

Crenshaw County Board of Education



Student Handbook & Code of Conduct 2018-2019

Crenshaw County Board of Education

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Principal – Jamie Howard

Crenshaw County Public Schools

Rights and Responsibilities

These rules and regulations apply to students within the Crenshaw County School System while they are in attendance at school during the school day or at a school-sponsored function.



Crenshaw County Schools

Title I School-Parent Compact

2018-2019

The Crenshaw County Public Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the No Child Left Behind Act of 2001 [Reauthorization of the Elementary and Secondary Education Act of 1965] (participating children), agree that this compact outlines how the parents, faculty, staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

School Responsibilities

The Crenshaw County Public Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:

- The Crenshaw County School System will continue to offer a curriculum based on clearly defined expectations for student learning and achievement that are aligned with the state of Alabama. The curriculum will be designed to challenge all students with rigor, innovation, and meaningful content meant to prepare students for the 21st century. The curriculum includes benchmarks that indicate what students should know and be able to do in each content area while having clearly defined expectations for student learning across subject areas and grade levels. The curriculum establishes a commitment to equity and an appreciation of diversity by allowing all students to have equal access to all programs and course offerings. Furthermore, the curriculum promotes the active involvement of students in the learning process by requiring students to apply critical thinking skills and investigate new approaches to problem solving in the learning process. Teachers and administrators in the Crenshaw County School System will continuously assess, analyze, diagnose and provide creative solutions to areas indicated after comprehensive data analysis.
- In compliance with the ESEA, the curriculum in grades Pre-Kindergarten through Twelfth Grade is scientifically researched-based and clearly defines learning and achievement expectations. Collaboratively developed pacing guides and implementation of innovative frameworks and strategies will direct the curriculum in core content areas and are aligned to the Alabama Courses of Study. The comprehensive curriculum are also in compliance with College and Career Readiness Standards. The curriculum is assessed by multiple state assessments. Assessments include the ACT Aspire and ACT. The Crenshaw County School System is prepared to respond to changing standardized assessments as directed by the Alabama State Department of Education. The collaborative effort to align curriculum and pacing guides across the county helps to ensure that the Crenshaw County School System is indeed one system rather than a system of schools.
- Regular data meetings ensure critical analysis of each school's progress toward meeting benchmarks developed by reading and math teams. All elementary

schools in Crenshaw County are Alabama Reading Initiative (ARI) sites and have as their driving force, the goal of significantly increasing reading instruction.

- Collaboration among teachers, administrators and central office administrators is vital for increasing student achievement. Faculty meetings, Professional Leadership Team meetings, departmental meetings and grade level meetings will be held to discuss continuous improvement. School and system-wide data meetings will also be held regularly in an effort to meet the goals devised as a part of each school's continuous improvement plans. This will be accomplished in an effort to improve test scores, monitor continuous improvement, and analyzing benchmark/standardized assessments.
 - Increased student achievement and maintaining continuous improvement as a system will always be the goal of the Crenshaw County School System. There are intervention programs and initiatives that are designed to support student learning to ensure success. Initiatives include Response to Intervention (RTI); Individuals with Disabilities Education Act; 504 Accommodations; and flexible scheduling are all critical for supporting all students within the Crenshaw County School System. Students in K-6 will have the opportunity to use additional programs/initiatives (i.e. ARI and AMSTI) to support student achievement. Researched based academic support initiatives will be incorporated within elementary classrooms and support from instructional coaches will reinforce learning strategies in the classroom. In grades 7-12, students will benefit from a seven period schedule. There is time allotted for remediation, tutoring, and intervention strategies to address achievement gaps that are diagnosed within data meetings at school and system levels.
 - The Crenshaw County School System is dedicated to providing an atmosphere that is conducive to student learning. Administrators at the district and school level will work with various stakeholders to ensure that our curriculum is designed to meet the challenges of an ever changing working environment. There continues to be an effort to recruit, mentor, and retain the best available faculty and students for the Crenshaw County Schools. Schools will operate with support from our district administration to provide a learning culture that is safe for all stakeholders. Approved school safety plans and an updated code of conduct will ensure that the foundation for learning environments are both safe and conducive to optimal levels of student achievement.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held as follows:

- Meeting one (1) may be held during October in conjunction with parent teacher conferences at all three schools within our system.
- Meeting two (2) may be held during March or April to coincide with spring testing, end-of-year activities, progress monitoring, and continuous improvement planning that will be developed for the upcoming school year.

Stakeholders will be kept informed about data indicating school improvement and student achievement. Meetings will be held in conjunction with parent-teacher conferences each semester.

3. **Provide parents with frequent reports on their children’s progress.** Specifically, the Crenshaw County School System will provide reports as follows:

- Parent Portal on INow Updated to Inform Parents of Student Progress
 - Easily Accessible School Website for Communication with Parents
 - Teacher Web Pages with Updated Information Related to Student Work
 - Edlio system to alert parents of upcoming assessments and academic events that impact student success.
 - Electronic communication utilized to inform parents of student progress. (I.E. email)
 - Progress Reports and Report Cards
 - Parent-Teacher Conferences
 - Teacher Phone Logs at School Sites
- Students will receive progress report at the 4 ½ week point of each 9 week grading period. Report cards will be distributed to students at the end of each 9 week grading period.

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

- Academic meetings with parents and teachers in accordance with the general policy of meetings with stakeholders.
- Parent teacher associations, booster organizations, and other support organizations.
- Parent advisory groups
- Academic counseling appointments can be set through the counseling department at school at the request of the parent. We ask that teacher-

parent conferences are set 24 hours in advance to ensure that all parties are prepared to address concerns and provide updated information for parents.

- Administrative appointments can be set through the school administrator's office at the request of the parent. We ask that administrative-parent conferences be set 24 hours in advance to ensure that all parties are prepared to address concerns and provide updated information for parents.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- Academically – Volunteer in support roles (I.E. Media Center Volunteers)
- Academically – Volunteer in direct roles (I.E. Tutoring Opportunities)
- Civic organizations sponsor multiple opportunities for parents to become active in local Schools through sponsored events (I.E. "Farm Day" and "Pioneer Day")
- Participation in awards programs, academic celebrations, and athletic/extracurricular recognitions
- The Crenshaw County School System will continue to explore opportunities for parents to participate actively in school activities. This commitment is ongoing.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Provide a nurturing environment that is conducive to a quality education.
- Support children both at school and home.
- Commit to active participation in school activities and support extracurricular activities.
- Instill the importance of respecting the rights, property, and individuality of others.
- Ensure student's prompt and regular compliance with attendance policies.
- Work collaboratively with system/school officials to benefit child development.
- Adhere/comply with codes, policies, code of conduct, and law as it relates to the education of our children.
- Commit to developing healthy relationship with school officials by attending required and requested conferences.
- Commit to reasonable requests for signed forms; required permission forms, and support for disciplinary infractions.
- Commit to the general health, nutrition, hygiene, and appropriate clothing necessary to support child physiological needs to be successful at school.

- Guide the child to develop socially acceptable standards of behavior, to exercise the self-control, and to be accountable for his/her actions.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Assist the school staff in the operation of a safe and orderly school where all students can learn.
- Adhere/comply to code of conduct, policies, attendance requirements, and expectations set by system/school officials.
- Display good character and refrain from profanity, obscenity, and offensive language.
- Commit to choices that will ensure good health, nutrition, hygiene, and appropriate clothing necessary to support physiological needs to be successful at school.
- Commit to school safety by reporting incidents that could threaten the students at the school due to violations of code of conduct.
- Demonstrate self-control, self-discipline, respect of others, and non-destructive behavior at all times.
- Commitment to academic excellence by preparation and desire to perform at optimal levels in all classes.
- Support classmates and participate in activities that showcase school and develop the whole student.
- Safeguard assigned state-owned textbooks and electronic devices.
- Represent family and school during activities at school and school-related activities.

Crenshaw County Schools – General Information

Asbestos Management Plan (Asbestos Hazard Emergency Response Act)

- Notice is hereby given to all parents, teachers and employee organizations of the School District of Crenshaw county that each school in the district has been inspected for the presence of asbestos-containing materials, and a management plan for each school building, as required by the Asbestos Hazard Emergency Response Act (AHERA) was developed and a copy submitted to the Alabama Department of Education.

- A copy of the management plan for each school is on file in the principal’s office at each school and the Crenshaw County Board of Education. You may inspect the management plan at the school or the Crenshaw County Board of Education.

