

**2023-2024
STUDENT
CODE OF
CONDUCT**



Chambers County
SCHOOL DISTRICT

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Vision and Mission Statement

Mission Statement:

The Chambers County School System, in partnership with parents and the community, is dedicated to producing skilled, responsible graduates by providing and supporting high quality, highly effective public schools.

Beliefs and Guiding Principles

In order to accomplish our mission, the Chambers County School System establishes these principles and belief statements to guide our decision-making and planning:

1. Students will learn in safe, orderly, nurturing, school environments that are inviting, respectful, supportive, and inclusive.
2. Highly qualified, technically proficient, skilled teachers engaged in continuing professional learning will deliver rigorous and relevant content through effective, engaging instruction.
3. Innovative, effective school leaders will use collaborative, data-informed decision making for continuous improvement in student achievement.
4. High expectations and performance standards for students and adults will be consistently monitored, measured, reported and used to improve student achievement.
5. Extensive, responsive home/school/community partnerships will operate to positively impact student success.
6. Success will be defined and recognized for all areas of student achievement: academic, social, emotional, physical, and technical.

Access to Education

It is the policy of the Chambers County Board of Education that all children residing within the school district will have access to a free and appropriate public education. There will be no barriers to the enrollment, attendance, and success in schools of students identified as homeless, migrant, immigrants, limited English proficient, and neglected and delinquent. School officials will work to ensure immediate access to school.

The Chambers County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Casey Chambley
Superintendent
PO Box 408
LaFayette, AL 36862
334-864-9343
info@chambersk12.org

Anonymous Reporting

The CCSD provides an avenue for students to report incidents anonymously. These incidents may include but are not limited to harassment, bullying, drugs, alcohol, or weapons. To report anonymously, go to www.chambersk12.org and click on the Anonymous Alerts link.

Assault on a School System Employee

Any person who assaults a teacher or an employee of a public education institution during or as a result of the performance of his or her duty may be charged with a felony according to Alabama Law as amended in 1994.

Attendance

Alabama Law requires that all students between the ages of six and 17 attend school (public school, private school, church school, or be instructed by a private tutor) regularly. (The parent, legal custodian, or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age.) (State of AL Code 16-28-3) The final responsibility for each student to comply with Alabama attendance laws, however, rests with each student and his/her parent/guardian. Reminder: credit may be denied after an excessive number of unexcused absences per semester.

- When a child has a legitimate reason for being absent, the absence may be excused.
- Following each absence, the parent must send a written excuse specifically explaining the reason for the absence with the student upon return to school.

- The principal or their designee will determine if the absence should be excused.
- Students must be in school on or before 11:30 to be counted present for the day. Should the decision of the local school to deny credit be contested, it shall go to the Promotion, Placement Committee for a determination. The parent would have the opportunity to address this committee. The Promotion, Placement Committee shall consist of the local school principal, present teacher(s), and former teacher(s) of the student.

Unexcused absences shall be considered truancy and will fall under the provisions of the EARLY WARNING PROGRAM as outlined below.

- Because student attendance positively influences academic success, students with truancy issues are more likely to experience retention.
- Students in grades (K-12) shall provide legitimate, written excuses in order for an absence to be excused (parent notes are accepted up to 10 absences; doctor's notes or principal's excuse are required afterward).
- Make-up work will be given to student after an excused written note is submitted. Notes must be submitted within three (3) days after returning to school.

The following reasons are recognized as legitimate excuses.

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the student as determined by the principal or superintendent
4. Legal quarantine
5. Emergency
6. Prior permission of the principal with the consent of the parent or legal guardian

TARDIES TO SCHOOL: Tardies to school will be excused only with a professional excuse from a doctor, court, or other verifiable means deemed acceptable by administration. Parent notes are not accepted for tardies to school.

Unexcused Tardies to School: The following consequences shall be issued to middle and high school students for unexcused tardies to school in a **nine-week grading period**.

- First to third Tardy - No consequences
- Fourth Tardy – 1 Day of Detention
- Fifth Tardy –2 days of Detention
- Sixth Tardy – ISS or other consequences assigned
- Seventh or Additional Tardies - ISS and/or other consequence as assigned

Bad Check Collection Policy and Procedures

1. Proper notification should be made to the parents and students of each school that appropriate action will be taken in prosecuting all bad-check writers. A notice should be in the school handbook given each school year and proper notice posted in the school office.
2. When accepting checks, a driver's license number should be referenced on the

- check whenever possible. Employees should not accept unsigned, postdated or counter checks.
3. Check with the current bank to verify that all bad checks are run through twice before the bank forwards them back to the school. Upon receipt of an NSF check, the check will be logged into the "Bad Check Log" notebook, notice date received, amount, and name of check writer will be recorded. Then, several things need to be determined to meet District Attorney requirements. If the check date is less than one year from the current date, the check was not post-dated and was initially deposited promptly, was not a donation, and is stamped "insufficient funds" or "account closed"; the process will proceed. The Principal, or his/her designee, should immediately send "Notice to the Maker" by certified or registered mail, addressed to the check signer (not the name in the top left corner of the check). If the certified letter is returned to the school, no waiting period is required. Periodically, names of bad check writers should be distributed to all employees receiving cash at each school so that repeat offenders can be stopped.
 4. If a bad check amount plus service charge is not paid within ten (10) days of the confirmation of receipt of the letter, a Worthless Check Information form is completed (for each bad check). Also, each should be logged on a "Checks Received by D.A. WCU" form. These forms should be brought to the Finance Director/Principal, along with the original check, the certified mail receipt, the return receipt signature and a copy of the "Notice to the Maker". At this time, the bookkeeper can legitimately reduce the cash balance by the amount of the bad check. The Finance Director/Principal will forward all documents to the appropriate District Attorney's Office. NOTE: We may not accept payment on the check after the information has been sent to the Finance Director/Principal without his/her approval. Once an item has been turned over to the District Attorney's Offices, it is no longer the responsibility of the individual school.
 5. The bad-check writer will be notified by the District Attorney's Office and will be given the opportunity to voluntarily pay the total amount owed. The DAO will remit restitution collected to the appropriate school on a monthly basis. Partial payments will not be accepted.
 6. If the bad-check writer fails to respond to this notification, a warrant is issued. If arrested, court fees are also added to each bad check case brought to trial.
 7. Occasionally, checks are returned as a direct result of a bank error. When this occurs, require the bad-check writer to furnish a written explanation from the bank which clearly documents a bank error. When this documentation is provided, the principal may waive the service charge.
 8. When a student who is a minor writes a bad check, contact the parents or guardian before sending the "Notice to the Maker" form

Buildings Containing Asbestos Material

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires that we notify students, parents, staff and the public that there are building materials in school buildings which contain or which are assumed to contain asbestos. These materials have been identified and are currently being managed under an approved Operations and Maintenance Plan.

All friable asbestos (friable means that the material will crumble, powder or fall apart under normal hand pressure) has been removed from all buildings in our school system. Most of the materials remaining in our schools which contain or assumed to contain asbestos are common floor tile. These materials do not pose any hazard to students or other building occupants as long as the provisions of the Operations and Maintenance Plan are carried out.

Every school in our system has on file the part of the Asbestos Management Plan which relates to that school. The complete Management Plan is at the Chambers County Board of Education office. These plans are available to be inspected by any interested person. You may call the central office anytime if you have a question about the Management Plan or any building material at any school.

Child Find Notice

The Chambers County School System is in the process of identifying and locating three groups of children: those in need of special education and related services, those in need of services under Section 504 of the Rehabilitation Act of 1973, and those in need of gifted services. Children in need of special education services are those between the ages of birth and 21 who are known or suspected to have a disability that adversely affects educational performance and requires specially designed instruction. A child can need special education even if he/she is advancing from grade to grade. Services are offered for the following areas of disability: autism, deaf-blindness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, and visual impairment.

Students in need of services through Section 504 of the Rehabilitation Act of 1973 are those known or suspected to have a disability which substantially limits a major life activity, such as walking, speaking, seeing, hearing, breathing, learning, reading, concentrating, or thinking, and who are in need of supplementary services within regular education.

Students in need of gifted services are those who perform or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience or environment and require services not ordinarily provided by the regular school program.

Anyone knowing of a child within the Chambers County school district in need of such services, including the parent, is asked to call Sandy Teel, Special Education/504/Gifted Coordinator at or 334-864-9343, ext. 10232 from 8:00 AM-4:30 PM CST.

Child Nutrition Program

Mission Statement

The purpose of the Chambers County Child Nutrition Program is to prepare and serve nutritious and appealing meals that meet dietary guidelines. These meals will be served to students, staff, and visitors of the schools in a positive, cheerful manner, while maintaining financial soundness, and contributing to the quality and excellence of a student's education experience.

Child Nutrition is dedicated to providing nutritious and healthy meals so that our students can be nourished to learn, grow, and reach their full potential.

Free and Reduced Priced Meals

All students are eligible to apply for free or reduced priced meals. A family application is available online or can be distributed as a paper copy to students beginning the first day of school. Please complete only one application per family and send back to your oldest child's school (if a paper application is used). Students

who attended Chambers County Schools last year and were on the free and reduced meal program MUST complete a new application for eligibility of extended benefits. New students applying for free or reduced meal benefits are responsible for paying regular lunch prices until benefits are issued. Please see your local school or the District website at www.chambersk12.org for program guidelines and to download or complete an application, or request a paper application from the school.

Universal Breakfast/Community Eligibility Lunch Program

Breakfast and/or lunch are provided free of charge to students participating in the Universal Breakfast/Community Eligibility Program (CEP). Students in schools that participate in CEP do not need to complete a free/reduced lunch application.

School Uniform Guidelines

Purpose:

The Chambers County School District believes that a safe and disciplined learning environment is necessary for positive change and academic growth. Thus, the implementation of school uniforms will help to minimize bullying and disruptive behavior. Instead, respect, unity, and school pride will be maximized. It is our belief that the wearing of uniforms by students will help to lessen the impact of socioeconomic differences. The focus, in turn, will shift more to achieving proficiency rather than what peers are wearing.

Appearance: In addition to being required to wear school uniforms, all students are to be well groomed and dressed appropriately for school and school activities. Student attire should be representative of the following: always support the learning environment, showcase safety, be tasteful and appropriate, reflect good hygiene and cleanliness.

Exception(s):

Reasonable consideration shall be made for those students who may be impacted by this policy due to religious beliefs or medical reasons. In such cases, additional documentation will be requested by the principal in order to meet exemption status of this policy. If approved, such documentation must be provided every school year, inclusive of medical records, letters, or clergy letterhead. (A standard exception form/waiver for all of the principals to utilize to maintain consistency for all situations being considered).

School Uniform Guidelines: The Principal will implement the school uniform and appearance policy in a manner that is age and developmentally appropriate. Parents are highly encouraged to exercise good judgement in considering issues such as age, developmental stages, and body type when selecting of school attire for their children. Uniforms must be kept neat, clean, and properly fitted.

Shirts:

All shirts must follow these guidelines:

- Solid polo/golf shirt OR button front oxford shirt, blouses with collar and sleeves (long or short sleeves allowed) solid colors limited to white, black, navy blue, red or gray.
- A small logo on the chest area is acceptable as long as it is smaller than a quarter in size.
- All shirts and blouses must be long enough to remain tucked in as part of the uniform.
- Undershirts must be solid black, white or gray with no wording or pictures (tee shirts are considered undershirts) OR using school approved spirit wear.
- A **solid** white, black, red, navy blue, **khaki** or gray crewneck or V-neck sweater or sweater vest is permissible in cold weather (with appropriate shirt underneath). **Sweaters, sweater vest or crewneck pullover may have small logo on the chest area is acceptable as long as it is smaller than a quarter in size.**
- No sleeveless, spaghetti straps, or tank top shirts are permitted.
- No hoodies are allowed.

Pants, Skirts, Capri Length Pants, Dresses and Shorts:

- **Allowed colors: solid gray, khaki, black, or navy (no blue jeans or denim, leggings, or jeggings are allowed).** Pants must not have any graphics or embroidery. Small labels or logos that can be covered with a quarter are permitted. Skinny cut pant with ankle elastics are prohibited.
- **Shorts, skorts, skirts, dresses and capris shall be moderate and of sufficient length.** (The length of these articles of clothing shall preferably be knee-length, but absolutely no shorter than the width of a \$1.00 bill from the knee when standing) or at fingertip length with hands extended on each side of lower hips.
- Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants may not be worn with the waistband below the hipbone.
- Clothing shall be worn appropriately (not inside-out or backwards; no rolled up pants legs, etc.).
- Appropriate uniform tee shirts or collar shirts must be worn under sweaters in cold weather (this prevents other graphic tees or undershirts being worn beneath the sweater that may be deemed offensive or inappropriate).
- No see-through or mesh clothing that will reveal the body or undergarments will be allowed.
- Pants or shorts with belt loops will require a belt. Belts must be a plain black, brown, navy or clear belt with a plain belt buckle that is not oversized. All belts must be buckled.
- **Game day or School Spirit Wear.** Short sleeve or long sleeve tees that are school approved uniform wear may be worn on these designated days.

Shoes/Footwear/Socks

- All students will wear close toed shoes and sneakers at all times.
- Shoes can be black, white, gray, navy, or brown. No Crocs allowed (all shoes shall have a closed heel).
- Shoe wear may have branding such as Nike, Adidas, etc....
- Shoes that have laces shall be laced and tied as designed.
- No bedroom slippers, flip flops, slides, or sandals are allowed.

