$ 2.55** for full paying students
- \$ 3.15** for board employees
- \$ 3.85** for school visitors for regular school-day meals
- \$ 5.75** for school visitors for special holiday meals

**SCHOOL FOOD SERVICE CHARGED MEAL POLICY**

*It is the intent of the Bibb County School System to provide an opportunity for every student to eat a nutritious breakfast and lunch during the school day. It is also the intent of the Bibb County School System to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch Programs. Students must remit payment for meals at the time of service.*

*If a student cannot pay for a meal, an alternate meal consisting of: 2 oz. bread/grain, 2 oz. meat/meat alternate and a carton of milk will be*

*provided to the student. Students who have documented dietary needs will be given a meal that meets the nutritional guidelines and the specifications of their diet restrictions if an alternate meal is needed. Uncollected charged meals are, in actuality, bad debts. Uncollected charged meals are not an allowable expenditure for the Child Nutrition Program. The Bibb County Board of Education is going to allow a maximum of three (3) charged meals per student. However, a nonpublic fund source must be established to cover any uncollected charges. It will be the responsibility of each individual school to see that these debts are paid. This charged meal policy is implemented for the benefit of students, not board employees. Adults are not allowed to charge.*

<b>SOURCE:</b>	<b>Bibb County Board of Education Centreville, AL</b>
<b>ADOPTED:</b>	<b>July 25, 2014</b>
<b>LEGAL REF:</b>	National School Lunch Program and the School Breakfast Program; 2010 Dietary Guidelines for Americans



### Bibb County Virtual School Policy

Beginning with the 2016-2017 school year, State of Alabama Act 2015-89 requires that all school boards offer students in grades 9-12 an online pathway for earning a high school diploma. The law allows school boards to write their own policies and procedures to accommodate their virtual school needs.

#### Benefits

What are the benefits of the virtual option?

- Instruction from certified teachers
- No tuition and minimal fees\*
- Accredited diploma upon satisfying all Bibb County Schools graduation requirements\*\*
- Flexible and personalized learning experiences
- Individualized academic and career preparation plan
- Self-pacing and opportunity for accelerated advancement
- Early graduation available upon meeting eligibility criteria
- Flexibility to pursue personal interests

*\*Course work completed during summer term may require fees*

*\*\*See policy JFE*

#### Curriculum

Bibb County Virtual School will use components from purchased options such as Plato Learning and from state provided sources such as ACCESS Distance Learning. All courses offered through the virtual school are aligned to the Alabama Course of Study.

#### Hours of Operation

Virtual students enrolled in grades 9-12 will be awarded grades and credit on a block system in accordance with the Bibb County School System's approved academic calendar. Students in grades 6-8 will receive final grades at the end of the school term. Students may be allowed to finish courses early, but final grades will be administered at the same time as traditional students. The start and end date of ACCESS Virtual Learning classes (regardless of the format) is determined by the Alabama State Department of Education and is closely aligned with the Bibb County School System's academic calendar.

#### Enrollment Requirements

The following are requirements for initial enrollment and maintaining enrollment in the full virtual option. Requirements for individual virtual courses are to be determined by the building administration or designee.

Students:

- Must reside in Bibb County.
- Must maintain consistent, reliable daily access to the internet, either at their home or other location available to them.
- Must currently have and maintain a GPA of 2.5 out of 4.0 for grades 9-12.
- Must not have a failing grade in a core course for consecutive nine week grading periods for grades 6-8.

- Must maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- May work at a pace that exceeds the scheduled progression and may finish courses early.
- Must take all Unit Tests, Semester Exams, and any others determined by Bibb County administrators, at a Bibb County site. Students will be required to schedule tests and provide their own transportation to the site.
- Who commit discipline infractions resulting in suspension or expulsion may be removed from the Bibb County Schools Virtual Option.
- Must maintain adequate participation in the program. Class attendance is determined by the student staying current or ahead in all course assignments.
- Are required to take all Alabama mandated tests. They must do this at their zoned home school. They will be required to provide their own transportation. The school will provide a testing calendar at the beginning of the course. Currently all 6<sup>th</sup>- 8<sup>th</sup> and 10<sup>th</sup> grade students take ACT Aspire in the Spring with interim tests throughout the year. All 11<sup>th</sup> grade students take the ACT Plus Writing in the Spring. All 12<sup>th</sup> grade students take the ACT WorkKeys in the Spring.
- Who were not enrolled in Bibb County Schools the prior year will adhere to the placement standards established by the system and the State Department of Education.
- Whose education program and pathway is determined by an Individualized Education Plan (IEP) may apply for the virtual option if the IEP team determines it is the Least Restrictive Environment (LRE) for that student. BCS will follow guidelines provided by the State Department of Education.

#### Course Testing Schedule

All unit tests and semester examinations should be taken in the physical presence of a Virtual Learning facilitator or teacher. Students should report to their zoned school to take assessments. However, Principals do have the discretion to allow students to take assessments away from their zoned school due to warranted cases of unforeseen circumstances. Scores earned on exams that are not taken at an approved testing site are not valid. Students must provide their own transportation to and from the testing site.

#### Grades

Grades will be administered by the Virtual Learning facilitator based off assignments in Plato Learning or given by the ACCESS teacher.

#### Weighting of Honors and AP Classes

Approved AP courses taken through the virtual option will earn AP weight.

#### Course Progression

Students are required to progress through virtual option courses at a rate comparable to that of a traditional class. Student athletes are required to maintain a traditional pace to follow NCAA/Alabama High School Athletic Association rules. Students are permitted to work ahead of the standard course progression and finish courses early if they are not an athlete.

#### Failed Classes

If a student fails a Virtual Option course, the student can retake the course or be given credit recovery the following academic session. If a student fails a class and retakes the class, then, upon the successful completion of summer school, the student's GPA for the academic session just completed will be recalculated. If the student's GPA is at least a 2.5 on a 4.0 scale, the student is still on track for graduation, and he/she meets all other requirements and expectations of Bibb County Schools, then the student will be permitted

to continue his/her enrollment in the VirtualOption.

#### Required Courses

Students in grades 9-12 are required to attempt a minimum of eight credits per school year. For student athletes, four of the eight credits must be core classes (math, science, English, and social studies) unless the student athlete has accumulated more core credits than is required for the student to remain on track for graduation. Students in grades 6-8 must enroll in all required courses for promotion. With parent and administrator permission, students in all grades may be allowed to earn additional credits per year. This will be approved on a case-by-case basis as determined by administration. Students should register for Virtual School Option courses during the spring registration

#### Transportation

Any necessary transportation must be provided by parents/guardians or by the licensed virtual option student who has submitted proper documentation in accordance with Bibb County Schools transportation procedures.

#### Extracurricular Activities

Students enrolled in the Bibb County Schools Virtual Option are eligible to participate in school-sponsored extracurricular activities, including athletics.

#### **Students with Disabilities**

Students whose education program and pathway is determined by an Individual Education Plan (IEP) may apply for enrollment if the IEP team determines virtual school to be the Least Restrictive Environment (LRE) for that student. Bibb County will follow the guidelines published by the State Department of Education "Virtual Schools (and Programs) Guidance for Students with Disabilities" December 11, 2015.

SOURCE: Bibb County Board of Education, Centreville, Al.  
PROPOSED: June 14, 2016; Approved: June 28, 2016  
LEGAL REF: Alabama Act No. 2015-89