Attendance

A. Admission to School

1. **Requirements for Entry into Crenshaw County Schools Kindergarten Program:**
 - a) Birth Certificate
 - b) Student must be five (5) years of age upon admission into Kindergarten.
 - c) Immunization records or proper exemption according to state laws
2. Students must be in “good standing” with the system/school from which he/she are transferring.
3. Students shall be admitted to school based upon an application submitted by the parent of legal guardian. No student may be excluded from the appropriate school within the school system except by due process or failure to meet specification of board policies.
4. Pursuant to the requirement of the Elementary and Secondary Education Act of 1965 as amended by the reauthorization of the (ESEA) in 2001 and the

McKinney-Veto Homeless Assistance Act, students who are to attend the Crenshaw County School System and who are homeless, migrant, proficient, immigrant, or disabled will have access to a free, appropriate education, including public preschool education, provided other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated and will not be prohibited from school attendance due to barriers such as:

- Residency Requirements
- Lack of Social Security Number
- Lack of Birth Certificate
- Lack of Immunizations
- Legal Custody Requirements
- Lack of School Records or Transcripts
- Transportation
- Language Barriers
- Disabilities

Should students enter without the required documents, principals and/or designated staff, with the assistance of appropriate system level personnel will take necessary steps to secure the required documents. Any information submitted by the parent will be used to ensure appropriate grade placement and service delivery.

Homeless, immigrant, migratory and LEP children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

Alabama's Compulsory School Attendance Law

Section 16-28-3 of the Code of Alabama, 1975, provides in part that:

Every child between the ages of six and seventeen years of age shall be required to attend public, private or church school or be instructed by a competent private tutor for the entire length of the school term in every scholastic year

Section 16-28-12 of the Code of Alabama, 1975, requires that:

“Any parent/guardian who enrolls a student in school will be responsible for the students’ regular attendance and proper conduct. Also, parent/guardian who fails to compel each child to regularly attend and to properly conduct himself/herself as a pupil, shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$100.00 and may also be sentenced to hard labor for county for not more than 90 days.”

B. Absence From School

The Crenshaw County Schools would like to remind all stakeholders that exemplary student attendance is essential to academic success. There is a direct correlation between attendance and academic excellence. Therefore, we encourage parents and legal guardians to emphasize with our children the need to have exemplary attendance to ensure positive academic growth.

All student absences shall be designate as either excused or unexcused. The following reasons shall be accepted in classifying excused absences:

1. Student Illness
2. Inclement weather – Approved by principal only
3. Emergency condition defined by superintendent or principal
4. Death of immediate family member
5. Legal quarantine or circumstances
6. Permission of principal and consent of parent
7. Medical appointments.

- Students should return to school with a notice from physician excusing absence. Students should follow the procedures provided by school administration and teachers.

The parent or legal guardian is responsible for requiring the student under his/her control to attend school regularly. If a child between six and seventeen becomes truant, the parent or legal guardian of the child may be charged with a misdemeanor and if found guilty, subject to punishment by law. (Section 16-28-12, Code of Alabama)

C. Make-Up Work

Students absent for any excused reason shall be allowed to make-up work at an appropriate time, as determined by the individual teacher. The responsibility for make-up work rests with the student. Make-up work shall be arranged within three (3) days after the student returns to school. The period for make-up work may be extended in cases involving prolonged, excused absences.

D. Excessive Excused Absences

1. **A Pre-K student who accumulates six (6) absences or tardies will be contacted by the Pre-K Director to attend an attendance conference.**
2. **A Pre-K student who accumulates ten (10) absences or tardies will be referred to the OSR First Class Coach.**
3. **A kindergarten student less than six (6) years of age, who accumulates more than fifteen (15) absences may be withdrawn from the roll for the remainder of the school year.**
4. **A student in grades K-8 who accumulates ten (10) absences during the school year must attend an attendance committee hearing along with a parent/guardian.**
5. **A student in grades K-8 who accumulates more than fifteen (15) absences per course during the school year may be denied promotion.**
6. **A student in grades 9-12 who accumulates five (5) absences in any credit bearing course in any given semester during a school year must attend an attendance committee hearing along with a parent/guardian.**
7. **A student in grades 9-12 who accumulates more than seven (7) absences in any credit bearing course in any given semester during a school year may be denied credit.**

8. **A student may be denied a learner's permit and/or a driver's license or have an existing permit/license revoked for excessive unexcused absences.**

E. Procedures for Unexcused Absences: Early Warning Truancy Prevention/Truancy Policy

A parent, guardian, or other person having charge of any student officially enrolled in Alabama Public Schools (K-12) shall explain, in writing, the cause of any and every absence of the student no later than three (3) school days following the student's return to school. A failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student whose absence is not excused, is not entitled to make-up instructional work or tests within the framework of the regular classroom. The student shall also be deemed truant for any absence determined by the principal to be unexcused based upon the Alabama State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitutes truancy for the purpose of filing a petition with the Alabama court system. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program time line for reporting truancy shall define the truancy status of any student as follows:

1. First Truancy/Unexcused Absence (Warning)
 - A. Parent/Guardian shall be notified by the school principal or his/her designee that student was truant and date of the truancy shall be provided.
 - B. Alabama's Compulsory School Attendance Law is outlined below. Parents/guardians shall be advised of the penalties that can be applied and the procedures that shall be followed in the event other unexcused absences occur.
2. Fifth (5) Unexcused Absence (Conference)

- A. The parent, guardian, or person having control of the child shall (1) attend a conference with attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- B. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made if, and only if, an emergency exists.
- C. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 16-28-12 (c) (failure to cooperate), or shall result in truancy status for the student; whichever is deemed appropriate by the court.

3. Seven – Ten (7-10) Unexcused School Days (Court)

- A. File complaint/petition against the child and/or parent/guardian, if appropriate.

4. Child under Probation

- A. The school attendance officer should be notified by the juvenile probation office of all children in the school system under probation supervision by the juvenile court as consistent with the statute, Code of Alabama (1975). 12-15-100 and 105.

F. Absence to Participate in Educational Trip

- 1. A parent or guardian may request, in writing, to the superintendent, prior to the trip, that his or her child be excused from school to participate in an educational trip. The superintendent will render a decision on an individual basis.

G. Parent Excused Absences

- 1. State law requires parent/guardian to explain the reason for any absence of a student under their control of supervision. The parent/guardian must submit a written statement explaining the reason(s) for the absence within three school

days after the student returns to school. If a written statement has not been received within the three (3) day period, the student's absence will be considered unexcused. A student may accumulate ten (10) excused absences per semester. Any more than ten (10) absences will require a written statement from a doctor, or the absence will be considered unexcused.

H. Tardiness

1. First, second, and third tardies require no disciplinary action.
2. Tardy number four will result in one (1) day In-School Suspension (ISS) or corporal punishment.
3. Tardies five (5) through seven (7) will result in one day of ISS for each tardy.
4. The eighth (8) tardy will result in a three-day suspension. The parent/guardian will be notified prior to the date the suspension is to begin. (During the first or second day of suspension the students' parent/guardian may be required to meet with the principal or his/her designee. If this meeting is successful, it may be possible for the student to return to school the next day.)
5. Tardies numbers nine (9) through eleven (11) will result in one day of ISS for each tardy.
6. Tardy number twelve (12) will result in a three (3) day suspension. (During the first or second day of suspension the students' parent/guardian may be required to meet with the principal or his/her designee. If this meeting is successful, it may be possible for the student to return to school the next day.)
7. Tardies numbers thirteen (13) through fifteen (15) will result in one day of ISS for each tardy. Tardy number sixteen will result in a three-day suspension. (Parent/Guardian must attend a meeting with the superintendent or his/her designee.

The principal is encouraged to develop numerous disciplinary actions to correct misbehavior or encourage student understanding. Therefore, the principal has discretion to implement the following disciplinary actions as a part of the respective school's discipline plan:

- 1 – Saturday School
- 2 – After-School Detention
- 3 – A.M. /P.M. Detention

I. Check Outs (School)

Students will not be allowed to check out from school without parent/guardian coming to the school to sign them out. To pre-arrange a check-out, a parent/guardian may come to the office prior to the student's check-out time in order to sign the student out. Photo verification of parent/guardian is required in compliance with our school safety plan. It is requested that no check-outs occur after 2:30 pm due to heavy traffic. Make-up work policy will be in effect for those check-outs that are considered excused.