Other Clothing Items or Accessories:

- No gang-related clothing, accessories, symbols or intimidating manner of dress are allowed.
- No **hats**, headwear, including hats, durags, or bandannas are allowed.
- Headbands and bows are permissible for females, but hair accessories must be modest.
- Jackets are not to be worn in the building during the school day without administrator approval.
- 2024-25 school year jackets must be solid colors being white, black, navy blue, red, or gray. The jacket may have a small logo

on the chest area that is acceptable as long it is the approximate size of a quarter in area with the exception of school logos.

Other Uniform Requirements:

Students are expected to be dressed according to the uniform standards at all times whenever school is in session. However, during special occasions, students will be allowed to "dress up" for special activities. However, if they do not participate in the "dress up" activity, the approved school uniform dress will be required. Special activities include: Homecoming Week, Spirit Week, and other special occasions deemed appropriate by the principal.

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS:

- Wind pants/Sweatpants (allowed as part of PE uniform only)
- Velour pants and tops
- Oversized or ripped clothing
- Excessively tight clothing
- Overalls
- Bellbottoms
- Sleeveless tops/overcoats
- Unhemmed clothing
- Hooded sweatshirts
- Trench coats
- Bicycle shorts
- Leggings/Jeggings/Tights/Stretch knit pants
- Denim jeans or jean fabric pants
- Clothing with slashes/rips/tears
- Flip flops/Slides/ Sandals/Crocs
- No team sponsored hoodies for wear during the school day
- No midriifs
- No sheer or see thru clothing
- No leggings (only permissible with appropriate skirts such as during cold weather).
- No billfold chains permitted
- Other clothing deemed inappropriate by the principal

Note: Any student's dress or personal appearance in which the administration believes is disruptive or interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students' dress. Students new to the Chambers County Schools District will be given a two-week (14 calendar days) grace period from their enrollment date to obtain and wear the proper school uniforms.

UNIFORM AND APPEARANCE VIOLATIONS:

Appropriate disciplinary actions for uniform and appearance violations shall include the following:

- First Violation – Written Warning
- Second Violation - Detention
- Third Offense - Saturday School/Detention
- Fourth and additional offenses - Saturday School, ISS, or OSS

Any student found to be in violation of the uniform policy must change to meet uniform requirements in a timely manner. If necessary, the parent will be contacted to pick up the student or to bring a change of clothes. Any absence from class is unexcused. If the student does not change to meet uniform requirements within a period of time deemed appropriate by the principal, an additional violation will be issued. Excessive absences due to dress code infractions will result in truancy hearings and juvenile court referrals.

Driver's License Suspension

1. For non-attendance:

- a. Any student, aged 15-19, who "drops-out" of school or has more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester will have his/her driver's license permit suspended.

2. For possession of a firearm on school property:

- a. Any person over fourteen (14) years of age who is convicted of the crime of possession of a pistol on school property will have his/her driver's license suspended for 180 days. If the convicted student does not possess a driver's license or learner's permit, he/she will be denied issuance of one for 180 days from the date he/she is eligible and applies for a permit or license.

Taylor's Law - Act 2009-713, HB464, amends Sections 16-28-40 and 33-5-57, Code of Alabama 1975, relating to licensure to operate a motor vehicle or vessel in the state. The act creates a disciplinary point system for determining the age of eligibility of a student for making application to the Department of Public Safety for a learner's permit, motorcycle operator's license, driver's license, or any license required by the state for the operation of a motor vehicle or vessel.

Drugs-Alcohol

Possession, use, or sale of drugs and/or alcohol will not be tolerated in Chambers County Schools. The only types of drugs that will be permitted are those obtained by prescription from a doctor for the relief of an illness and that are in accordance with prescription medication outlined on page 16 of this handbook.

A student will not knowingly possess, use, sell or otherwise transmit or be under the influence of illegal drugs as defined in Title 20, Chapter 2, as amended, 1975 Code of Alabama.

1. On school premises, at a school event, or on a school vehicle during, immediately before, or immediately after school hours.
2. On school premises, at a school event, or on a school vehicle at any other time

- during which the school or any facilities thereof are being used by any school group, or
3. Off school premises or on a school vehicle at a school-sponsored activity, function, or event.

First Offense

- If, after a thorough investigation by the school principal (or his/her designee), a student is found to have violated this policy, the student will be suspended from school by the principal for a period of ten (10) days (K-12).
- In addition, the student will be excluded from participation in all extra-curricular programs and events, including sports, band, chorus, cheerleading, clubs, etc., for a period of one year from the date of the offense or until graduation, whichever occurs first. In addition to the above, the student's name will be transmitted to proper legal authorities within 72 hours, or sooner, if possible.
- It is strongly recommended that both the student and parents attend some type of professional counseling.

Second Offense

- If the student commits a second violation of this policy, the principal will recommend to the Superintendent that the student be expelled from the school for one year, that being the semester in which the student is currently enrolled plus the next succeeding regular semester.
- No credits may be earned for the semesters that the student is expelled. This recommendation will then be made to the Chambers County Board of Education. Also, once again, the student's name will be transmitted to the proper legal authorities within 72 hours, or sooner, if possible.

Third Offense

- If the student commits a third violation of this policy, he/she will be permanently expelled by the Chambers County Board of Education from all schools in Chambers County. Also, the student's name will be again transmitted to the proper legal authorities within 72 hours, or sooner, if possible.
- Elementary school children (K–5) will be dealt with on an individual basis by the principal in consultation with the Superintendent. In all cases a temporary suspension from 1 to 5 days and a conference with the parents is required. Also, the student's name will be transmitted to proper legal authorities. Second- and third-time offenders will be treated in the same manner as stated previously.

Possession and/or use of a drug or controlled substance authorized by medical prescription issued by a licensed physician to that student will not constitute a violation of this policy.

Duty of the School to Notify Law Enforcement

The principal shall notify appropriate law enforcement officials when any person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to any person. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. If that person is a student enrolled in any public school in the State of Alabama, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five school days. The decision to suspend or initiate criminal charges against a

student, or both, shall include a review and consideration of the student's special education status, if applicable, under Chapter 39, or appropriate federal statutory or case law.

Due Process Guarantees

All students are entitled to and shall receive due process in all disciplinary cases including a suspension or recommendation for expulsion.

1. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disruption, that student may be immediately removed from school.
2. If the proposed disciplinary action does not involve suspension exceeding ten (10) days, the following procedure will be observed:
 - a. Only the school principal or assistant principal may suspend a student. If the student is present, he/she will be informed of the accusation. If the student denies the accusation, a full explanation of the evidence will be given and the student will be provided an opportunity to answer the charges. If the student is suspended, he/she will be given a written notice stating the reason for the action and the dates the suspension includes and any condition which must be met prior to re-admittance to school.
 - b. If the student is not present or the student poses an immediate threat to others or endangers the school's program, necessitating the immediate removal of the student, the procedures outlined in (a) above will be followed within a reasonable period of time.
3. The Chambers County Board of Education shall render any decision involving disciplinary cases of alleged serious misconduct in which expulsion or long-term suspension (over ten days) is proposed. A hearing before the Board shall be held at its next regularly scheduled meeting; provided that when a student is not allowed to attend his/her assigned school pending said hearing, the hearing must be held within two (2) weeks of the request of same; provided further that such cases the student's parents or guardian will be provided written notice, sent by certified or registered mail, containing the following:
 - a. The date and nature of the charges against the student with reference to the alleged violation and notice of access to all statements of persons relating to the charge and to those parts of the student's record which will be considered in rendering a decision.
 - b. The proposal to expel or suspend the student for more than ten (10) days.
 - c. The right to a hearing on the charges and the date, time, and location for such hearing.
 - d. The specifics for the conduct of the hearing and that, at the hearing, the student's side of the case may be fully presented with the assistance of counsel if desired.
4. Students will be permitted to inspect in advance any affidavits or exhibits which school officials intend to use at the hearing.
5. Students will be afforded the right to present a defense to charges against them and to present affidavits, exhibits, and witnesses if so desired.
6. Students will be permitted to hear the evidence presented against them.
7. The hearing will be private unless the student requests that it be public.
8. The student will not be compelled to testify against himself/herself.
9. The Board will determine the facts of each case solely on the evidence presented at the hearing and will state, in writing, its findings as to whether or not the student charged is guilty of the conduct charged. The Board's statement will include its decision on what action it has taken.
10. If the Board finds the accused student not guilty, the student shall have the right to make up all work missed because of such charges and all

information pertaining to such charges shall be withdrawn from the student's school record.

Early Warning Truancy Program

Knowing that there is a direct relationship between attendance and achievement, the Chambers County Early Warning Truancy Program is in place to encourage acceptable student performance. This truancy program is a cooperative effort between the Chambers County School System and Chambers County Juvenile Services.

As a means of correcting attendance issues our program is outlined as follows: (policy 5.43)

Step 1 - The school Principal or designee will notify parent or guardian by email or letter that the accumulation of three unexcused absences has called for their attendance at an Early Warning Meeting held at the school hosted by the Principal or their designee where a plan is developed to correct the behavior.

Step 2- Three days after the sixth unexcused absence, the local school designee or principal will notify the District Truancy Deputy to contact a central office director. The student's parent or guardian will be contacted by letter by either the Director of Elementary Education or the School Improvement Specialist from the district level. The District Truancy Deputy will conduct a home visit to explain previous actions and next steps, which include filing a complaint or petition against the student (10 years or older) with Chambers County Juvenile Services if the issue is not corrected.

Step 3- Three days after the seventh unexcused absence, the local school designee or principal will notify the District Truancy Deputy to contact the Assistant Superintendent. The student's parent or guardian will be contacted by letter, phone, or email from the district level notifying them of a meeting with the Assistant Superintendent to explain previous steps and next steps, which include filing a complaint or petition against the student (10 years or older) with Chambers County Juvenile Services. The parent or guardian will be notified that another unexcused absence that is not followed with an excuse within three school days will result in a warrant being filed against them for truancy at the Chambers County Courthouse.

Step 4 - Three days after the eighth unexcused absence, the school truancy officer will contact the Superintendent. The student's parent or guardian will have a warrant filed against them for truancy by the Superintendent at the Chambers County Courthouse.

Equal Educational Opportunities

The School System has been created by the Alabama State Legislature to execute educational law as defined by the Federal Constitution, the State Constitution, state statutes, State Board of Education resolutions, and the policies of the Board. It shall be the policy of the Board to offer the best educational program possible and one which will provide all students 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 Board to strive to provide equal educational opportunities for all students in the School System.

Further, it shall be the policy of the Board that no student shall knowingly be discriminated against in any education program or activity on the basis of race, color, disability, creed, national origin, age, or sex.

In an effort to afford students appropriate access to administration remedies relative to perceived discriminatory practices by School System personnel, the Superintendent shall designate a member of the certified staff to investigate any and all complaints which may be brought against the School System in regard to any alleged discriminatory action relative to Title IX, Section 504 of 1973, the Rehabilitation Act, and/or sexual harassment.

Federal Programs Section

Addressing Complaint Procedures

Overview

This document sets forth the process for resolving complaints presented by individuals or organizations to the Alabama State Department of Education (SDE). Such complaints may include information on how a school district, the SDE, or other entity has violated a federal law, rule, or regulation applicable to any "covered federal programs."

Note: Before submitting a complaint about a school or school district, the SDE requires that all complainants first complete the grievance procedures established by the Local Education Agency (LEA), if applicable. This may involve contacting the local school district, expressing concerns to the appropriate board employee, and receiving information on how to proceed.

Exception: As stated in ESSA Section 1117(b)(4) related to Private Schools and timely, meaningful consultations with LEAs, non-public school officials may apply for complaint relief directly to the SDE. This citation continues with the procedure, "Upon receipt of the formal written complaint, the SDE will notify the LEA of the complaint and request appropriate documentation."

Authorization

The procedures for resolving written complaints satisfy 20 USC 7844(3)(C) and 20 USC 7883 (Section 9503)(a-b), and offer parents and other stakeholders concerned with the appropriate delivery of services to children a simple, straightforward method for considering their claims of inappropriate action.

I. Resolution Protocol

It is the policy of the SDE to investigate all allegations of noncompliance with federal laws, rules, or regulations.

Step One: Procedure for Filing Written Complaints

The term "complaint" means an allegation, by an individual or group, that the state, a local education agency (LEA), or other sub-grantee receiving federal funds has, in some way, violated a federal statute or regulation or a related state regulation that applies to a covered federal program. Complainants may include public agencies, parents, and other individuals or organizations. The SDE regrets that it cannot accept or investigate allegations of violations from anonymous sources.

At any time during the year, the Federal Programs Section follows a set procedure for accepting written complaints describing how an entity is violating or has violated a Federal statute or regulation that applies to "covered programs" with these stipulations:

- The complaint is written and signed by a person or parties making the complaint.
- The complaint identifies the alleged infringement of a "covered program" that the SDE, LEA, or entity has violated and gives details or facts upon which the complaint is based.
- The complaint includes details on how the complainant would have the SDE resolve the complaint.

Step Two: Transmitting the Complaint to the SDE

Complaints may be mailed to the following address:

Federal Programs Director Alabama State Department of Education Instructional Services Federal Programs Section Gordon Persons Building, Room 5348

P. O. Box 302101 Montgomery, AL 36130-2101

Or may be hand-delivered to the SDE at this physical address:

Federal Programs Director
Alabama State Department of Education
Instructional Services Federal Programs Section
Gordon Persons Building, Room 5348
50 North Ripley Street
Montgomery, Alabama 36104
Attention: Federal Programs Director

II. Procedures for Handling a Complaint

The Federal Programs Section will coordinate and maintain records relating to the programs it administers for all complaints received. In order to address concerns in a timely manner, Federal Programs will:

Strive to resolve the complaint within 60 calendar days of receiving the written complaint. However, if an investigation extension by the SDE is necessary, it will be granted only if exceptional circumstances exist with respect to a particular complaint. Share a copy of the complaint with the other party.

A. Initial Contact and Intake Protocol:

The SDE will contact both parties via telephone call or written communication (in absence of a telephone number) to clarify the issues, review the complaint process with both parties and attempt to resolve the complaint. Both parties will be given opportunities to discuss the complaint.

B. Secondary Step:

If the complaint cannot be resolved during this initial contact, the SDE will invite the other party to submit a written response to the SDE, with a copy being sent to the complainant.

C. Follow-up:

After initial contact is made with both parties, a formal Letter of Allegations will be developed. The purpose of this communication is to:

- Identify the complainant and the complainant's alleged issues i.e., areas in which their party has allegedly failed to comply with the federal rules/regulations related to the provision of services.
- Identify the date that the SDE received the complaint.
- Give a statement of the ways in which the SDE may investigate the complaint.
- Verify the identity of an assigned SDE staff.
- Request additional information of the complainant, if necessary.
- Summarize the SDE's commitment to a resolution in the form of a "Letter of Findings."
- Identify documentation the party will need to provide in order to assist the SDE in making a determination of compliance or noncompliance.

D. Formal Communication:

The SDE will analyze data and documentation to determine whether or not the complaint alleging noncompliance has merit in order to then issue a Letter of Findings. Should the SDE contact find an additional violation, not cited in the original Letter of Allegations, the contact is obligated to add this violation to the Letter of Findings. The Letter of Findings will then be sent to the other party with a copy to the original complainant. The letter will either contain a statement that delineates the need for corrective action, or will state that the SDE did not find any addressable grievances.

E. On-Site Investigations:

At this point, the SDE may do either or both of the following:

- Request documentation from concerned parties to strengthen any refutation of the findings.
- Conduct an on-site investigation specifically to investigate the complaint, but not

be limited to such. The SDE retains authority for determining how the allegations may be additionally investigated.

III. Procedures for an Appeal

If such complaint is not resolved to the satisfaction of the parties involved, the complainant may appeal the SDE's findings. Such appeal must be in writing and postmarked or delivered to the SDE within 30 calendar days from the date of the Letter of Findings. An informal hearing may be afforded to the complainant with the SDE's Administrative and Federal Programs staff within 15 business days after the receipt of the written request. Oral and written testimony will be taken.

A. Complaint Closure:

The SDE will issue a "Letter of Closure" which will include a summary of the corrective actions that must be taken to resolve the complaint and the SDE's reasons for believing that the corrective actions warrant closure of the complaint.

B. Formal Hearing:

If such complaint is still not resolved to the complainant's satisfaction, an Ad Hoc Dispute Resolution Panel appointed by the SDE will conduct a formal hearing. A secretary will be designated to take minutes, and an electronic recording will be made. The SDE panel will provide opportunity for both parties involved to submit evidence, both oral and written, including the opportunity to question the involved parties and/or witnesses. The decision of this panel shall be considered final, although the complainant has the right to appeal the decision of the Ad Hoc Dispute Resolution Panel to the U. S. Secretary of Education.

IV. Procedures for Filing a Grievance against the SDE

A. In the event a complaint is filed against the SDE, an Ad Hoc Dispute Resolution Panel consisting of four members, two of which will be appointed by the SDE and two of which will be recommended by the complainant, will be convened at a mutually convenient date and time. The Panel will review allegations to determine if the allegations have merit for a hearing.

B. If a hearing is merited, the Panel will request both parties to submit evidence. After a review of the documentation, the Panel may request a hearing with the SDE and the complainant. After the hearing, the Panel will issue a "Letter of Findings." The Ad Hoc Dispute Resolution Panel determination will be considered final and written information will be afforded to all parties as documentation.

Disputes regarding enrollment procedures of homeless, migrant, immigrant, non-English speaking, and neglected/delinquent children shall be directed to the Federal Programs Coordinator at the district office or the Alabama Department of Education, Federal Programs Section.

Fighting

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 law enforcement, the district attorney, and the juvenile court, shall enforce this "no-fight" policy at all

middle/junior high schools and senior high schools within the system.

These procedures will be followed:

1. Fighting in a school building, on school grounds, at any school-sponsored event, or on school-owned/maintained vehicle shall be classified as a major violation.
2. The principal or designee shall investigate the fight and take the appropriate actions as identified in the Student Code of Conduct.
3. The principal or designee shall 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.
5. The principal or designee shall 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 law enforcement officers.

This procedure 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 years. In addition, this procedure shall be discussed at meetings involving parents or guardians.

Battery Upon Students/Fighting – This includes striking another student or intentionally causing bodily harm to an individual. **The student may receive a three day out of school suspension (OSS) and a five day in-school suspension (ISS). The same penalty applies for any student that uses their cell phone for the purpose of videoing a fight to harass another student by sharing on social media or having intent to use the video to embarrass said student. The administrator will file a harassment complaint if the student shares or posts a video of a fight to social media.** (Fighting – Mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. Fighting does not include verbal confrontations, tussles, or other minor confrontations).

Consequences

Grades K-6:

- First Offense: Up to 3 days of OSS:
- Second Offense: Up to 5 days of OSS
- Third Offense: The disciplinary action can range from 5 to 10 days of out of school suspension depending on the severity of the offense at the discretion of the administration

Grades 7-12:

- First Offense: Up to 5 days of OSS and up to 10 days of In School Suspension.
- Second Offense: Up to 7 days of OSS and up to 15 days of In School Suspension.
- Third Offense: The disciplinary action can range from 5 to 10 days of out of school suspension depending on the severity of the offense at the discretion of the administration with additional ISS days to follow in a range determined by the school administration. Students may also have a petition signed with the juvenile Court. Expulsion or a Superintendent's hearing is also a potential option depending on the severity of the incident.

Gifted Program

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

populations, across all economic strata, and in all areas of human endeavor.

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered 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 at your child's school or Fran at 334-864-9343 ext. 10203.

Grievance Procedure for Allegations of Discrimination

The Board will use the following procedure for any grievance of any nature to include, but not limited to, alleged discrimination based on grounds of race, color, disability, sex, religion, creed, national origin, limited English proficiency, or age. For further information contact the Title VI/Title IX Coordinator, Chambers County Board of Education, P. O. Box 408, 1298 Vocational Drive, LaFayette, Alabama 36862, phone 334- 864-9343 or the Office for Civil Rights, Region IV, United States Department of Education, Atlanta, Georgia.

Step 1. When a student or parent has a grievance, he/she or parent/guardian shall, within five (5) days of when the grievance is first known, request a conference with his or her teacher. This conference shall be scheduled by the teacher within five (5) days of receipt of the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposed resolution.

Step 2. If the grievance is not resolved at the first level conference, the student or parent/guardian shall file, within five (5) days, a written description of the grievance with the next level of administration, the principal. Upon receipt of the grievance, the principal and the teacher shall schedule a conference with the student or parent/guardian to be held within five (5) days of the receipt of the grievance. This conference shall be for the purpose of resolving the filed grievance. Following the conference, the principal shall respond in writing within five (5) days to the student or parent/guardian as to his/her decision regarding the disposition of the grievance.

Step 3. Should the grievance not be resolved to the satisfaction of the student, he/she or parent/guardian may continue through each level of administration in the same manner as prescribed previously. Upon completion of the final administrative level (the superintendent of education), the student or parent/guardian may request to be heard by the Board by submitting the request in writing to the Superintendent. The Superintendent shall insert an appropriate hearing of the grievance onto the agenda of the next Board meeting provided that board policies and time constraints are met for inclusion on the most immediate agenda an item that states that the student desires to address the Board concerning a grievance.

The Board shall review the original grievance. In addition, the Board may, but is not required to, hear directly from any individual with knowledge of any relevant facts relating to the grievance.

The Board will either uphold the recommendation of the Superintendent or require the School System to take some other action in response to the grievance. A copy of the action of the Board will be furnished to the student or parent/guardian either as part of the minutes of the Board or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any student of parent/guardian of any right they may have to file a grievance pursuant to any other policy of the Board. The student or parent/guardian retains the rights to contact the Alabama State Department of Education of Office or Civil Rights concerning any allegation that the system has violated the statutes described above.

Jurisdiction of the Board Of Education

Students enrolled in the School System are subject to the policies of the Board and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not limited to, the following:

1. Regular school activities
2. Transportation on school buses to and from school or school-sponsored activities
3. Athletic functions
4. Club or organizational events
5. School-sponsored social events
6. School groups representing the school system
7. All school regulations and prohibitions pertain to automobiles driven or parked on school property.

Jurisdictional control over the students may be extended off campus and to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare and/or have a direct negative impact on the school.

Limited English Proficiency/English Learners and Immigrants

A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status. (Every Student Succeeds Act of 2015)

Language-minority parents/guardians, community groups, and other interested parties are encouraged to express ideas and concerns regarding the provision of services to Limited English Proficient students by contacting Dr. LaKeyda Davis at 334-864-9343, ext. 10227.

Estudiantes Con Habilidad Limitada De Inglés Un estudiante no se admitirá a, o excluyó de, cualquier programa de educación del gobierno federal en base a un apellido o estado del idioma o minoría. (Cada estudiante obtiene la Ley de 2015).

Los padres y guardianes de la minoría del idioma, grupos de la comunidad y otras interesadas personas están invitados a expresar ideas y preocupaciones con respecto a la provisión de servicios a los estudiantes con habilidades limitadas de inglés, por favor llamen a la Sra. LaKeyda Davis a 334-864-9343 ext. 10227.

Medication: Prescription or Over the Counter

All medications (prescription or over-the-counter) must be brought to the school by the parent or guardian. All medications must be counted by the parent/guardian and the nurse or medication assistant on the day the medications are brought to school.

A school medication prescriber/parent authorization form must be completed for any medications to be administered at school. If the medication is over-the-counter

then only the parent/guardian's signature is required. If the medication is a prescription, then physician and guardian signatures are required. If these signatures are not obtained, the medication will not be administered at school. If the medication is prescription, the prescription label must match the orders on the school medication prescriber/parent authorization form.

Prescription medications must have a specific time for administration on the prescription label. For example, the prescription label cannot state "twice daily" or "three times a day." If the label does not specify for the medication to be given at school, then it will not be administered during school hours. The parent/guardian is responsible to give the first dose of a new medication. If the prescription changes during the school year, it is the responsibility of the parent for a new school medication prescriber/parent authorization form to be completed and turned into the school.

Students may not carry any medication (prescription or over-the-counter) on them while at school or on the bus. If a student is caught with medication on them, disciplinary action may follow. If a child has a chronic condition such as asthma or severe allergic reactions and they need to carry medication on them at school, this must be specified on the school medication prescriber/parent form by the prescriber.

School medication prescriber/parent authorization forms may be picked up at the school or online at www.chambersk12.org.

If you have any questions, please contact your child's school.

It is the responsibility of the parent to pick up all medication at the end of the school year. The medication will not be sent home with the child. If the medication is not picked up at the end of the school year, it will be destroyed in an appropriate manner.

Loretta Cofield, Lead Nurse
1298 Vocational Drive, LaFayette, AL 36862, 334-864-9343 ext. 10217

Meningococcal Disease and Vaccination

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 of age in the United States.

How do you get the disease?

The bacteria that causes 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, 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 causing meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

Symptoms Include:

- 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, for unvaccinated adolescents at high school entry (15 years of age). High school seniors should consider getting the vaccine prior to entering college, especially if planning to live on campus. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations visit:
www.adph.org/immunization

Metal Detectors, Surveillance Cameras, and Other Investigative Measures to Ensure School Safety

Federal and state laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students.

School officials have the right to inspect students' property including lockers, cars, purses, book bags, back packs, etc., when there is a reason to believe that the student is in possession of illegal drugs, a weapon, or other object or material which might threaten students, school property or the orderly operations of the school.

Metal detectors, surveillance cameras or other investigative tools may be used at the discretion of the principal or supervisor if the situation warrants such measures. In addition, the Board permits unannounced visits by law enforcement to detect the presence of illegal drugs on school grounds.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment to the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School

will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent of officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA. The name of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information of marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon a request and before administration or use
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Chambers County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Chambers County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Chambers County School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity to opt his or her child out of participation of the specific activity or survey. Chambers County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximated dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400
Maryland Avenue, SW Washington, D.C. 20202-5901

Parent Portal

The Parent Portal is a service offered to parents and guardians for accessing certain student records. The service allows parents and guardians to access information about ALL of their students through one convenient website. This eliminates the need to visit several different websites, make telephone calls, or visit the school to access records and information. Login Information can be obtained by visiting your student's school.