J. School Sponsored Field Trips

1. All field trips must be planned in advance and approved by the principal.
2. Any student taking a trip under the sponsorship of the school must have a release form signed by his/her parent/guardian giving permission and releasing the school from any liability for any accident or injury incurred on trip.
3. Any student making a school-sponsored trip, whether by school bus or private transportation, will return via the same transportation. Under special circumstances, the principal may give permission for the student to be released to his/her parents.
4. Any student going on school-sponsored trips is responsible to the school for his/her good behavior. Infractions associated with the code-of-conduct will be applied on all school sponsored trips and disciplinary action will apply.
5. Students with excessive office referrals may be denied the opportunity to participate by school administration.

K. Resident Students

1. All children having legal residence within the boundaries of the Crenshaw County School District and who meet the age entrance requirements, shall be eligible to attend the county schools. Any child wishing to attend a school in which he/she is not zoned, shall make an application for an inter-district transfer with the Crenshaw County Board of Education (CCBOE). No transfer shall be consented to or granted by the CCBOE when the cumulative effect will substantially reduce

desegregation or reinforce the dual school system in either the sending or the receiving school.

- The Crenshaw County Virtual School does allow non-residential students to enroll in the Crenshaw County Virtual School. Enrollments will be in compliance with the Crenshaw County Virtual School Non-Residential Policy.
- All considering transfers should be reminded that an application does not ensure that transfers will be approved. There are also specific rules from the Alabama High School Athletic Associations (AHSAA) that penalize student-athlete transfers.

L. Transfers and Withdrawals

1. Transfers and withdrawals within the school system will be considered by the CCBOE in accordance with Alabama school law, federal court order mandates, and other existing circumstances.

M. Communicable Diseases

1. A student with a communicable or contagious disease shall be ineligible to attend school in the school system for the period of time prescribed by the Crenshaw County Health Department or a properly licensed healthcare worker. The Crenshaw County Schools will also consult with state officials to ensure that everyone's best interest is considered.

Dress and Appearance

A. Standards

It is the policy of the Crenshaw County Board of Education that all students dress in a manner that is appropriate for a learning environment and a school setting, health, safety, decency, and the prevention of distractions were the primary concerns in the development of the dress code. It is the firm belief that all in the Crenshaw County Schools should be "Dressed for Success" each day. The following will apply in grades 5-12:

1. Shorts/skirts/dresses; no more than three inches above the kneecap with standing, may be worn. No cut-offs or biking shorts. Students who do not adhere to this policy may lose privilege of wearing shorts.
2. No holes in jeans/pants/shorts above the three inch length for shorts; no clothing exposing midriff or chest area will be allowed. Tops must cover the shoulder with a minimum of two inch strap. No spaghetti straps allowed.
3. Shirts and Proper WearThe following applies to male and female students:

Males – Shirts must be tucked in at all times. Pants and shorts with loops are required to be worn with a belt to ensure that pants and shorts are worn at the waist. ALL students must wear pants and shorts at the waist. Pants and shorts must be buttoned/zipped and worn properly. Overall galluses must be fastened and sides of overalls must be buttoned.

Females – Shirts/Blouses that extend past the pockets must be tucked. V-Neck Blouses require an undershirt. No slumber shirts or sleep shirts are allowed. ALL students must wear pants/shorts/skorts/skirts at the waist. Pants/shorts/skorts/skirts must be buttoned/zipped and worn properly. Overall galluses must be fastened and sides of overalls must be buttoned.

4. Leggings, jeggings, and other tight clothing must be covered with shorts/skirts/skorts that cover the attire within three inches above the knee. Jogging pants may not be worn.
5. No hats, head wraps/rags, or bandanas may be worn.
6. No sunglasses, unless prescribed by a physician, are to be worn inside school buildings and/or classrooms.
7. No article of clothing may be worn that displays profane, offensive, or crude language or symbols.
8. Students with facial hair must keep it trimmed neatly. Any exceptions to the standards must have prior approval of the principal
9. Shoes must be worn for safety and health purposes.
10. The principal must approve all school-related uniforms. Uniforms that do not adhere to the aforementioned standards shall not be worn during the school day.

11. Only small ear-buds are allowed on campus and they are restricted to the classroom per teacher request. No beats or oversized ear phones are allowed.

Consequences for Falling to Adhere to the Dress Code

- First Offense: The student will be sent to the office. Parents will be called to either pick up the student or bring clothes for the student who is in violation of dress code.
- Second Offense: ISS assignment for 3 days and parent conference.
- Third Offense: Suspension for 3 days and parent conference.
- Additional Offenses: See Intermediate Offense 201

Care of Property

Students must respect the property and rights of others. Students who injure, lose, deface, or destroy any property of the school system will be required to pay for the damages or replace the property to the reasonable satisfaction of the school system.

CEP – Community Eligibility Provision

The USDA has made available a program called the Community Eligibility Provision (CEP). By participating in this program, a school district may serve **Free Breakfast and Free Lunch** to **ALL STUDENTS** in that school or school district.

Brantley, Highland Home, and Luverne schools will be participating in this program for the School Year 2017-2018. We are very excited about this program. Our hope is that it will increase participation in the school breakfast and school lunch program which we believe will help increase attendance as well as increase academic achievement.

You will NOT HAVE TO FILL OUT A FREE AND REDUCED APPLICATION THIS YEAR. Please call 334-335-6519 x. 9204 with any questions.

Examinations

No nine weeks examination will be given in grades Pre-K through 5th Grade.

All 6th grade students will be required to take nine weeks examination in reading, language, and mathematics. These examinations should count no more than a regular test grade. Teachers and school administrators will use the data as a part of a comprehensive benchmark assessment as students in grade six (6) transition into junior high and high school.

All students in grades seven (7) through twelve (12) will be required to take comprehensive nine weeks examinations in all subject areas. These examinations shall count as a major test grade. Students may exempt one comprehensive nine weeks exam during the last grading period as a result of perfect attendance for the entire year. Students may also exempt another comprehensive nine weeks exam during the last grading period as the result of all A's in one subject area. No more than two exams may be exempted.

Adopted November 25, 1996

Amended July 22, 2002

Extracurricular Activities and Academics

The CCBOE recognizes the value of all extracurricular activities as they relate to the total education of students. Students of all ethnicities and cultures are encouraged to participate in all extracurricular programs. Sponsors of these programs will be available to meet, upon request, with any student to fully inform him/her about each program. The CCBOE also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduation from high school on schedule with his/her class.

The Crenshaw County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities.

1. Students entering grades ten (10) through twelve (12) must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, Science, Social Studies, and Mathematics.
2. Physical education may count as only one (1) unit per year or two (2) units under a block schedule.

3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility shall be determined on the first day of the school year and shall remain in effect for one (1) complete school year. A student may not become eligible after school begins, unless approved by the AHSAA, superintendent and principal at the school of the student-athlete. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association (AHSAA) for sports and rules to be developed by the CCBOE as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including credits earned in summer school. Summer school units passed may be substituted for regular schoolwork repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the AHSAA.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students in grades eight (8) and nine (9) must, for the immediately preceding school year have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades 9-12.

Students promoted to the seventh (7) grade for the first time are eligible.

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

through math, science, band, choral music and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc. are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

Fundraising

The sale or distribution of any goods or materials on any school property by any individual or group of individuals is prohibited unless prior authorization has been obtained from the principal of the school. The collection of funds must follow ethical rules and established guidelines pertaining to collection of funds within the Crenshaw County School System.

Gun Free and Weapons

It shall be a violation of the CCBOE Board Policy for any student, employee, parent, guardian or visitor to have in his/her possession a firearm or weapon of any kind on CCBOE property during regular school hours or during any school event after school hours. School property includes all buildings, grounds, athletic facilities and motorized vehicles owned or leased by the CCBOE.

This policy is in compliance with Public Law 103-382, "Improving America's Schools Act of 1994: Part F, Section 14601, Gun-Free Requirement (Gun-Free Schools Act/GFSA). For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of title 18 of the United States Code. According to Section 921, the following are included within the definition:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
2. The frame or receiver of any weapon described above.
3. Any firearm muffler or firearm silencer.
4. Any explosive, incendiary, or poison gas
 - a. Bomb
 - b. Grenade
 - c. Rocket having a propellant charge of more than four ounces
 - d. Missile having an explosive or incendiary charge of more than one-quarter ounce
 - e. Fireworks/pyrotechnics of any class

- f. Mine, or
 - g. Similar device
5. Any weapon which will, or which may be readily converted to expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and h a destructive device may be readily assembled.