Physical Restraint

Definition of physical restraint: Direct physical contact from an adult that prevents or significantly restricts a student's movement. This does not include providing various de-escalation strategies or prompts designed to redirect, guide or otherwise prevent behavioral issues from rising to a level that will require more serious intervention. It does not include providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance, or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contacts reasonably needed to prevent imminent destruction to school or another persons' property. The provisions of this procedure apply to all students attending

Use of physical restraint: Physical restraint may only be used in those situations in which the student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives and other de-escalation techniques. Physical restraint may not be used as a form of discipline or punishment. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

Training on the use of physical restraint: CCSD shall provide annual training for employees who have interest in or whose job may create a need for certification in de-escalation procedures and physical restraint. Such training will be conducted by a certified trainer in a research-based methodology whose credentials are kept on file in the office of the Special Education Director. Each individual who is trained in restraint procedures will be given a certificate as evidence of completion of the course requirements and a roster of those employees who are certified will be kept in the Special Education Director's office. This roster will be provided to the Alabama State Department of Education annually and will be shared with interested stakeholders upon receipt of a written request. The training will be part of a program which addresses prevention and de-escalation techniques as well as positive intervention strategies.

Parental Notification: After any incident which requires the use of physical restraint, parental notification must occur in accordance with state regulations and in no case shall such notification occur more than one school day from the date of the incident. All notifications of the use of physical restraint must be provided by the principal or his/her designee and shall be completed by using the "Parental Notification of Physical Restraint" form adopted by the district. Signed acknowledgement of the receipt of such notice will be retained by the school and if such acknowledgement is not provided within 3 days of the notice being sent, direct contact with the parent must be made in order to confirm their awareness of the incident. Such contact should be documented on the school's copy of the notification form. These procedures will be included in the CCSD's Code of Conduct and/or the local school student handbook.

Possession of Firearm

Any student found to possess a firearm while on school property or at a School Board sponsored event will be immediately turned over to law enforcement officials for prosecution. The student will be suspended and expulsion procedures will be initiated. (See Class III Offenses regarding weapons)

Alabama law requires local boards of education to expel from school for a period of not less than one year a student who is determined to have brought a weapon (as defined in Section 921 of Title 18 of the United States Code) to a School Board sponsored event or on school property. The Superintendent may modify the expulsion requirement on a case by case basis to allow for compliance with the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, etc.

Privacy Practices

The Chambers County Board of Education conducts surveys with our students annually. Some schools undergoing AdvancED accreditation may conduct other student/parent surveys. The FERPA information in this section informs you as the parent of your rights regarding your child's participation.

The other information in this section is For Your Information only.

Notice of Privacy Practices

As required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU (AS A STUDENT OF THIS DISTRICT) MAY BE USED AND DISCLOSED, AND HOW YOU OR YOUR PERSONAL REPRESENTATIVE CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW THIS NOTICE CAREFULLY.

If you have any questions about this notice, please contact our privacy contact person who is

Loretta Cofield 1298 Vocational Drive LaFayette, AL
36862 334-864-9343 ext. 10217

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and to control of your protected health information. "Protected health information" (PHI) is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services. Our practice is dedicated to maintaining the privacy of your protected health information.

We are required to abide by the terms of this Notice of Privacy Practices. We may revise or amend the terms of our notice, at any time. The new notice will be effective for all protected health care information that we have at that time and for future information. We will post our current Notice in all school and board of education offices in a visible location at all times and upon your request, we will provide you with any revised Notice.

Refusal to Identify Self

During the regular school day, all students and persons must, upon request, identify themselves to school authorities while in school buildings, on school grounds, at school-sponsored events, or on a school vehicle. A student who refuses to identify himself/herself upon request of school officials will be reported as committing a Class II violation. Any non-student or school official who refuses to identify himself/herself upon request will be considered trespassing.

Response to Instruction and Problem Solving Teams

Each school in the Chambers County School System has a Problem Solving Team (PST). The purpose of the PST is to provide support for students who are at risk academically, behaviorally, emotionally, or socially. Each PST is composed of a variety of educators from within the school and meet at least monthly. PSTs play a central role in the implementation of the Response to Instruction (RTI) framework. The purpose of the RTI framework will be to provide core instruction, assessments, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems.

RTI Framework

CORE PROGRAM - On grade level instruction provided to all students using multiple methods of instruction and awareness of your child's learning style. Instruction includes such strategies as modeling, re-teaching, general remediation, corrective feedback, multiple opportunities for student practice, flexible grouping of students, student engagement, use of pacing guides, differentiated instruction, accommodations to level the playing field for all students, and participation in a screening/benchmark assessment to identify student needs that will be addressed through the RTI process.

Parents who are considering requesting an evaluation for special education eligibility are strongly encouraged to first allow your child to participate in the full RTI process prior to the request.

TIER II INTERVENTION - Additional instruction targeted to specific needs of your child using research-based strategies and programs. The problem solving team determines which students need TIER II interventions and will notify you of that decision. Your child will participate in a “progress monitoring” assessment to determine success of these interventions. You will be notified of that success, or lack thereof, with a graph of your child’s progress attached to the progress report/report card. TIER II interventions may be short term and stop once your child has obtained adequate progress toward the targeted skill.

TIER III INTERVENTION -Additional individual or small group instruction targeted to specific needs of your child using research-based strategies and programs; these programs are taught by highly qualified and trained teachers. The problem solving team determines which students need TIER III interventions and will notify you of that decision. Your child will participate in “progress monitoring” assessments to determine the success of these interventions. You will be notified of that success, or lack thereof, with a graph of your child’s progress attached to the progress report/ report card. There is the possibility of other assessments, during TIER III intervention to help identify any additional problems that may be hindering the success of current interventions. TIER III interventions are intensive. However, TIER III interventions may stop once your child has obtained adequate progress toward the targeted skills. Lack of progress over time using Core instruction, TIER II, and TIER III interventions may result in a referral for an evaluation for special education eligibility.

Parents have the right to request a special education evaluation. Parents who are considering requesting an evaluation for special education eligibility are strongly encouraged to first allow your child to participate in the full RTI process prior to the request. The RTI process is designed to ensure the implementation of appropriate instruction, which is a necessary factor to consider in determining whether a disability is present and special education services are ultimately needed

Rights and Responsibilities

Parent :

In order for effective teaching and learning to occur in our schools, there must be a cooperative relationship among students, parents/guardians, and educators. The Parent’s Role follows.

Parents or Guardians Should:

1. Keep in regular communication with the school authorities concerning their child’s progress and conduct.
2. Ensure that their child attends school daily, and when absent or tardy, notify the school in writing to explain such absences or tardiness.
3. Provide materials needed by their child to complete classwork.
4. Assist their child in being healthy, neat, and clean.
5. Bring to the attention of school authorities any problem or condition which affects their child or other children of the school.
6. Take time to discuss progress reports, report cards, and homework with their child and arrange for conferences with teachers to discuss any unsatisfactory progress at school.
7. Attend scheduled parent/teacher conferences when requested by school authorities.
8. Provide up-to-date and correct information for the school’s records, e.g., emergency telephone numbers, addresses, hospital preferences, and an

emergency health care form. Please update the school immediately should there be a change in your telephone number or address.

9. Never leave students at school except during hours when school-sponsored supervision is provided, according to school handbook or the school principal.
10. Document receipt of the code of conduct book with his/her signature on paper or online.
11. Parents Right to Know
 - a. *Every Student Succeed Act (ESSA) of 2015*, Section 1112(e)(1)(B) under subparagraph (A) states that parents have the right to request and receive timely information about the professional qualifications of their child's classroom teacher/s.
 - b. *Every Student Succeed Act (ESSA) of 2015*, Section 1112(e)(1)(B), states that parents must receive "timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks" by a teacher who does not meet Alabama's definition of highly qualified teacher.

In addition, Alabama Law requires that "Parents compel the child to properly conduct himself or herself as a pupil." (Alabama Code, Section 16-28-12, as amended 1994)

School :

In order for effective teaching and learning to occur in our schools, there must be a cooperative relationship among students, parents/guardians, and educators. The School's Role follows.

Schools Should:

1. Maintain a cumulative record file for each student, which will contain relevant and accurate information needed for making appropriate educational decisions.
2. Ensure that student records are maintained in a confidential manner.
3. Encourage the use of good guidance procedures.
4. Maintain an atmosphere conducive to good behavior.
5. Exhibit an attitude of respect for students.
6. Provide a curriculum to meet the needs of all students.
7. Promote and maintain effective discipline based upon fair and impartial treatment of all students.
8. Communicate regularly with parents and guardians in school affairs.
9. Encourage parental involvement in school activities.
10. Encourage parents and guardians to keep in regular communication with the school.
11. Seek to involve students in the development of policies.
12. Endeavor to involve the entire community in order to improve the quality of life.
13. Promote involvement in extra-curricular activities.
14. Assign grades as an assessment of student's academic achievement and never use grades as a means of maintaining order and discipline.
15. Maintain timely, accurate, and comprehensive grades accessible to parents by means provided through the system.
16. Consistently and fairly enforce all rules and policies as set forth in the Code of Conduct and CCSD Policy Manual.

Student :

In order for effective teaching and learning to occur in our schools, there must be a cooperative relationship among students, parents/guardians, and educators.

The Student's Role follows.

Students Should:

1. Be informed of and abide by local board of education and individual school rules and policies as well as laws relating to student conduct, attendance, respect for privacy and property, the right to learn, free speech, student publications, assembly, participation in school programs and activities.
2. Be provided a safe school environment.
3. Be provided with make-up assignments for excused absences.
 4. Retain privacy of personal possessions on his/her person, lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or board policy.
5. Be informed as to the specific grounds of the violation(s) of the Code of Conduct.
6. Be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.
7. Be provided with the opportunity to express concerns regarding the operation of the school.
8. Be able to express disagreement in a constructive manner taking into account the rights of others, consistent with the established educational process.
9. Be able to participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.
10. Be able to assemble in a lawful manner for a lawful purpose with prior approval by local school officials.
11. Be able to develop or participate in student programs and activities consistent with board policies and school policies.
12. Be able to seek office in any school organization, if qualified.
13. Attend all classes daily and on time.
14. Take necessary and appropriate materials to class.
15. Be respectful of the privacy of others.
16. Be respectful to all individuals and of all property.
17. Attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
18. Refrain from the usage of profane language, obscenities, or inflammatory remarks.
19. Conduct themselves in a safe and responsible manner.
20. Come to school appropriately dressed, neat and clean.
21. Be responsible for meeting teachers' deadlines and assignments.
22. Show a positive, cooperative attitude toward school.
23. Promptly request and complete makeup assignments following excused absences. Make up work is to be completed and turned in within the timeframe agreed upon between the teacher and student at the time the student returns to school.
24. Seek assistance, if needed, to aid learning.
25. Take advantage of appropriate opportunities provided for learning.
26. Avoid hindering the teaching process.
27. Use personal electronic devices only in compliance with the guidelines defined in the Chambers County Board Policy regarding Acceptable Use of Technology.
28. Document receipt of the code of conduct with his/her signature on paper or online.

Sexual Harassment

Sexual harassment perpetrated against students or by students is prohibited in the Chambers County School System. It shall be a violation of this policy for any

student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature as defined by this policy. (See CCSD Board policy 3.43)

The school system will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment, and to discipline any individual who, in the course of his/her education or employment with the school system, sexually harasses another person.

A. Sexual Harassment Defined

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal conduct, physical conduct, or communication (in person or via technology) of a sexual nature when:

1. Submission to the conduct of communication is made a term or condition, either explicitly, or implicitly, of obtaining an education or of obtaining and retaining employment, or other benefits provided by the school system; or
2. Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting an individual's education or employment, or other benefits provided by the school system; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or employment, or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse of a sexual nature;
2. Offensive or unwelcome sexual advances or propositions;
3. Unwelcome intentional touching of intimate body parts;
4. Graphic or degrading verbal comments about an individual or his/her physical attributes;
5. Display of sexually suggestive objects, pictures, cards or letters;
6. Lewd or suggestive comments or gestures;
7. Off-color language or jokes of a sexual nature;
8. Demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status;
9. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status;
10. Employee dating students;
11. Sexual violence, a physical act of aggression that includes a sexual act or sexual purpose; or
12. Use of technology (text, social media, etc.) to carry out any of the above

B. Complaints Resolution Procedures - Any student who believes that he/she is or has been the victim of sexual harassment or has knowledge of such action perpetrated against or by another student should immediately report the alleged acts to the principal of his/her school. The principal shall immediately investigate the allegations and take appropriate actions.

If a student believes that he/she is or has been the victim of sexual harassment by a teacher, principal, or other employee of the school system, the student should immediately report the alleged act to the principal, who shall immediately investigate the allegations and take appropriate actions. The principal (or other administrator or counselor) shall make a report to the Superintendent.

Any student or employee who is not satisfied with the decision made by the

principal may appeal as set forth in the student or employee grievance procedures.

C. Sanctions - Sexual harassment by student perpetrators will not be tolerated. Appropriate progressive disciplinary and rehabilitative actions will be taken to resolve the problem and to eliminate the possibility of its recurrence. Disciplinary actions may include but not be limited to:

1. Student counseling;
2. Family counseling;
3. Sexual harassment training;
4. Referral to outside agencies (e.g., DHR, mental health centers);
5. Detention;
6. Suspension;
7. Alternative school;
8. Development of sexual harassment research projects;
9. Class/school transfer;
10. Expulsion.