In addition, items forbidden includes, but in not limited to, the following: knives, openers, metallic knuckles, tear gas guns, chemical weapon of device, explosive devices, including fireworks of any kind, double/triple/quadruple rings with are attached or connected in such a way that they may be used as a weapon, any items which may be used as clubs, all sharp or pointed objects designed for use as a weapon, or any other weapon, instrument or object.

Any student who is determined to have brought a weapon as defined in this policy to school, or has in his/her possession on any CCBOE property, including school buses, either at school during the regular school day or at a school-sponsored function or activity and is found in violation of the policy will be:

1. Placed on immediate suspension from school.
2. Subject to a disciplinary hearing with final disciplinary action determined by the CCBOE.
3. May be expelled from the school system for no less than one year; provided that the Board of Education, in appropriate cases, may apply sanction less severe that expulsion for one calendar year; and provided, that in appropriate cases, such students may be expelled from the regular school setting and be provided educational services in an alternative setting.
4. Students who are expelled for violation of this policy shall not be allowed to attend regular classes in any Crenshaw County Public School during the expulsion period, but may be permitted to attend alternative schools designed to provide educational services.

No school system employee shall be permitted to have in his/her possession a firearm or weapon on CCBOE property during regular employment hours or during any school function or activity. This function or activity may be on or off CCBOE property after school hours or at any other time when an employee's presence can be reasonably related to school or school functions

Personnel found in violation of the policy will be:

1. Placed on immediate suspension from employment pending an investigation.
2. Referred to appropriate law enforcement or criminal justice authorities.
3. Final disciplinary action will be determined by the Board of Education based on the circumstances of the offense.

Parents/Guardians and other persons are prohibited from bringing firearms or other weapons on CCBOE property any time or to any school system function or activity. Items forbidden include, but are not limited to, those previously listed. If found in possession of a weapon, persons will be:

1. Asked to vacate school property immediately.
2. Placed on immediate suspension from visitation or attendance at any school, or school system function or activity.
3. Authorized law enforcement personnel are excluded from provisions of this policy.

The school principal shall notify the superintendent or his/her designee of violations of this policy. Further, the superintendent or his/her designee shall report suspected violations to the appropriate law enforcement authority, which may include county/city/town law enforcement, and the Crenshaw County District Attorney. In addition, the school principals shall notify the parents of students who violate this policy. Any student determined by school authorities to have brought a weapon or firearm as defined by the above policy shall be referred to the criminal justice or juvenile court system.

Notice of this policy shall be made by posting at all CCBOE owned property, in the system handbook/code of student conduct, the system website, and cable information station.

P.I. 103-382

Alabama Code 16-1-24.1

Adopted July 31, 1995

Amended January 21, 2003

HOTLINES

Domestic Violence Hotline: 1-800-650-6522

Safe Schools Hotline: 1-888-728-5437

Inspection of School Property

School officials reserve the right to inspect school property, including lockers, to ensure the safety and security of the premises and of students. Lockers remain the property of the school. Although a student may exercise exclusive control of his/her locker, as opposed to access by fellow students, the control is not exclusive against school officials. School officials may inspect lockers at any time to ensure school safety and student welfare.

Legal Custody

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school related matters pertaining to an individual student.

Married Students

A married student shall be permitted to attend regular and/or summer school. This student shall be subject to the same rules and regulations for conduct, class attendance, scholastic requirements, or extracurricular activities as other students. A married student must report the marriage to the principal of the school the first day of school attendance after the marriage occurs. The principal will then request a meeting between the student, spouse, and parents of the said student(s). At this meeting, an understanding will be reached as to whom will be responsible for the actions of the student in regard to school regulations and requirements.

Medication

All prescribed medication must be delivered to the school in a current pharmacy labeled prescription container. All OTC medications must be delivered in an unopened (sealed), manufacturer-labeled container and identified with the student's name written in permanent ink. Prescribed medication and OTC medication must be delivered to the school by the parent or guardian.

All medication must be stored in the nurse's office. An exception to this rule applies to medications that are prescribed to prevent or treat medical emergencies. The licensed

prescriber and the student's parent/guardian both must authorize the student to carry his/her medication on his/her person, documenting this authorization when indicated on the School Medication Prescriber/Parent Authorization Form. Authorization forms specific to students being able to carry bronchodilator-type inhalers on their person and be responsible for self-medicating are available in the school or nurse's office. Any student in possession of medication, who shares, sells, or attempts to steal medication (prescribed or OTC) may be subject to suspension, probation, or expulsion. Students' medication will not be stored in the school building after the close of the school year. Therefore, any student's medication not retrieved by the end of the school term will be properly destroyed.

Parent Involvement Policy

The Crenshaw County Board of Education is committed to the goal of providing a quality education for every child in the system. Research has proven that when schools and parents form strong partnerships, all children's potential for academic success improves significantly. In accordance with the Elementary and Secondary Education Act, Title I Part A, Section 1118, all parent involvement programs, activities and procedures will be planned and implemented using meaningful consultation with parents of participating children and follow all requirements of the Title I regulations. The Local Education Association (LEA) and the schools in the system will establish objectives, programs, strategies, and activities that enhance parent involvement and reflect the specific needs of students and their families.

The LEA will involve parents in the development of Title I School-Wide Plans at each school, in the development of the Federal Programs Consolidated Plan, and in the process of school review and improvement if and when a school is identified for Title I school improvement. The LEA also supports the development, implementation, and evaluation of a parent involvement plan in each school, which will involve parents at all grade levels in a variety of roles.

Although most objectives, strategies, and activities are planned at the local schools, others are addressed system-wide. The LEA will provide coordination of funding, technical assistance and other support necessary to assist the schools in planning and implementing effective parental involvement. Representatives from the LEA will: (1) work closely with the school's parent involvement committees, the faculty and staff at each school, and the school's Title I School-Wide Committee to ensure that local, state and federal guidelines are addressed; (2) schedule ongoing in-service sessions to educate teachers and support personnel on methods, strategies, and activities to improve parental involvement; (3) work cooperatively with community agencies and businesses in order to form partnerships which will encourage parental involvement and services

to families; (4) provide parenting education classes, family literacy classes, workshops, and professional training for parents; (5) provide parent materials, supplies, and curriculum; and (6) provide a system-wide committee of parents, teachers, and administrators to guide the LEA's overall parental involvement efforts. The parent involvement program will be comprehensive and collaborative in nature and will include, but not be limited to, the following objectives:

- A. Provide opportunities for all parents to become involved in decision-making about how the parent/family involvement programs will be designed, implemented, evaluated and revised;
- B. Promote activities and programs for families to become involved in the educational process in order to provide academic assistance at home and at school;
- C. Promote and support parenting skill instruction;
- D. Utilize a variety of communication tools on a regular basis to facilitate effective home/school communication;
- E. Link parents to programs and resources within the community that provide services to families;
- F. Provide professional development and in-service for teachers and staff to enhance their effectiveness with parents;
- G. Disseminate information on discipline procedures, assessments, school reforms, safety, curriculum, policy, etc. to parents in a timely manner;
- H. Support administrative leadership in setting expectations and creating a climate conducive to parental participation;
- I. Support involvement of parents of children at all ages and grade levels;
- J. Recognize diverse family structures, circumstances and responsibilities, including cultural differences, and work to eliminate barriers that hinder participation in parent/family involvement programs;
- K. Assess the effectiveness of parental participation activities, strategies, programs, and policy and parenting education classes in the improvement of schools; and
- L. Report and use evaluation findings to revise the school-level parent involvement plans and the system-wide parent involvement policy in order to effectively improve student academic achievement, the social and emotional welfare of students, and the school's educational environment.

Parental involvement at each school will also be encouraged during Open House, Parent Visitation Day and Grandparents Day. The following activities and others will be utilized to provide parental involvement in the system: parent surveys, parent compacts, discussion groups,

parent newsletters, parenting classes, home visits, Statewide Parenting Day, “make and take” workshops, PTA meetings, parent/teacher conferences, timely notification to parents of students who are experiencing difficulties, volunteer programs, and Parent Resource Center.

Prospective students and parents will be given an opportunity to visit a school before enrollment. Students and parents will be assisted in making a transition from preschool to kindergarten, elementary to middle, or middle to high school by being invited to attend activities including: 1) tour of the school, (2) orientation programs, (3) PTA Open House, (4) special programs, (5) workshops, and (6) a summer program for preschool students and their parents for transitional activities at the elementary schools. The system works closely with the countywide Head Start Program, and a great amount of collaboration exists between Early Intervention, Kindergarten, and Head Start Programs.

Presently, there are no identified neglected or delinquent children, limited English proficiency students, homeless or immigrant students who reside within our LEA. Should any of these programs become needed, parental involvement activities will be coordinated and integrated with other educational services at the LEA or school level. A plan has been developed and services are ready to be provided and coordinated through the office of the Supplementary Services Coordinator.

It is the position of the Crenshaw County Board of Education that all persons will be afforded equal access or participation on the basis of selection criteria included in the law. This includes gender, race, religion, national origin/ethnic group, color, disability, or age. Beyond those types, the Crenshaw County School System assures that all parents will be given equal access to parental involvement programs. Any instance to the contrary will be thoroughly investigated by the superintendent’s office and resolved in a timely manner to the advantage of any qualifying person.

The Crenshaw County Board of Education acknowledges that involving parents is essential to improving student achievement and will work to foster and actively support parental involvement.

PARENTS RIGHT-TO-KNOW

In response to the *No Child Left Behind Act of 2001*, parents may request information regarding the professional qualifications of their child’s teacher and the qualifications of any

paraprofessional who is directly involved in providing services. Crenshaw County School System will provide to the parents this requested information in a timely manner.

In addition to the information that parents may request above, each parent will also be provided timely notice if his/her child is assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Crenshaw County School System will also provide parents with specific information regarding students' level of achievement, as reflected on the most current state academic assessments.

PREGNANT STUDENTS

All contents of this policy shall, in each and every situation, be in full accord with the Final Title IX Regulations implementing the Education Amendments of 1972 and effective as of July 21, 1975. Said contents shall also be in accord with the Equal Educational Opportunity policy contained under this cover.

PRIVACY

A. The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords 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 of school receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) written request that identifies the records 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 of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed,

and specify why it is inaccurate or misleading. 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 interests. 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/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

[NOTE: In addition, an institution may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA]

B. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. B1232h; 34CFR Part 98) applies to programs that receive funding from the U. S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways.

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sexual behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than required by law) to determine eligibility for participation in a program or for receiving financial assistance under such program.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice).

Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

C. Directory Information

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

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

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

If you do not want Crenshaw County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the local school in writing by September 1 of a given school year. Crenshaw County Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address

- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Video regarding school participation on school and/or system websites

PROMOTION AND RETENTION POLICY

All decisions regarding the promotion and retention of a child in the elementary grades shall be made by the child's teacher(s), local school principal, and the superintendent. Each case shall be considered individually and a decision shall be made which is in the best interest of the child. The parent of any child who is considered to be a candidate for retention shall be notified in writing no later than the fifth week of the third grading period and a conference shall be conducted to discuss reasons for possible retention. Retention for students six years old and older is not the decision of the parent.

Students in grades pre-k through eighth grade shall be a candidate for retention if they have accumulated twenty (20) absences; students in grades nine through twelve shall be candidates for loss of academic credit if they accumulate ten absences in one semester. ANY EXCEPTION TO THIS POLICY MUST HAVE OFFICIAL VERIFICATION (ATTENDING PHYSICIAN'S STATEMENT, ETC.) AND IS SUBJECT TO THE APPROVAL OF THE PRINCIPAL.

At the end of the school year teachers, prekindergarten-12, will note one of these four terms on each student's final report card and permanent record:

1. PROMOTED: Child is expected to function on grade level next year.
2. PLACED: Child is not expected to function on grade level in all areas next year but is being placed in the next grade for whatever reasons may exist.
3. RETAINED: Child is to return to the same grade next year.
4. GRADUATED: The child has met all requirements for graduation and will be awarded a diploma. (Applicable to 12th grade students only)

In grades 1-6, if the child is not functioning on grade level in reading or mathematics or has an overall "F" at the end of the school year, he/she may be a candidate for retention.

*STUDENTS SHALL NOT BE RETAINED MORE THAN TWO TIMES IN GRADES K-6.

*A student in grades 7-8 that fails two or more academic subjects shall be retained.

GRADUATION REQUIREMENTS/PARTICIPATION

The Board will follow the graduation requirements adopted by the State Legislature and the Alabama State Board of Education. Students must meet all state and local graduation requirements for the awarding of a high school diploma and/or IEP Certificate of Completion to participate in the end of the school year graduation ceremony and other graduation activities.

PUBLIC COMPLAINTS

Although no member of the community shall be denied to the right to petition the Board from redress or grievance, complaints will be referred through proper channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Principal
2. Superintendent of Schools
3. Board of Education

Any complaint about the school personnel will be investigated by the administration before consideration and action by the Board.

SAFEKEEPING VALUABLES

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of valuables and should not leave books, clothing, purses, wallets, or other valuables unattended.

SCHOOL CLUBS

- A. No unauthorized organizations will be permitted on the school campus. All student organizations such as clubs, committees, etc., will submit a constitution to the

sponsor, principal, superintendent and to the Board of Education setting forth its purpose, objectives, and by-laws for approval.

- B. Authorization to conduct activities as an organization recognized by the school administration shall be subject to revocation if the organization fails to cooperate with school administration.

SEARCH OF A STUDENT BY SCHOOL OFFICIALS

School officials shall search a student when there is reason to believe he/she possesses articles that might endanger others or that such articles possessed are in violation of the law and/or regulations of the Board of Education. Such searches shall be done in private by a school authority of the same sex as the person searched, with a third party present.

SECURE TEST – USE OF DIGITAL DEVICE

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 to determine whether it is reasonable under all circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.

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.

Gifted Education

Intellectually gifted children and youth are those who perform at or have the potential to perform at high levels in academic or creative fields when compared with others of their age, experience or environment. These children and youth require services not ordinarily provided by the regular

school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and all areas of human endeavor.

Gifted education in the Crenshaw County School system involves providing learning activities that would allow the intellectually gifted to progress in general intellectual ability, specific academic talent, and creative thinking from kindergarten through twelfth grade. Strategies for acceleration, enrichment and critical thinking allow each child to move horizontal or vertically through the subjects offered in the regular curriculum. General exploratory activities designed to acquaint the student with a variety of topics and interest areas are provided. Activities that foster the growth and development of leadership abilities should be included. Group training dealing the development of thinking and feeling processes are explored. Individual interests and projects are encouraged to help the student realize his/her potential. The teacher is primarily a facilitator. This program enables gifted and creative students to make positive and beneficial contributions to their community and society, both now and in the future.

The Crenshaw County School System is cognizant of the fact that gifted students may be found within any race, ethnicity, gender, economic class or nationality. In addition, some students with disabilities may be gifted. The Crenshaw County Board of Education School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

Teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. Additionally, all students enrolled in second grade during a given school year will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas: Aptitude – Aptitude will be assessed through an individual or group test of intelligence or creativity. Characteristics – A behavior rating scale designed to assess gifted behavior completed by a classroom teacher. Performance – At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

Scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

The Crenshaw County School system has established grievance procedures consistent with local policies through which parents may resolve concerns regarding identification, evaluation, eligibility or services for gifted students.

The parent must first discuss his/her grievance with the LEA representative at the local school with objective of resolving the matter informally. The parent shall confer with the LEA representative on the grievance with a view toward arriving at a mutually acceptable person, with the LEA being afforded the same privilege.

If, as a result of the discussion between the parent and LEA representative, the matter is not resolved to satisfaction of the parent, then, he or she shall, within five days of when the grievance is first known, request a conference with the next level of administration. The administrator shall schedule this conference within five 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.

Should the grievance not be resolved to the satisfaction of the parent, he or she may continue through each level of administration in the same manner as prescribed heretofore. Upon completion of the final administrative level (the Superintendent of Education), the parent may request to be heard by the Board by submitting a request in writing to the Superintendent of Education. The superintendent shall insert in the appropriate place on the agenda of the next board meeting [providing that the time constraints (as per board policy) are met for inclusion on the most immediate agenda] an item that states that the parent 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 fact relating to the grievance.

The Board of education will either uphold or deny the recommendation of the superintendent. A copy of the action of the Board will be furnished to the parent, whether as a part of the minutes of the Board of Education or as a separate written statement from the office of the superintendent. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any parent of any right they may have to file a grievance pursuant to any other policy of the local board of education. The parent retains, at all times, the right to contact the Alabama State Department of Education with regard to any allegations that the system has violated the statutes described above.