D. Prohibitions

1. Retaliation: Retaliation against individuals who file sexual harassment complaints or assist in the investigation of such complaints is expressly prohibited. Disciplinary actions imposed for acts of retaliation shall include sanctions up to and including expulsion or termination, as appropriate.
2. Intentional False Reporting: Individuals who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion or termination.
3. Hindering an Investigation: Individuals, who withhold information, purposely provide inaccurate facts or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion or termination, as appropriate.

E. Confidentiality of Proceedings

In all cases, a high degree of confidentiality will be maintained by school system authorities to protect parties involved in sexual harassment investigations. Only those persons who have a need to know for purposes of the investigation or resolution of the complaint shall be informed of the case. Any individual who releases information relative to the complaint or the investigation shall be subject to disciplinary action.

Student Acceptable Use of Technology

Chambers County School District (CCSD) provides a wide array of technology resources for student use. These technology resources are to be used only for educational purposes. The CCSD Acceptable Use Policy outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators.

Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by CCSD teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The Acceptable Use Policy was developed with input from CCSD administrators, teachers, students, parents, school board members, and the Alabama Education

Association.

Acceptable Use Policy for Networks, Including the Internet:

Student Responsible Use

1. I am responsible for my computer account and e-mail account. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. I am responsible for my language. I will use appropriate language in my e-mail messages, online postings, and other digital communications. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
3. I am responsible for how I treat other people. I will use e-mail and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, social networking, etc...) responsibly. I will not send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while at or away from school.
4. I am responsible for my use of the Chambers County School District network. I will use CCSD computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any CCSD computer resources unless authorized by school administrator/teacher as part of a school assignment.
5. I am responsible for my conduct on all online sites during and outside of school hours. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers, and administrators.
6. I am responsible for being honest while I am online. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
7. I am responsible for protecting the security of the Chambers County School District network. I will not attempt to bypass security settings or internet filters, or interfere with the operation of the network by installing unauthorized software, including file sharing, shareware, or freeware, on school computers.
8. I am responsible for protecting school property. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including but not limited to cell phones, smart phones, computer devices, or memory storage devices (i.e. USB drives).
9. I am responsible for any personal electronic devices that I choose to bring to school. I will adhere to all teacher, school, and district rules on their use during the school day, and I will only use them to enhance my learning experience for the subject(s) being taught. At no time are my personal electronic devices the responsibility of the Chambers County School District (this includes lost, broken, damaged, stolen, etc.).

10. I am responsible for respecting other people's property online. I will obey copyright laws. I will not plagiarize or use others' work without proper citation and permission. I will not illegally download materials protected by copyright, including but not limited to music, pictures, and movies.

Students with Disabilities

It is the responsibility of the Chambers County Board of Education to provide free and appropriate public education for all students including those with disabilities. The student's parent(s) and/or the student will be informed of the transfer of the student's legal rights related to special education at least one year prior to the student's 19th birthday. Rights will transfer upon the student's 19th birthday.

Textbook and School Resource Replacement

General

Any School Resources (Textbooks, Technology Devices, etc ...) provided to students shall remain the property of the State of Alabama and the Board. The Board shall hold the parents/guardians responsible for the resources issued to their children. It shall be understood that the parents/guardians of any student shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use.

Failure to pay the School System for lost or damaged resources may result in non-issuance of a replacement or loss of use of a resource to the individual student according to administrative decision. In order to protect the educational learning of students, lost items must be paid for within five (5) school days or at a later date based on the discretion of the school principal with a replacement reissued to the student.

Schedule of Payment

The amount of payment for loss or damaged items shall be determined by the following schedule:

- 1st & 2nd year of resource: original cost
- 3rd & 4th year of resource: 75% of original cost
- 5th year or later of resource: 50% of original cost

However, where unusual/excessive damage to a resource is evident, charges may be assessed up to but not to exceed the original cost.

Reimbursement

Full reimbursement will be made to a student who relocates and returns the lost resource during the academic year it was lost and presents verification of payment of charges.

Disposition of Charges

Funds collected by school personnel for lost or damaged resources shall be retained at the local school in a designated account and used to purchase a replacement resource or be transferred at the end of each year to the corresponding Central Office account.

Tobacco Use

Possession or use of tobacco products (or any device used to simulate tobacco smoking) by students is prohibited in all school buildings and on all grounds under the jurisdiction of the school district. (Code of Alabama 28-11-2 and 28-11-13) (Alabama Act 97-423 and Alabama Act 2009-578).

Tobacco, Vape, E-Cigarettes, Alternative Nicotine Products, or Other Related Products are Prohibited. No smoking, use of tobacco, vape, e-cigarettes, alternative nicotine products, or other related products of any kind will be permitted on campus or at any school function, athletic or other, whether on or off school property. Students are not permitted to carry tobacco products, cigarette lighters, nor matches with them at any time while on the school campus.

Students caught using or in possession of tobacco while in the school building, on campus, or at any function sponsored by the school will be subject to appropriate disciplinary action. This includes any form of electronic smoking device.

Consequences

First Offense: 2 days of OSS and 3 days of ISS. (Student completes anti-vaping education program in ISS).

Second Offense: Up to 5 days of OSS and 5 days ISS. The principal or Designee will file a petition with the juvenile court. (Student completes anti-vaping education program in ISS).

Third Offense: The disciplinary action can range from 5 days of OSS and 10 days of ISS. The principal or designee will file a petition with the juvenile court.

MAJOR OFFENSES: Drugs – This includes the unauthorized possession, transfer, use or sale of drugs, gummies, drug paraphernalia, tobacco, inhalants or synthetic drugs. This also includes electronic cigarettes and other electronic inhalants. The disciplinary action for major offenses will be up to out of school suspension days from 3 to 5 days depending on the severity of the offense at the discretion of the administration. The principal or designee may call the police and file a complaint/petition with the juvenile court.

Transfers

Majority to Minority (M to M)

M to M stands for majority to minority. Students must attend the school in the district where they live. However, any student in the Chambers County School District who wishes to transfer from a school where the student's race is in the majority to a school within the system where the student's race is in the minority has the right to do so. Transportation will be provided. Transfer forms are available beginning February 1, at the Central Office for the following school year. The form must be completed by the parent(s) or guardian(s), as well as by the principal of the school the student is currently attending. When the form has been completed, it should be mailed or hand delivered to the Central Office of the Chambers County School District. The application must be completed and received at the Central Office by May 1.

Other Student Transfer

Others who may apply for a transfer include some special education students in order to receive services not offered in the home school, students with medical needs in order to receive services not offered in the home school, siblings of those with special education or medical needs who have been accepted for transfer, or students who are the child of an employee. It should be noted that a request may be made but a transfer request may or may not be approved.

Transfer forms are available beginning February 1, at the Central Office for the following

school year. The form must be completed by the parent(s) or guardian(s), as well as by the principal of the school the student is currently attending. When the form has been completed, it should be mailed or hand delivered to the Central

Office of the Chambers County School District. The application must be completed and received at the Central Office by May 1.

Transportation

The Board directs that the bus driver, together with the principal, shall assume full responsibility for discipline of students riding buses. Any disciplinary problems shall be reported by the driver to the principal of the school involved. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. It is the responsibility of the principal to determine necessary punishment of students violating regulations. An explanation of such punishment shall be made to the parent(s) or guardian(s) of the student (if requested). If necessary, the principal may suspend a student's bus privileges. Any parent or guardian of a student suspended from riding a school bus shall have the right to appeal such action to the Superintendent or designee(s) who shall conduct a hearing on the merits of the bus suspension.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action against a student.

Any person who attempts to enter a school bus without prior authorization of the driver or other appropriate school official and refuses to leave will be subject to prosecution that may result in fines up to \$2,000 and up to one year in jail. AL Code Sections 13A-10-2 and 13A-7-4 and AL Act 2013-347.

Responsibility for Damage to School Property/Buses

A student damaging a school bus shall be subject to disciplinary action up to and including, suspension of bus privileges, suspension from school, or expulsion from school. Any student disciplined for damages to any school bus shall not be re-extended bus riding privileges until payment is made as directed by the principal. In accordance with legislative acts 93-672 and 94-819, parents/guardians are responsible for damages to school property caused by their children.

Specific rules and regulations while waiting for the bus, while on the bus, and while leaving the bus:

1. While waiting for the bus (on the road and at school)
 - a. Students should be on time at the bus stop.
 - b. Students should stay off the road at all times while waiting for the bus.
 - c. Students should be careful when approaching bus stop.
 - d. Students should not move toward the buses at the school loading zone until buses have been brought to a complete stop.
 - e. The bus must be at a complete stop before attempting to load or unload.
 - f. Students will not be permitted to bring on board volatile substances, active chemical agents; live, dead, or preserved animals; objects that measure more than 24" in length, width or height; soft drink cans or objects made of glass; or balloons.
 - g. One exception is allowed to the prohibition of objects that measure more than 24" in length, width, or height. Any band instrument, sports equipment, or other approved school related items may be brought onto a bus. The object must be in the appropriate carrying case or sports bag. The item must remain in the student's lap, in the seat, or be placed

underneath the seat. The object may not be placed in the aisle.

2. While on the bus, students should:
 - a. Keep head and hands inside the bus at all times.
 - b. Assist in keeping bus clean.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - d. Treat bus equipment as they would valuable furniture in their homes.
 - e. Leave no books, packages, coats, or other items on bus.
 - f. Leave books, packages, coats, and all other items out of aisles and away from the driver's compartment.
 - g. Help look after the comfort and safety of small children.
 - h. Never throw anything out of the bus window.
 - i. Never leave seat while bus is in motion.
 - j. Never engage in horseplay around or on the bus.
 - k. Be courteous to fellow pupils and the bus driver.
 - l. Be absolutely quiet when approaching a railroad crossing.
 - m. In case of a road emergency, remain in bus and follow driver's directions.
 - n. Never possess or use tobacco products.
 - o. Never use vulgar or profane language.
 - p. Obey the driver at all times.
 - q. Never eat or drink on the bus.
3. While leaving the bus, students should:
 - a. Never loiter.
 - b. Assist smaller riders if necessary.
 - c. Walk quickly away from the bus and off the street when exiting to the right side of the bus
 - d. Proceed to the front of the bus—wait for signal from driver—then check for approaching vehicles and cross the road when safe when exiting to the left side of the bus
 - e. Be careful of loose clothing, belts, straps, etc., that might get caught on bus and cause student to be dragged or injured.
4. Release of a student already on bus to the care of a relative: The bus driver must have a note from a student's parent which has been initialed by the principal before the student is allowed to change buses or ride with someone else. Students will not be released from the bus to ride with anyone including a parent or grandparent without specific permission of the principal because of custody disputes, etc. Parents are not permitted on the bus at any time unless pre-approved by the Director of Transportation.
5. Students are expected to follow all school rules while at school, on school property, on a school vehicle, or at a school function.

Transportation Violations and Sanctions

1. Each student will sit in his/her assigned seat.
2. Boys and girls will sit on separate sides of the bus.
3. Students are responsible for damage to the seat they are assigned or any other seat they choose to occupy.
4. Elementary students will sit in front seats unless the driver deems it necessary to move them.
5. The driver will ensure that students sit in assigned seats and remain in them while on the bus.

Class I Offenses

Elementary Students (K-5) –Disciplinary action including but not limited to:

1. First Referral: Student conference and/or parental contact.
 2. Second Referral: Parental contact and/or disciplinary action.
 3. Third Referral: Bus Suspension, 1-3 days.
 4. Fourth Referral: Bus Suspension 5-10 days.
 5. Fifth Referral: Bus Suspension, 15 days.
 6. Sixth Referral: Bus Suspension for the remainder of the year.
- * Specific circumstances may warrant disciplinary action as outlined on pages 34-38.

Secondary Students (6-12) –Disciplinary action including but not limited to:

1. First Referral: Student conference and parental contact.
 2. Second Referral: Parental contact and Bus Suspension, 1-3 days.
 3. Third Referral: Bus Suspension, 5-10 days.
 4. Fourth Referral: Bus Suspension 15 days.
 5. Fifth Referral: Bus Suspension for remainder of the year.
- * Specific circumstances may warrant disciplinary action as outlined on pages 34-38.

Violations – Class I Offense

1. Refusal to sit in assigned seat.
2. Standing or moving from assigned seat while bus is in motion.
3. Improper sitting habits (feet/legs in aisle, sitting facing the back of bus, sitting on knees, book bags, or band instruments, etc...).
4. Excessive noise.
5. Eating, drinking, or littering on the bus.
6. Failure to follow bus driver's directives.
7. Consistent tardiness to bus stop.
8. Public display of affection.
9. Use of profane language or obscene manifestations towards another student or passerby/pedestrian.
10. Disruptive or Inappropriate use of personal electronic devices.
11. Any unauthorized possession of an object (toys, sporting equipment, etc.).
12. Any other violation of bus safety rules which the principal may deem reasonable to fall within this category.

Class II Offenses

The student is subject to Class II sanctions from the school and from the bus.
Elementary Students (K-5) – Disciplinary action including but not limited to:

Note: Students may be removed from the bus and/or school for an extended period upon the first offense for serious matters as determined by the principal and the Director of Transportation.

1. First Referral: Parental contact and/or Bus Suspension, 1-3 days.
2. Second Referral: Bus Suspension, 5-10 days.
3. Third Referral: Bus Suspension 15 days.
4. Fourth Referral: Bus Suspension for remainder of the year. Secondary

Students (6-12) – Disciplinary action including but not limited to:

Note: Students may be removed from the bus and/or school for an extended period upon the first offense for serious matters as determined by the principal and the Director of Transportation.