Referrals, questions or comments should be sent to the Gifted Education Coordinator, 183 Votec Drive, Luverne, AL 36049, or call 334-335-6519

Special Education Services

The Crenshaw County Board of Education provides special education services to children ages 3-21 residing within Crenshaw County. Anyone wishing to make a referral should contact the office of Special Education Services, 183 Votec Drive, Luverne, AL 36049, or telephone (334) 335-6519. The Crenshaw County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class or nationality.

English Language Learners

The Crenshaw County Board of Education is attempting to identify any student in need of ESL services. Such students reside in homes where a language other than English is the primary language. Anyone having knowledge of such students should notify the English Language Learners Coordinator, 183 Votec Drive, Luverne, AL 36049, or telephone (334) 335-6519. The Crenshaw County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class or national origin.

Problem Solving Team

The Problem Solving Team (PST) is a school-based, problem solving approach to meet the needs of at-risk students in regular education classroom setting. Team members discuss issues related to specific individual needs of students and teachers and offer teachers assistance in resolving problems. The team is composed of regular program teachers, administrators, counselors, and other individuals as needed. This team pools their expertise from many areas to help resolve school and student issues. Using this collaborative approach, educators are given the opportunity to address concerns and find solutions. Through this team effort, referrals to programs outside the regular classroom can be significantly reduced. Educators can receive immediate support when confronting specific academic, social, and/or behavioral concerns regarding students.

STUDENTS CONVICTED OF CRIMES

Students convicted of crimes and/or under the Court's jurisdiction must have approval of the Board of Education before being admitted to school. If admitted, the student will enroll and remain under strict probationary conditions. Students who have been admitted to a Department of Youth Services (DYS) facility will be required to transition through the Alternative Learning Center for forty-five (45) days prior to admittance into the regular assigned school according to residential district.

STUDENTS WHO HAVE BEEN EXPELLED FROM OTHER SCHOOLS

Students who have been expelled from other school systems must apply to the Superintendent for consideration to enroll in any Crenshaw County School. If admitted, the student will enroll and remain under strict probationary conditions. Students who have been expelled may be required to transition through the Alternative Learning Center for up to forty-five (45) days prior to admittance into the regular assigned school according to residential district.

SURVEILLANCE CAMERAS

Surveillance cameras may be in use in common areas and classrooms.

TEMPORARY HEALTH DISABILITY

Students with temporary health disabilities (including pregnancy) shall not be subject to discriminatory treatment in any Crenshaw County School. A student who desires to enroll or continue his/her enrollment until the temporary health disability has been alleviated may do so by providing the principal or designee with an appropriate written statement from the attending physician. This shall be done promptly upon onset of the temporary disabling condition. Pregnancy shall be treated like any other temporary disability.

TEXTBOOKS

Student-Parent Responsibilities for Care of Textbooks Owned By The Crenshaw County Board Of Education

1. All textbooks issued are the property of the Crenshaw County Board of Education and shall be retained for normal use only during the period student are engaged in the course of study for which the textbooks are selected.
2. Textbooks issued to students may be used in the same manner and to the same extent as though such books were owned by the pupil; except that students must recognize their responsibility for the proper care of books checked out to them observing the following practices:

- Keeping the book clean inside and out
- Refraining from marking the book with pen pencil
- Keeping the pages free of fingerprints
- Avoiding turning down, tearing, or otherwise damaging pages
- Refraining from placing the book where it may become soiled or damaged by the weather
- Keeping the book protected with a book cover

Parents and students must accept liability for any loss, abuse, or damage (as determined by the issuing teacher) in excess of that which would result from normal use. For such loss or damage, the pupil will assessed a variable of:

1. Full price for books that are new when issued.
2. Seventy-five percent of the book's full price if the book has been used one to three years when issued.
3. Fifty percent of the book's full price if the book has been used more than three years when issued.

No textbook will be issued to any student until all charges for lost or damaged textbooks have been paid. All textbooks must be returned to the issuing school by the student when he/she is promoted or transferred and when he terminates his attendance for any other reason.

TOBACCO-FREE SCHOOLS AND FACILITIES

Crenshaw County Board of Education understanding the responsibility under the Pro-Children Act (PCA), as Part C of Title X of the Goals 2000: Educate America Act, Public Law 103-227, adopts the following TOBACCO FREE ENVIRONMENT POLICY. Therefore, it is the policy of the Crenshaw County Schools that the use of any and all tobacco products is prohibited on all school property by all persons. School property includes all buildings, grounds, athletic facilities and motorized vehicles owned or leased by the Crenshaw County Board of Education.

1. The use of tobacco products within any building/bus operated by Crenshaw County Board of Education is prohibited at all times;
2. The use of tobacco products on the grounds operated by Crenshaw County Board of Education is prohibited; and

3. The use of tobacco products by employees, parents and volunteers while supervising or working with students is prohibited.

Violations could warrant an assessment of a civil penalty of up to \$1,000.00 per violation. Penalties assessed may not exceed the amount of applicable Federal funds received for a fiscal year. This judgment would be assessed against the system. Violation of this policy by employees will result in the following actions:

1. First Offense: Employee will be verbally reprimanded.
2. Second Offense: Employee will be written up and documentation placed in their personnel file.
3. Third Offense: Employee will be placed a one (1) day leave without pay.

Subsequent Offenses: Employee will be referred to the Crenshaw County Board of Education for appropriate disciplinary action, which may include termination of employment.

Any student violating this policy will be subject to discipline in accordance with the most recently published edition of the Crenshaw County Schools' Code of Student Conduct.

The Superintendent, principal, and/or any designee of the foregoing, are authorized to request anyone violating this policy at any event to cease such violation. Upon failure of such person to cease such violation, the Superintendent, any principal, any assistant principal, or designee of any of the foregoing may request the person violating this policy to leave said facility and, upon failure of such person to leave, may engage the assistance of law enforcement personnel to remove such person from such facility.

TRANSPORTATION

A. SCHOOL BUSES

Students transported by buses operated by Crenshaw County schools are under jurisdiction of school officials at all times. Students will obey the driver promptly concerning conduct on the bus. Failure to do this or engaging in conduct which endangers the safety and welfare of one's self or others will result in suspension from riding the bus, or, in extreme or repeated cases,

expulsion from riding the bus. The right of all students to ride in a Crenshaw County School bus is conditional upon their good behavior and observance of the following rules and regulations:

1. Profanity, vandalism, obscene literature and pictures, smoking, illegal drugs, and weapons are forbidden school busses.
2. Eating and/or drinking on buses is forbidden.
3. A student and/or his parents are responsible and must pay for any damage caused by acts of vandalism on the school bus.
4. A student is expected to be on time at his designated bus stop.
5. Students are expected to ride their assigned buses and the drivers will not discharge riders at other places other than their regular bus stop at home or at school unless by proper authorization from parents and approved by school officials.
6. Keep head and hands inside the bus at all times.
7. Keep feet and legs, books and other objects out of the aisle while seated. The above rules and regulations will apply to any trip under school sponsorship.
8. Abide by regulations set by the School Board concerning to and from school on school buses and use and operation of private vehicles on school grounds.

B. PRIVATE VEHICLES

1. Private vehicles must be registered with the school and parked in the student lot, if required by the school.
2. Automobiles are to be vacated immediately on arrival and should be re-entered only at the time of authorized departure.
3. School officials shall search vehicles at any time there is reason to believe that they contain articles which violate School Board Policy and/or Regulations or State/Federal laws.

Students attending functions and/or special events at other schools are subject to the control and authority of their school. (Example: A student from School "A" attending a ballgame at School "B", regardless of hours, will be responsible for his/her conduct as if he/she were on the campus of his/her school during regular hours)

UNAUTHORIZED ASSEMBLY

Conduct of students or assembly of students, which disrupts the educational process or endangers the safety of other students and school personnel is prohibited. Violations of this regulation will result in disciplinary actions, which may include expulsion.

VISITORS TO SCHOOL

The Board welcomes the active interest of parents and citizens in their public school and invites the community to visit anytime. However, since schools are a place of work and learning, certain limits must be placed on visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school: Anyone who is not a regular staff member or student of the school will be termed “a visitor”. All visitors to the school must report to the principal’s office upon arrival at the school and submit photo-identification. A visitor’s badge will be issued.

Parents/Guardians who wish to observe a classroom while school is in session must do the following (A parent/guardian classroom visit can take place only if the following occurs).

1. The parent/guardian visitation is to be arranged by the principal.
2. A parent/guardian conference with the teacher must be held prior to the visit. The principal may be present at the conference if requested by either party.
3. The time and date of the visit will be determined at the conference.
4. All conferences will take place during the teacher’s planning period, with the expressed permission of the teacher, or after school.

Teachers are not expected to take class time to discuss individual matters with visitors. At no time will a parent/guardian visit be considered a part of a teacher evaluation.

CODE OF CONDUCT

The Crenshaw County Board of Education is committed to providing an orderly, well-disciplined environment in which students can attend school. The school administration is expected to implement this commitment. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Good discipline is extremely important to the total school program and is vital to the development of citizenship. It is anticipated that most discipline problems can be handled between teacher, child and parents/guardians in a calm, reasonable manner. Disciplinary referral forms must be completed and brought to the office with the student before disciplinary action will take place. Attached to the discipline form should be documentation of any contacts or attempted contacts with parents concerning prior discipline problems.

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

FORMAL DISCIPLINARY ACTIONS

The following is a list of alternative methods for disciplinary action which may be administered by the school principal or his/her designee to students enrolled in Crenshaw County Schools.

SCHOOL BUS SUSPENSION

A student may be denied the privilege of riding a school bus because of misconduct on the bus for a reasonable and specified period of time. The parents/guardians will be notified in writing of the student's school bus suspension.

WORK ASSIGNMENT

A student may be assigned to supervised activities related to the upkeep and maintenance of the school facilities as a disciplinary action for a reasonable and specified period of time. Work

assignments are not intended to interfere with any student's academic class schedule. The parents/guardians will be notified prior to the student's placement in a work assignment.

CORPORAL PUNISHMENT

The use of corporal punishment should follow the use of other corrective measures, which have failed to improve student behavior. Prior to the administration of corporal punishment, the student shall be given an opportunity to explain his/her actions. When corporal punishment is required, it shall be administered with care, tact, and caution by the principal or his designee according to board policy. A second member of the professional staff shall be present to serve as witness and shall be informed of the reasons for the punishment prior to its being administered. Corporal punishment shall not be administered in the visual presence of other students. Corporal punishment shall not be administered in the presence of visitors. No teacher is allowed to administer corporal punishment without special consent from principal. Corporal Punishment must be performed by the principal and his/her administrative designee. Parents must give consent prior to any corporal punishment being performed and the maximum of two (2) licks should be given as a disciplinary consequence. Administrators will provide an alternative disciplinary consequence other than corporal punishment. All cases of corporal punishment shall be documented by the person administering the punishment. Included in this documentation should be written explanation of the reasons for the corporal punishment and the name of the witness.

ADMINISTRATIVE DISCIPLINARY PROBATION

Administrative 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 principal has the authority to place a student on administrative disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment in the school environment. Parents/guardians will be required to attend a conference with the principal to discuss the reasons for the probationary period and consequences if corrective behavior does not occur.

AM/PM Detention

The assignment of a student in AM/PM Detention will be held a maximum of thirty (30) minutes for AM Detention and forty-five (45) minutes for PM Detention. Parents will receive notification of the AM/PM Detention at least twenty-four (24) hours in advance of the AM/PM Detention. The principal/assistant principal will assign detention assignment and there will be a designated area specified for the detention sessions to be held.

Saturday School

The assignment of a student to Saturday School will completed at a minimum of two (2) days prior to the scheduled Saturday School. Additionally, parents will be notified at least two (2) days prior to the scheduled Saturday School. The principal/assistant principal will designate an area for the Saturday School sessions and will assign appropriate assignments for students who attend Saturday School. It is the discretion of the principal to opt for work assignments for students who have parent permission to complete maintenance/upkeep of school campus or to assign academic assignment in the session area. The principal/assistant principal will assign detention assignment and there will be a designated area specified for the detention sessions to be held.

IN-SCHOOL SUSPENSION

The assignment of a student to In-School Suspension (ISS) will remove the disruptive student from his/her normal classroom environment to a more restrictive environment. This program allows the student to continue in the educational process in an alternative and temporary school setting. During the period of assignment the student will be encouraged to develop a positive attitude and appropriate behavior through counseling, evaluation, and discipline.

OUT-OF-SCHOOL SUSPENSION

A student may be placed on out-of-school suspension by the principal. This disciplinary measure is the removal of a student from school for violation of school policies, rules or regulations, or for otherwise causing interference with or disruption of the orderly cooperation of the school. Situations which might dictate out-of-school suspension include:

1. Procedure for expulsion of student being exercised.
2. Presence of student poses an immediate and continuing threat to him/herself, others, and/or school property.
3. Violation of school regulations.
4. Directive of Alternative School Personnel.
5. Capacity of Alternative School beyond normal limits.

Procedure for out-of-school suspension will be enacted in accordance with Board policy.

ALTERNATIVE SCHOOL

The assignment of a student to the alternative school will remove the disruptive student from his/her normal school environment to a more restrictive setting. This program permits the student to continue in the educational process in an alternative and temporary school setting. During the period of assignment, the student will be encouraged to develop a positive attitude and appropriate behavior through counseling, evaluation, and a high level of discipline. Students assigned to alternative school will be responsible for transportation. Alternative school hours will be 7:45-3:00. The students assigned to Alternative school shall in no way interact with other students on any campus during the school day. During the period of assignment, the student will not be allowed to attend or participate in extra-curricular activities or other school functions on any campus in Crenshaw County School System.

Students assigned to the alternative school at the close of a school year and have not completed their assignments will complete the assignment at the beginning of the next school term. Seniors assigned to the alternative school at the end of the senior year will be eligible for graduation, but they will remain at alternative school through the last day of the school term and will not be eligible to participate in graduation activities. The assignment of a special education student to alternative school will be determined by the student's IEP committee. Students who do not fulfill their requirements while at alternative school shall be recommended for expulsion. This includes attendance, behavior, and work assignments.

EXPULSION

Expulsion is defined as the removal of the right and obligation of a student to attend public school under conditions set by the school board. The principal has the final authority to recommend the expulsion of a student to the Superintendent's office. Students who receive an expulsion are not allowed on the premises of the Crenshaw County School System during the duration of the expulsion. School officials are required to contact law enforcement agencies for students who violate the terms of the expulsion. Students who do not follow the terms of the expulsion will be considered as trespassers by the Crenshaw County School System.

CLASSIFICATION OF VIOLATIONS

Disciplinary violations as listed in the Student Code of Conduct are grouped in four classes: minor, intermediate, major, and terminal. Before determining the classification of a violation, the principal will consult with the involved student and school personnel. Once the classification of the violation is determined, the principal will implement the appropriate disciplinary action. Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making personal contact with the parents/guardian and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be offered to the principal. All actions taken by the teacher or principal will be documented.

MINOR OFFENSES: DEFINITIONS (Teacher Proactive Discipline)

- 101 Excessive distraction of other students: any conduct or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
- 102 Illegal organization: any on-campus participation in fraternities, sororities, secret societies, or non-affiliated clubs.
- 103 Intimidation: the intentional threat by word or act to do harm to another student, coupled with an apparent ability to do so.
- 104 Rude and discourteous behavior.
- 105 Disruption on bus: the cause of or involvement in a disruption of a minor nature that is a hindrance to the safe and orderly operation of a school bus.
- 106 Acts of affection: inappropriate public display of affection.

- 107 False information: intentionally providing false information to a school board employee.
- 108 Refusal to work: repeated refusal to start or finish class work as instructed.
- 109 Disobedience: willful failure to perform as instructed, such as failure to take correspondence home and failure to obey direction in hallways, assemblies, etc.
- 110 Use of property: use of school or personal property without permission for such use.
- 111 Littering: the intentional littering of school property with paper, trash garbage, etc.
- 112 Selling: the unauthorized selling or exchanging of personal or commercial items of any kind on school premises.
- 113 Any other disciplinary violation, which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

MINOR OFFENSES: ADMINISTRATIVE DISCIPLINARY OPTIONS

The Crenshaw County Schools encourages teachers to use progressive discipline procedures when there are minor offenses of the code of conduct. The following serves as an example of consequences of minor offenses according to progressive disciplinary procedures:

First offense: Warning and Student/Teacher Conference.

Second offense: Parental/Teacher Conference.

Third Offense: Disciplinary action such as After-School Detention and Parent Contact.

Subsequent offenses: Disciplinary action = Office Referral

INTERMEDIATE OFFENSES: DEFINITIONS

- 201 Defiance: any verbal or nonverbal refusal to comply with a lawful directive order of a school board employee.
- 202 Tobacco: the possession and/or use of tobacco products on the person, in the locker, or in other effects of a student
- 203 ****Fighting:** any physical contact between two or more individuals, which ceases at the direction of a school board employee. If action does not cease upon verbal direction, the

infraction becomes a major offense. If it can be determined that participation in fighting was a direct result of self- defense, he or she may be released from liability. May be elevated to major offense as determined by severity (administration decides).