1. First Referral: Parental contact and Bus Suspension, 1-5 days.
2. Second Referral: Bus Suspension, 10-15 days.
3. Third Referral: Bus Suspension for remainder of the year.

Violations – Class II Offenses

1. Possession and/or use of tobacco products, e-cigarette, or vaporizers.
2. Simple assault on a student - the intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act, which creates a well-founded fear in the other person that such violence is imminent.
3. Vandalism (Student(s) will also be responsible for damages).
4. Protrusion of head, arms, etc. out of bus window.
5. Battery upon another student.*
6. Using profanity or obscene manifestations toward a school employee.
7. Harassment, extortion, intimidation or bullying of another student.
8. Activating an emergency exit without just cause.
9. Talking or distracting bus driver while at a railroad crossing.
10. Flashing, sexting, or displaying inappropriate materials/images via personal electronic devices or any other means.
11. Exiting the vehicle at an unauthorized stop without prior permission.
12. Any other violation of bus safety rules which the principal may deem reasonable to fall within this category.

*The bus driver and/or principal may request assistance from local law enforcement agencies.

Class III Offenses

The student is subject to Class III sanctions from the school and from the bus. The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures in this manual. Pending final determination of the matter by the school board, the student may be offered the opportunity to attend an alternative program.

All Students (K-12)

1. First Referral: Parental Contact and Bus Suspension, 5-10 days.
2. Second Referral: Bus Suspension, 15 days.
3. Third Referral: Bus Suspension for remainder of the year.

Violations - Class III Offenses

1. Drugs/alcohol - Unauthorized possession-transfer, use or sale of drugs/alcohol, paraphernalia. (State law 16-1-14.1 (a) (b) (c) (d) and legislative Act 94-783)*
2. Assault and/or battery upon any Chambers County Board of Education employee or chaperone. *
3. Possession of weapons - including, but not exclusive to, knives, firearms, brass knuckles, air/gas/chemical/water generated weapons, or any object used to inflict bodily harm.
4. Possession of fireworks, smoke bombs, "stink" bombs, etc.
5. Sexual Acts - Acts of a sexual nature including, but not limited to battery, intercourse, attempted rape, or rape.
6. Unsolicited written, verbal, or any other manifestation to engage in sexual acts.
7. Flashing, sexting, or displaying inappropriate materials/images via personal electronic devices or any other means.
8. Inciting or participating in a major student disorder - Leading, encouraging or assisting in (major) disruptions which results in destruction of private or public property, or personal injury to participants or others.
9. Offensive touching of another person.
10. Aggravated Battery - Intentionally causing great bodily harm disability or disfigurement; use of a deadly weapon.
11. Boarding or exiting a bus without the permission of the bus driver.
12. Threat to a school board employee.
13. Removal of clothing that results in nudity, flashing, or other instances deemed to be inappropriate.
14. Any other violation of bus safety rules which the principal may deem reasonable to fall within this category.

*The bus driver and/or principal may request assistance from local law enforcement agencies.

Violations and Sanctions

Violations of the School System Code of Student Conduct are grouped into three classes:

(CLASS I) MINOR

(CLASS II) INTERMEDIATE

(CLASS III) MAJOR

Each classification, if followed by a disciplinary procedure, is to be implemented by principals and their designated persons. Before determining the classification of a violation, the principal or his/her designated person will hear the student's explanation and consult further with witnesses, if necessary. The disciplinary action or sanction will be determined by whether the student is an elementary or secondary student and the number of times he/she has committed violations.

Each classroom teacher will deal with general classroom disruption by taking disciplinary action within the classroom, including making a personal call to the parent(s) or guardian. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designated person.

Minor Offenses—Class I

The offenses will result in the following sanctions:

Elementary and Secondary Students

1. First Violation—Student conference and parental contact when warranted. Specific circumstances may warrant disciplinary action as outlined below.
2. Subsequent violations—Parental contact and/or disciplinary action such as probation, before or after school detention, removal of privileges, assignments relative to violation, work assignments before or after school, Saturday morning detention, corporal punishment, early warning meeting, in school suspension, or suspension.

Violations - Minor Offenses - Class I

1. Excessive distraction of other students—any behavior that is disruptive to the orderly educational process.
2. Membership or participation in an organization not recognized by the school, during the school day.
3. Excessive tardiness—repeatedly reporting late to school or class. See local school handbook.
4. Non-conformity to dress code. (See Dress Code section of this manual.)
5. Minor disruption on a school bus.
6. Inappropriate public display of affection, including but not limited to, embracing and kissing.
7. Continued refusal to complete class assignment.
8. Failure to follow instructions. Examples: Failure to carry correspondence home; failure to obey direction in the hallways, assemblies, etc.
9. Unauthorized use of school or personal property.
10. Littering on school property.
11. Use of profane language or obscene manifestation.
12. Unauthorized absence from class in an unauthorized location on campus.
13. Improper use of personal electronic device.
14. Cheating (in person, online, air dropped, etc).
15. Any other violation which the principal may deem reasonable to fall within this category.

Intermediate Offenses - Class II

The offenses will result in the following sanctions:

Elementary and Secondary Students

1. First Violation—Student conference and parental contact when warranted. Specific circumstances may warrant disciplinary action as outlined below.
2. Subsequent violations—Parental contact and/or disciplinary action such as probation, before or after school detention, removal of privileges, assignments relative to violation, work assignments before or after school, Saturday morning detention, corporal punishment, early warning meeting, in school suspension, or suspension. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures in this book will be followed.

Violations - Intermediate Offenses - Class II

1. Defiance of School Board Employee's Authority.
2. Possession or use of tobacco products, e-cigarette, vaporizers, or smoking paraphernalia. As related to the Law of Alabama as listed on page 31, a police report will be filed.
3. Vandalism.
4. Stealing—Larceny—Petty Theft—the intentional, unlawful taking and/or carrying away of property valued as less than \$100 belonging to or in the possession or custody of another.
5. Gambling—the intentional, unlawful participation in gambling (or the possession of gambling paraphernalia) activities involving money and valuables less than \$100.
6. Possession of or the selling of stolen property with the knowledge that it is stolen.
7. Threats—the intentional threat to do harm to another student or employee.
8. Threats—Extortion—Verbally or by a written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money, etc. (NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.)
9. Trespassing
10. Use of profane or obscene language or gesture.
11. Unauthorized absence from school (i.e., leaving school campus).
12. Battery upon students/fighting—Intentionally touching or striking a student or employee against his/her will, or intentionally causing bodily harm to an individual. Student disagreements which erupt into fighting are very disruptive and frequently pose a danger to students and school personnel. Any student in grades 6-12 who is actively involved in a fight will be immediately suspended.
13. Dress code violation: "Busting slack and/or inappropriate showing of skin". Students who are inappropriately dressed will not be allowed in class.
 - A. 1st offense: Contact Parents to bring appropriate clothing.
 - B. Subsequent offenses: Parental contact and disciplinary action such as probation, before or after school detention, removal of privileges, assignments relative to violation, work assignments before or after school, Saturday morning detention, corporal punishment, early warning meeting or suspension.
14. Harassment, intimidation, or bullying of a student or employee (includes in person, through text messages and/or cyber).
15. Intentionally providing false information to school personnel such as forgery of parents'/guardians' names or other documents and the concealment of information directly related to school business.
16. Inappropriate touching: The intentional touching of a person in an inappropriate manner.
17. Computer hacking or misuse of the computer: Intentionally entering into areas or sites that are off limits to students and/or the intentional opening of such files in those areas. These areas include but are not limited to teacher files, system files, and sites that have been blocked by the firewall.
18. Unauthorized use of electronic device (calling, texting or other forms of communication without permission).
19. Any other violation which the principal may deem reasonable to fall within the category.

Major Offenses–Class III

The offenses will result in the following sanctions:

Elementary and Secondary Students

The disciplinary action for such offenses will be suspension with or without ISS and/or a recommendation for expulsion by the principal. If so recommended, the expulsion procedures in this book will be followed. Pending final determination of the matter by the school board, the student may be offered the opportunity to attend an alternative program. **Note: No participation in extracurricular activities will be allowed during ISS time being served for a class III violation.**

Violations

1. Drugs—Unauthorized possession of prescription medication narcotic, and/or nonnarcotic, transfer, use or sale of drugs, drug paraphernalia or alcoholic beverages.
 - a. In accordance with The Code of Alabama, 16-1-14.1 (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.
2. Arson—the willful act and malicious burning of any part of school board property. In accordance with The Code of Alabama, 16-1-24.1 (e) (2) (a) and (e) (3) and Legislative Act 94-819, parents are liable for damages to school property caused by their children.
3. Assault or battery upon any person. 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.
4. Robbery—the taking of money or other property from a person or the custody of another by force, violence, assault, or instilling the fear of same.
5. Stealing—Larceny—Grand Theft—the intentional, unlawful taking and/or carrying away of, property valued at \$100 or more, belonging to or in the lawful possession of another.
6. Gambling—the intentional, unlawful participation in gambling activities involving amounts of more than \$100.
7. Burglary of School Property—Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
8. Criminal Mischief—Willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property belonging to another.
9. Possession or discharging of Firearms—Any firearm (pistol, rifle, shotgun, air gun, starter gun, or any other device- toy or otherwise- represented to be a genuine firearm) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm silencer; any destructive device. In accordance with The Code of Alabama, 16-1-24.1 (a) (b) (c) (d), 16-1-24.3 (a), and Legislative Act 94-17, the possession of a deadly weapon on school premises with intent to do bodily harm
10. is a Class C felony. (See policy 5.32).
11. Use of obscene manifestations (verbal, written, gesture) directed toward another person.
12. Possession or use of Weapons—A knife, metallic knuckles, tear gas gun, chemical weapon or device; or any other weapon, instrument or object with the intent to be armed or cause harm.
 - a. 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, 16-1-24.1 (a) (b) (c) (d), 16-1-24.3 (a), and Legislative Act

94-87 states that the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. (See policy 6.30.1)

13. Bomb Threat—Any such communications(s) concerning School Board property which has the effect of interrupting the educational environment.
14. Explosions—preparing, possessing or igniting explosives on School Board property; and/or igniting fireworks, firecrackers, smoke bombs, or "stink" bombs.
15. Sexual Acts—Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
16. Unsolicited written or verbal proposition to engage in sexual acts.
17. Aggravated Battery—intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.
18. Inciting or Participating in Major Student Disorder—Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
19. Unjustified activation of a fire alarm system.
20. Offensive touching of another person.
21. Computer hacking or misuse of the computer: Intentionally entering into areas and files that are off limits to students and the intentional copying or altering of such files or programs. These areas include but are not limited to teacher files, system files, and websites that are blocked by content filtering.
22. Flashing, sexting, or displaying inappropriate materials/images via personal electronic devices or any other means.
23. Removal of clothing that results in nudity, flashing, or other instances that are deemed to be inappropriate.
24. Threat to do harm upon a school board employee.
25. Participating or promoting misconduct such as a student filming a fight between other students for the purpose of sharing the video with others.
26. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances. 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 and students.

Sanctions

Before or After School Detention: The principal (or his/her designee) has the authority to assign students to a designated area at the beginning or end of the regular school day for a reasonable and specific period of time as a disciplinary action. The parent is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) one day prior to the assignment of a student to detention.

Removal of Privileges: The principal (or his/her designee) has the authority to restrict privileges for a reasonable and specified period of time. Removal of privileges is a period of time specified by the principal during which a student will not be able to take advantage of certain privileges during this period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

Disciplinary Probation: The principal (or his/her designee) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. Disciplinary probation is a period of time specified by the principal during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

Saturday Morning Detention: The principal (or his/her designee) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time and/or may assign academic activities. Parent(s) will be notified prior to the student's placement in Saturday morning detention and will be responsible for transportation.

School Bus Suspension: The principal or Transportation Director (or his/her designee) has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student in relation to transportation, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus.

Early Warning Program: See page 9 of this Code of Conduct.

In School Suspension (ISS): The principal (or his/her designee) has the authority to place students in ISS (In School Suspension) for disciplinary reasons. Parents will be notified prior to this placement. The principal, or his or her designee has the authority to place students in ISS prior to parent contact in emergency situations.

Corporal Punishment: The principal (or his/her designee) has the authority to administer corporal punishment in accordance with policy 5.30.1. In order to establish and maintain an educational climate conducive to learning, the Chambers County Board of Education permits reasonable corporal punishment (paddling) of students. If such punishment is required, it shall be administered only as a last resort, with extreme care, tact and caution by the principal or his/her designee in the presence of the principal. Such punishment should never be in the presence of other students.

Out of School Suspension: The principal (or his/her designee) has the authority to suspend a student from school. The Chambers County Board of Education defines out of school suspension as the temporary removal of a student from a school for violation of school rules, violation of Board Policy, or otherwise causing interference with or disruption of the orderly operations of the school. The suspension will be in accordance with the student code of conduct..

Superintendent Hearing: The Superintendent (or his/her designee) will review recommendation from principals for expulsion and request a conference with the person(s) involved, which may include principals, teachers, parents, guardians and students. The Superintendent may recommend expulsion or some other alternative.

Expulsion: The principal has the responsibility to recommend student expulsion to the Superintendent for Board action. Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by Board Policy.

Formal Disciplinary Procedures

A student recommended for any formal disciplinary action will be made aware of the charges and given an opportunity to respond. When a student is recommended for suspension or expulsion, his/her parent(s) or guardian will be sent notification of the action that will take place. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian by a telephone call made during school hours or by written notice delivered by the student or notice by United States mail.

The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary

action.

When disciplinary action reaches the level of corporal punishment or denial of education participation, the following guidelines shall be followed for the protection of the rights of students.

Corporal Punishment: Corporal Punishment should only be used as last resort, after all other methods possible have been used. Anytime corporal punishment is administered, it must be administered or witnessed by the principal or assistant principal. If corporal punishment is administered, it must be reasonably administered without anger or malice. If a student refuses to accept corporal punishment, he/she will be suspended.

1. Corporal Punishment Concerning Non-Special Education Students - Corporal punishment should be undertaken only after efforts have been made by the principal and teacher to correct the situation by other means.

Such punishment shall not be inflicted except by the principal or assistant principal or designee and witnessed by the principal or assistant principal, who shall be told in the student's presence the reason for the punishment before it is administered. The utmost care, tact and good judgment shall be exercised in all cases of punishment to insure reasonableness and moderation as determined by size, age, condition, or disposition of the student under circumstances. Such punishment shall not be administered in anger, maliciously, or for the purpose of revenge.

Corporal punishment shall not be administered by classified or paraprofessional personnel including teacher aides, secretaries, student assistants, student teachers, or substitute teachers.

Upon request of the student's parents/guardians, school officials shall provide a written explanation of the reasons for the use of corporal punishment and the name of the school official who was present.

2. Corporal Punishment Concerning Special Education Students - Prior to the use of corporal punishment on a special education student, said student's IEP shall be reviewed to determine if corporal punishment is prohibited. If it is determined that corporal punishment is not prohibited, the student shall be treated as any other student and corporal punishment may be used as a discipline measure as a last resort (see policy 5.30.1). The administrator must first obtain parental consent prior to administering corporal punishment.

In School Suspension: The principal (or his/her designee) has the authority to place students in ISS (In School Suspension) for disciplinary reasons. Parents will be notified prior to this placement. The principal, or his or her designee, has the authority to place students in ISS prior to parent contact in emergency situations. **There will be no extracurricular activities allowed for students assigned to ISS.**

Out of School Suspension: The principal (or his/her designee) has the authority to suspend a student from school. The Chambers County Board of Education defines out of school suspension as the temporary removal of a student from a school for violation of school rules, violation of Board Policy, or otherwise causing interference with or disruption of the orderly operations of the school. **Students are prohibited from participating in extracurricular activities while on out of school suspension.** The school principal (or his/her designee) has the authority to suspend students from school.

For special education students, the school system will follow the most current reauthorization of the Individuals with Disabilities Education Act statutes regarding suspensions/expulsions.

Notification of Suspension

Prior to suspension, the student will be aware of the charges and given an opportunity to respond to them. Written notice will be sent to the parent(s) or guardian stating the reason(s) such action was taken; however, every effort will be made to notify the parent before the child is sent home.

Immediate suspension of a student is justified when the student's presence would threaten himself/herself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students. If immediate removal is necessary, the parent(s) or guardian will be notified by phone if possible. If a student violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, it is the principal's duty to notify appropriate law enforcement officials and immediately suspend that student from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days. The decision to suspend or initiate criminal charges against a student, or both, shall include a review and consideration of the student's exceptional status. If the student is found to have violated the above-mentioned policies, the student may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board.

Length of Suspension

1. Except in unusual circumstances, the suspension shall be for no more than five (5) school days.
 - a. At the first suspension, a letter will be sent to the parent, and the parent/guardian will be required to attend a conference with student and school official(s). The Superintendent will be notified. The parent/guardian and student will be given notice of future intervention if conduct does not improve. Act 04-782. When appropriate, a complaint may be filed in juvenile court.
 - b. At the second suspension (and subsequent suspensions), a letter will be sent to the parent, and the principal will sign a complaint with juvenile services when appropriate. Juvenile services will notify the parent/guardian and student of their duty to attend an intervention program sponsored by the school system and juvenile court. The school system will notify the district attorney. Act 94-782
2. The suspension of a student is not to exceed five (5) school days except as follows:
 - a. After consultation and agreement of the Superintendent and Principal, suspension of the student may exceed more than five (5) days.
 - b. Violation of drug-alcohol policy, possession of a firearm on School Campus, fighting, or recurring disciplinary infractions.
 - c. If an incident or violation causes the principal or his/her designated person(s) to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken as outlined in the "Expulsion of Students" section.
 - d. Suspension may also be in conjunction with consecutive days of In School Suspension depending on the level of the infraction.

Terms of Suspension

1. If a student attends a base school and the Career Technical Center and is suspended from either school, the suspension will include both schools. The principals of both schools or their designated person(s) must notify each other of all suspension.
2. During the suspension period, suspended students cannot attend any school functions or enter school property for any reason, at any time.
3. When a student is suspended, his/her teacher must be notified immediately concerning the date of suspension and the number of days suspended. Teachers shall not give make-up work to students who are suspended from school.
4. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he/she is reinstated in the school from which he/she was suspended. The Superintendent or his/her

- designated person(s) and the principal will discuss student transfers.
5. If person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission. (Section 1-24-1, Code of Alabama)

Readmission after Suspension

When a student returns to school after suspension, the readmission must be preceded by a conference with the principal or his/her designated person(s). The conference must include the parent(s) or guardian unless otherwise approved by the principal. If the student is returning after a conference with the Superintendent or his/her designated person(s), the Superintendent or his/her designated person(s) may choose to attend the readmission conference.

The student is readmitted by the principal or his/her designated person(s) and is given a readmission slip to return to class.

Expulsion of Students: In accordance with the Alabama State law requiring compulsory attendance, the Chambers County Board of Education makes the final disposition of an expulsion recommendation.

For special education students, the school system will follow the most recent reauthorization of the Individuals with Disabilities Education Act statutes regarding suspensions/expulsions.

The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. The procedures listed must be followed:

Notification by Principal

1. Immediately following an incident or violation of school regulation which may result in a recommendation by the principal to expel a student, the principal is authorized to suspend the student for as many as five (5) school days pending a hearing for expulsion. The principal will notify the student and the parent(s) or guardian that the information or data obtained by the principal's investigation of the incident will be made available to them. This notice should be given to the parent(s) or guardian prior to the expulsion recommendation.
2. After the completion of the full investigation of a violation which may result in a recommendation for expulsion, the principal will, based on the facts, specify whether to recommend student expulsion. He/she will immediately notify the student and the parent(s) or guardian in personal conference. He/she will also confirm this notice in a letter to the parent(s) or guardian.
3. The principal's conclusions should be based on the documentation of the facts pertaining to the incident. Such documentation will include all information available concerning the definition of the offense; a detailed description of the offense; the time, date and location of the alleged offense. The above documentation will be forwarded to the Superintendent or his/her designated person(s).

Superintendent Hearing

After a review of the principal's recommendation, the Superintendent or his/her designated person(s) will, within the suspension period imposed, or if the student has not yet been suspended, as soon as possible, request a conference with the

parent(s) or guardian and the student. The Superintendent or his/her designated person(s) will notify the student and parent(s) or guardian that they have a right to be present, respond to the charges, and ask any question relative to the charges of any person, and that they also have a right to request witnesses on their behalf supporting their response to the charges.

At this conference, the Superintendent or his/her designated person(s) may discuss with the student and parent(s) or guardian whether a mutually agreeable alternative to expulsion is appropriate. Such alternatives may be:

1. Placement in alternative education programs.
2. Placement of special education students in appropriate programs.
3. Voluntary withdrawal of the student from the Chambers County School System for a period of not less than one (1) semester and not more than one (1) regular school term not including summer school, if the student is over the age of compulsory school attendance.
4. Placement of the student in a juvenile facility by a governmental agency independent of the Chambers County School System. The School Board should concur that the action taken is adequate as an appropriate remedy for the problem. The School Board, in compliance with civil law will have the right and responsibility to determine the action which constitutes the resolution of the problem.
5. The Superintendent or his/her designated person(s) may determine that no disciplinary action is needed; that discipline action other than expulsion is warranted because of extenuating circumstances or make a decision to recommend expulsion of the student.

Board Hearing

1. If the decision of the Superintendent or his/her designated person(s) (after investigation and after hearing the student's response to charges and the response of any witnesses requested by the student to provide information) is to recommend expulsion, the Superintendent shall place the question of expulsion on the agenda for the next School Board meeting.
2. The Superintendent or his/her designated person(s) will give notice by registered or certified mail or hand delivery to the student and parent(s) or guardian that expulsion is recommended. The notice will advise them of the finding at the Superintendent Level Hearing. The notice will state the time and place of the hearing and advise the student and parent(s) or guardian that the student has a right to attend the hearing; to be represented by an attorney or other representative; to present witnesses and testimony to the School Board; to ask questions of any witnesses presenting evidence to the Board or about any matters at the expulsion hearing.
3. The notice from the Superintendent will be mailed at least five (5) days prior to the meeting at which the student's expulsion will be recommended. In the notice the student and parent(s) or guardian will be informed that a desire to present matters at the hearing must be made known to the Superintendent within three (3) days after receipt of the notice, and that failure to express such a desire within the prescribed period of time will waive the right to represent such matters. The School Board will waive this three (3) day requirement upon a showing of excusable neglect.
4. At the School Board meeting in which expulsion of a student will be considered:
 - a. The board will first allow the Superintendent, principal and any witness requested by the Superintendent to present testimony relevant to the recommended expulsion and report findings which resulted in the recommendation. After the Superintendent, school officials or other witnesses have presented testimony relevant to the recommended expulsion, the student, parent(s), guardian, or person representing the

student will be permitted to question them concerning their statements and testimony relevant to the recommended expulsion. The hearing shall be closed unless the student requests an open hearing.

- b. Upon completion of the presentation by the Superintendent and his witnesses, the student will be allowed to present matters relevant to the student's expulsion. This would include the right to testify and call witnesses on the student's behalf opposing the recommended expulsion.
- c. Immediately following the presentation by the student, the Superintendent will recommend to the Board the formal action which he/she deems appropriate and just.
- d. The School Board will then excuse the student, parent(s) or guardian and person representing the student from the room and will deliberate and vote on the action recommended by the Superintendent. The Superintendent will not have a vote in the deliberations. During the deliberations there will be no extraneous information received pertaining to the recommended expulsion. The School Board will vote based upon matters presented to it in the presence of the student, parent(s) or guardian and person representing the student. If the action of the school board is to expel the student, the action will specify a period of time for the expulsion.

Terms of Expulsion

1. The expulsion of a student from any school prohibits the student from attending any school in the School System during the period of expulsion.
2. A student may lose his/her academic credit if:
 - a. He/she is expelled prior to taking quarter or semester examination; b. He/she is removed from the school attendance roll through the expulsion process.
3. A student cannot request make-up work if he/she is expelled from school.
4. A student may attend extra-curricular activities after school hours that are described as public activities such as football, baseball, volleyball, basketball, or tennis games. While attending these activities, he/she must abide by all regulations regarding the events. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the system during the school day (7:30 a.m.–4:30 p.m.) while he/she is expelled from school.

Unannounced Visits by Law Enforcement Agencies

To provide and maintain a safe and secure environment for students, staff and visitors, the Board supports the requirement of The Alabama Administrative Code, section 290-030-010.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the School System. Such visits shall be for the purpose of detecting the presence of illegal drugs or weapons. In accordance with The Code of Alabama, 16-12-14.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s). Board of Education policy 5.31.3.

Virtual Program

The Chambers County Board of Education provides a virtual option for qualifying students. Students who participate in the virtual option must abide by all CCSD rules, policies, and procedures. For more information about the virtual program see CCSD policy 4.94.

Inspire Virtual Academy:

Mission Statement: To provide students with flexible and rigorous online learning opportunities that will help them acquire the knowledge, skills and characteristics necessary

for college and career readiness.

In virtual school, a student and their parents/guardians choose a non-traditional path toward achieving college and career readiness, assuming increased responsibility in time management, organization, self-direction, and self-regulation.

The following policies and procedures are subject to change.

Curriculum and Instruction: Inspire Virtual Academy coursework is primarily delivered through Edgenuity and/or ACCESS Distance Learning. Eligible students also have the option of enrolling in locally developed courses, dual enrollment courses, approved zoned school courses, on-campus CTE and/or core subject courses at Inspire Academy and other approved computer-based independent study courses.

Attendance Requirements: Inspire Virtual Academy students must log in to their online courses daily, with a minimum of four hours of active learning and progression. Attendance for on-campus classes is required and attendance is taken by the zoned school teacher. Inspire Virtual Academy students are required to abide by the Chambers County attendance policies and procedures; excuses for absences are collected and recorded through Inspire Virtual Academy.

Application Process: Students seeking admittance must complete the application at www.Chambersvirtual.com during the open enrollment time frames. Seniors are only eligible to enroll during the fall enrollment window. The only admittance exceptions outside of the enrollment windows involve extreme or special circumstances. These requests will be reviewed for approval by the application committee. Note additional operational policies and procedures can be accessed on the CCSD website for Inspire Academy.

1. Applicants must be on track to graduate with an Alabama High School Diploma.
2. Applicants must have an overall 2.0 GPA
3. Applicants must have no more than 18 absences (excused and unexcused)
4. A student with an IEP/504 must have the approval of their appropriate team.

Use of Digital Device During the Administration of a Secure Test

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY STUDENT POLICY

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

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

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

Suggested Guidelines for the Search of Digital Device Seized During the Administration of a Secure Test

The suggested guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:
 - a. Learn the facts regarding the seizure of the device from the test administrator, and
 - b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device, then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device, then it may be returned to the student in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook. 12. In any situation involving the search and seizure of a student's property a school administrator should consult with his or her supervisor in accordance with the school system's policy.

Student Cell Phone/Device Usage Policy

Local school administration retains the authority to determine the severity of the violation and shall apply disciplinary measures as they deem appropriate to the particular situation. **The building level principal and local school handbook shall provide specific information as to the depth at which the BYOD initiative is implemented within a specific school.** Cell phones are to be turned off and remain out of sight during academic instructional time unless students are directly instructed by a teacher to utilize it in a classroom for learning. **The use of Air Pods, ear buds, ear phones and head phones are prohibited during instructional hours.**

Consequences:

- The first offense for the cell phone or device policy will result in the student's phone being turned into the teacher until the end of the academic period for the student to retrieve it. The teacher may also issue morning or afternoon detention. Contact may also be made with the parent/guardian of the student. The teacher has discretion on whether or not to make an office referral.
- The second offense for the cell phone or device policy will result in the student's phone being turned into the office until the end of the school day for the student's parent or guardian being required to retrieve it. Devices should only be returned to parents after school. The student will also receive a principal's after school detention.
- The third offense for the cell phone or device policy will result in the student's phone being turned into the office where it will remain for one week before the student's parent or guardian is allowed to retrieve it. The third offense will also result in additional discipline with local school administration retaining the authority to determine the severity of the violation and apply disciplinary measures as they deem appropriate to the particular situation ranging from detention, Saturday detention, ISS or OSS.
- The fourth offense for the cell phone or device policy will result in the student's loss of privilege for the remainder of the semester. The fourth offense will also result in additional discipline as deemed appropriate by the local school administration.

The goal of Bring Your Own Device programs is to expand opportunities for 21st Century learning. However, using personally owned devices at school is a privilege, not a right. **This privilege may be revoked for the student body as a whole or for students individually at the discretion of the administration.** Cell phone etiquette and responsibility is important for students so devices are not allowed to disrupt the learning environment. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens. This initiative is being phased in to Chambers County Schools as a practice to enhance learning with a classroom teacher's cooperation.

RULES AND CONDITIONS: All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct.

WHERE/WHEN/STORAGE

1. **Students may only use their device during a break or lunch period.**

It can only be used in the classroom when instructed to do so by their teacher.

2. Students may not use their device to make phone calls, text or update personal sites/accounts during academic instructional time.

3. Students may not use their device to listen to music during academic instructional time or while in transition to and from class.

4. Students may only use their device in the library/media center with the permission of the media specialist.

5. Students may use their device while on school buses when given permission to do so by the bus driver. The device should not become a distraction to other riders or the driver.

Student Exemption Policy

As a reward for excellent attendance and academic achievement, students who meet certain criteria may choose to exempt end of first or second semester exams.

The countywide exemption policy for **first semester** is as follows:

All A's in all classes "A" average with no more than (4) combined absences; or tardies; and no ISS in excess of 2 days nor any OSS allowed

OR

or All A's & "B's" averages with perfect attendance, and no ISS in excess of 1 day nor any OSS allowed

The countywide exemption policy for **second semester** is as follows:

"A" average with no more than (4) combined absences or tardies; and no ISS in excess of 2 days nor any OSS allowed

OR

"B" average with no more than (3) combined absences or tardies; and no ISS in excess of 1 day nor any OSS allowed

OR

"C" average with no more than (1) combined absences or tardies; and no ISS in excess of 1 day nor any OSS allowed

**Schools may only exempt students from exams during the first semester if they meet all criteria. No student may exempt a second semester class if he/she failed the class during the first semester.

Student Honor Graduates and Class Ranking

Student Honor Graduates

Each school will determine honor graduates by using grades and academic achievement. This will include the distinctions 1) graduating with highest honors, 2) graduating with high honors, or 3) graduating with honors. GPA will be determined by the semester grades earned in all courses from the ninth, tenth, eleventh, and to the end of third quarter of the twelfth grade.

Honor Graduates:

- **Highest Honors – awarded to any student who graduates with a GPA that is 4.0 or higher.**
- **High Honors – awarded to any student who graduates with a GPA that is 3.85 to 3.99.**
- **Honors – awarded to any student who graduates with a GPA that is 3.7 to 3.84.**

Class Ranking **

To be considered for Top three in your class using class rank, a student must have been in attendance in that particular school for three years including his/her senior year.

GPA shall be determined by the average of grades during the eight (8) semesters of a student's high school career. Grades will be weighted per board policy. Class rank will be calculated toward the end of the final semester when grades have been submitted.

**** Please note: Official changes to class rank could possibly occur based on finalized grades at the end of the year increasing or decreasing, causing changes in rank for any student (ex: due to final exams, dual enrollment final grades from post secondary institutions, ACCESS scores added to transcripts). Class rankings on transcripts are based on the last cumulative (yearly) GPA. *The class rank in Powerschool may not always be accurate until ALL grades are finalized.***

Parent & Student Forms

Please read and sign the appropriate forms on the following pages for the students in your family or of which you have guardianship. Contact your local principal if you have any questions or concerns.

CHAMBERS COUNTY BOARD OF EDUCATION
BOX 408
LAFAYETTE, ALABAMA 36862
TELEPHONE (334) 864-9343

Jeffery L. Finch, President
Vicki Leak, Vice President
Casey Chambley, Superintendent
Candace Lyons
Jay Siggers
Lashae Herring
Jennifer Hunt

Dear Parent/Guardian:

The legislation, Every Student Succeeds Act (ESSA) of 2015, "requires all school systems to notify parents of all children that they have the right to request and receive timely information about the professional qualifications of their child's classroom teachers." A goal of the Chambers County School System is to provide your child with a quality education. This goal includes providing all students with high quality teachers.

If you would like information regarding the qualifications of your child's teacher(s) please contact the school principal or the Central Office requesting the information. We will mail you within two weeks a form that informs you of the teacher's qualifications such as areas of certification, degrees earned, and the grade and subjects taught. If your child is served by a paraprofessional, and you request information on their qualifications, it will be provided to you.

We always strive to work with you in helping your child attain his/her greatest potential. We invite you to visit your child's classroom to witness the instruction and activities that are a part of your child's day. We also ask your help in assuring your child is in attendance and well prepared for each day.

If you have questions, contact the Central Office or the principal of the school your child attends.

Sincerely,

Dr. Casey Chambley

PPRA Chambers County Board of Education Notice and Consent/Opt-Out for Ed Funded Specific Activities (info)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Chambers County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- 1. Political affiliations or beliefs of the student or student’s parent;*
- 2. Mental or psychological problems of the student or student’s family;*
- 3. Sex behavior or attitudes;*
- 4. Illegal, antisocial, self-incriminating, or demeaning behavior;*
- 5. Critical appraisals of others with whom respondents have close family relationships;*
- 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;*
- 7. Religious practices, affiliations, or beliefs of the student or parents; or*
- 8. Income, other than as required by law to determine program eligibility.*

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Chambers County Board of Education will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to LaKeyda Davis,

1298 Vocational Drive, LaFayette, AL 36862. Ms. Davis will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

*LaKeyda Davis
P.O. Box 408
LaFayette, AL 36862*

PPRA Chambers County Board of Education Notice and Consent/Opt-Out for Ed Funded Specific Activities (form)

Check the box beside the activities or items that you **do not wish to allow** during the 2023-24 school year for the student you list at the bottom of this page.

ABC Survey of At-Risk Behaviors: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Student-Based Commercial Services: School collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student -based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Use of Student Images or Name: I do not give permission for my child to be photographed, videotaped, audio taped, and/or interviewed for positive Chambers County School System publications. This may include my child's full name. This may also include articles in local newspapers and/or occasionally on TV.

Use of Student Name in a Student Listing: I do not give permission for my child's name to be displayed as part of any homeroom list, classroom list, or any other public listing of student names.

Please list the student's name for which you do not wish to allow the checked activities above during the 2023-24 School Year.

Student Name: _____

School: _____ Grade: _____

(Signed) _____
Parent/Guardian (Date)

(Signed) _____
Parent/Guardian (Date)

This is an opt out form. Only sign and return if opting out of the above.

Student Acceptable Use of Technology Agreement

(Policy is on pages 26-28)

As the parent or guardian of this student, I have read the Acceptable Use Policy in the Chambers County School District student handbook and have discussed it with my child. I understand that computer access is provided in Chambers County Schools for educational purposes in keeping with the academic goals of CCSD, and that student use for any other purpose is inappropriate. I recognize that it is impossible for CCSD to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at Chambers County Schools.

(Signed) _____
Parent/Guardian (Date)

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING INTERNET USE:

As a Chambers County School District student, I understand that the use of the school network and e-mail is a privilege, not a right. I understand that my school network and e-mail accounts are owned by the CCSD and are not private. CCSD has the right to access my information at any time. I understand that CCSD administrators will decide what conduct is inappropriate use if such conduct is not specified in this agreement. I will use all electronic devices in a manner that complies with policies of the CCSD and the laws of the State of Alabama. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use or if I or another CCSD student is a victim of Cyber Bullying. I will use CCSD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Conduct and/or prosecution under state and federal law.

(Age 5 and older)

Student Signature: _____ Date: _____

School: _____ Grade: _____

For student and parent resources or to find out more about Cyber Bullying, Online Safety, Social Networking and other Digital Citizenship topics...please visit the **Cyber Information & Safety** page on the Chambers County School District Website at <http://www.chambersk12.org>

2023-24 CCSD

**Student Code of Conduct
Notice of Receipt**

_____ enrolled in
(name of student)

_____ School and
(name of school)

_____ parents/guardians
(name of parent/guardian)

hereby acknowledge by our signatures that we have received and read, or had read to us, the Code of Student Conduct. We understand that these policies apply to all students and parents in the public schools, to school campuses, school buses, other school-owned/operated vehicles and school-related activities and events.

(Signed) _____
Student (Date)

(Signed) _____
Parent/Guardian (Date)

(Signed) _____
Parent/Guardian (Date)

NOTE: The student is to sign the above statement. If the student lives with both parents (or guardians), both are to sign the statement. If the student lives with only one parent or guardian, only one is to sign.

A separate statement is to be signed by each student.

Please sign this page and have the student return it to the homeroom teacher. Keep the CCSD Student Code of Conduct book for future reference.

An electronic copy of this code of conduct can be found on the district website at <http://www.chambersk12.org>

Student Bullying Complaint Form
 Form to be used in conjunction with Board Policy 5.28 Jamari Terrell
 Williams Student Bullying Prevention Act Policy

Complaint Form

School System: _____ School Name: _____
 Student Name: _____ ID#: _____
 Grade: _____

INFRACTION REPORTED BY: <u>STUDENT</u> / <u>PARENT/GUARDIAN</u>			
<i>Date of Incident</i>		<i>Time</i>	
<i>Specific Location of Incident</i>			
DESCRIPTION			
OTHER INFORMATION			

The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as 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, cyberbullying or 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 contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.*
- b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.*
- c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.*
- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.*
- e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.*

Student _____ Date: _____
 OR
 Parent/Guardian _____ Date: _____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing

Mental Health Annual Notification

Chambers County School District Annual Notification Regarding School Provided or Sponsored Mental Health Services

Mental Health Services - The school system provides or sponsors the following guidance counseling and resources as well as mental health services: Assessments or Surveys - FORMAL assessment/surveys related to mental health diagnosis, recommended counseling, or treatments. Parents shall have the authority to make final decisions regarding mental health/behavioral counseling, and treatments. Crisis Intervention - Short-term, immediate assistance by school counselor or professional for a specific situation, unless there is an imminent threat to the health of the student or others. School-Based Mental Health - On-going counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission will be obtained during an intake meeting before services are provided. Review of Materials - You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal. Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services - Under Alabama law, no student under the age of fourteen (14) may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others. Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for him/her to participate in that service. Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances. Parents of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or 504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education/504 process.

Mental Health Opt-In

Chambers County School District

OPT-IN FOR MENTAL HEALTH/ONGOING COUNSELING SERVICES

As of the date of my signature below, my child, _____, is under the age of 14 years old:

Yes

No

If No, stop here. - This does not apply to your student.

If Yes, continue below.

I hereby give my permission for my child to participate in the following ongoing school counseling/ mental health services:

[Check the box for each mental health service you WANT to be available to your child]

Assessments/Surveys – FORMAL Assessment/surveys related to mental health diagnosis, recommended counseling, or treatments. Parents shall have the authority to make final decisions regarding mental health/behavioral counseling, and treatments.

Crisis intervention - short-term, immediate assistance by school counselor or professional for a specific situation, unless there is an imminent threat to the health of the student or others.

Ongoing School Counseling/Mental Health counseling - On-going counseling services by school professionals or private practitioners in the school setting that is considered therapeutic in nature. The parent or legal guardian's permission will be obtained during an intake meeting before services are provided.

You may rescind permission for a student to participate in mental health services at any time by

providing written notice to school administration or school guidance counselor.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____