- 204: Theft: the intentional, unlawful taking or carrying away of property valued at less than \$50 belonging to or in the lawful possession or custody of another. (Second Offense Level). FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.
- 205 Gambling: the intentional, unlawful participation in activities of chance.
- 206 Forgery: fraudulently altering report cards or personal records.
- 207 Absences: absence from class without permission, that is without having excused absence status.
- 208 Fireworks: the possession of fireworks on school board property.
- 209 Leaving class: the unauthorized and unexcused departure from class (Second Offense level).
- 210 Cheating: willfully taking another student's work or willfully providing another student with one's work by way of copying, writing papers for another student, etc.
- 211 Profanity: general lewd or profane comments.
- 212 Stolen property: the possession of stolen property with the knowledge that the property is stolen.
- 213 Communication devices: visible and/or audible possession/use of electronic communication devices, including cell phones, while on school property or at school related activities during the school day, excluding phones in vehicles. (Note: All such devices will be confiscated and released only to the parent/guardian. CCBOE employees are not responsible for safe-keeping.)
- 214 Any other offense: any other disciplinary violation, which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.+

INTERMEDIATE OFFENSES: ADMINISTRATIVE DISCIPLINARY OPTIONS

First Offense: Parental contact and in-school disciplinary action:

1. ISS three to five days.

2. Work assignment and/or corporal punishment.

Second Offense Disciplinary action:

1. Suspension 1-3 days, and/or Alternative School 1-2 weeks;
2. Administrative probation through end of year; possible discipline hearing with Superintendent.

Subsequent offenses: Disciplinary action:

1. Suspension five days; Alternative School 1-2 weeks; Administrative Hearing
2. Disciplinary probation through end of school year. Possible discipline hearing with Superintendent; Possible recommendation for expulsion and notification of Juvenile Authorities.

Any Alternative School Placement over ten (10) days will require administrative hearing at the board office with the hearing officer and superintendent.

**Please refer to the fight policy on page 53.

MAJOR OFFENSES: DEFINITIONS

- 301 Theft: the wrongful, intentional taking and/or carrying away of property valued in excess of \$50, belonging to or in possession of another. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.
- 302 Burglary: the 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. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.
- 303 Criminal mischief: the willful and malicious injury or damages in excess of \$100 to public property or to the real or personal property of another. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.
- 304 *Weapons: the possession of a knife, metallic knuckles, blackjack or club, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object which could be used to inflict bodily harm to another. NOTE: ANY WEAPON AND/OR FIREARM CONFISCATED ON SCHOOL PROPERTY WILL NOT BE RETURNED TO OWNER. ITEMS WILL BE TURNED OVER TO PROPER AUTHORITIES.

- 305 *Explosives: the preparing or igniting of explosives on school property.
- 306 Inciting disorder: leading, encouraging, or assisting in major disruptions which result in interruption of school day activities, destruction or damage of private or public property or personal injury to participants or others. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.
- 307 Touching: the intentional physical contact with another person in an offensive manner.
- 308 Vandalism: intentional and deliberate action resulting in injury or damage of less than \$100 to public property or to the real or personal property of another. FULL RESTITUTION MUST BE MADE. IF NOT, COURT ACTION WILL BE PURSUED.
- 309 Hazing: any willful action taken in connection with initiation into or affiliation with any organization which recklessly or intentionally endangers the mental or physical health of any other student or threats to do so.
- 310 *Threats/Extortion: verbal, written, or printed communication which maliciously threatens an injury to the person, property or reputation of another, with intent to extort money or advantage whatsoever, or the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.
- 311 Trespassing: willfully entering or remaining in any structure or property without being authorized, licensed, or invited and refusing to depart after a warning is issued by an authorized person.
- 312 Obscene language/student: the intentional use of obscene manifestations (verbally, written, or gestured).
- 313 Pornographic materials: possession of pornographic material on school grounds.
- 314 Leaving campus: the unauthorized and unexcused departure from campus.
- 315 Battery/students: intentionally touching or striking another student against his/her will or intentionally causing bodily harm to an individual.
- 316 *Drugs/Alcohol: the use of unauthorized possession of drugs, drug paraphernalia, or alcoholic beverages.
- 317 *Assault: the intentional unlawful threat by word or act to do violence to the person of another, coupled with the 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. Violation of this will warrant a second level offense.

- 318 *Propositions: the commission of verbal or written proposals to engage in sexual acts.
- 319 *Obscene language/BOE: the intentional use of obscene or profane language directed toward a school board employee.
- 320 *Sexual harassment
- 321 Activating alarms: any threat, communication, or intentional activation of a fire system, alarm system, emergency response system, or fire prevention system which has the effect of interrupting the education environment.
- 322 Any other offense: any other disciplinary violation, which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

MAJOR OFFENSES: ADMINISTRATIVE DISCIPLINARY OPTIONS

First offense:

1. Suspension 1-5 days and/or Alternative School 1-2 weeks; Administrative Disciplinary Probation through the end of school year, possible discipline hearing with Superintendent.

Subsequent Offenses:

1. Suspension pending administrative hearing with principal; and request for a disciplinary hearing with the hearing officer. Consequences for subsequent offenses include the following potential outcomes for disciplinary infractions: 1) Alternative School 3-9 weeks; 2) Administrative Probation through end of school year; 3) Recommendation for Expulsion to the CCBOE; and 4) referral to Juvenile Authorities.

Any Alternative School Placement over ten (10) days will require administrative hearing at the board office with the hearing officer and superintendent.

*Violation of the following Major Offenses will result in an automatic consequence outlined under subsequent offenses above:

[304, 305, 310, 316, 317, 318, 319, 320]

**** Fight Policy**

1st Fight = 3 Days of Out-of-School Suspension and 5 Days of ISS

2nd Fight = 10 Days of Alternative School

3rd Fight = Disciplinary Hearing with Hearing Officer and Superintendent

ALL VIOLATIONS OF FEDERAL, STATE, AND LOCAL LAWS SHALL BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT OFFICIALS AND TO JUVENILE COURT SYSTEM.

TERMINAL OFFENSES: DEFINITIONS

401 Drugs/Alcohol: sale of drugs, drug paraphernalia, or alcoholic beverages.

402 Arson: the willful and malicious burning of any school board property.

403 Battery/BOE: the intentional and unwanted touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.

404 Robbery: the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or installing the fear of same.

405 Firearms: the possession and/or discharge of any firearm which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive charge, compressed air, or by spring action; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device or a reasonable facsimile. (Automatic recommendation for expulsion for a period of one year as prescribed in the Gun-Free School Act of 1994.)

406 Weapons: the possession and use of a knife, metallic knuckles, blackjack or club, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object, which is used to inflict bodily harm to another.

407 Sexual acts: the commission of acts of a sexual nature including but not limited to battery, intercourse, attempted rape, or rape.

408 Violent battery: the intentional causing of great bodily harm, disability, or permanent disfigurement and/or the use of a deadly weapon.

409 Bomb threat

410 Any other offense: any other disciplinary violation which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

TERMINAL OFFENSES: ADMINISTRATIVE DISCIPLINARY PROCEDURES

First offense:

1. Notification of law enforcement officials and parents
2. Recommendation for expulsion
3. Full restitution

*Any Terminal Offense will require a disciplinary hearing to allow students due process. All class four (4) infractions require recommendation of expulsion and notification of law enforcement officials.

NOTE: ALL TERMINAL OFFENSES SHALL BE REFERRED TO APPROPRIATE LAW ENFORCEMENT OFFICIALS AND TO THE BOARD OF EDUCATION.

Students with Special Needs

The rules of discipline and conduct outlined in the Code of Conduct will generally apply to disabled students as identified under IDEA or section 504. Each student's disability must be considered by his/her Individualized Educational Program (IEP) or 504 Committee in determining if the student can or cannot be expected to follow these rules. Students with disabilities may be suspended for up to 10 total days during one school year according to the student's IEP, discipline plan, and Code of Conduct. Long term suspension (more than ten days) or proposal for expulsion is considered a change in placement and requires IEP committee action. Students with disabilities may be suspended if the student poses a threat to the safety of him/herself and/others. An IEP committee meeting will then be scheduled for the earliest date.

NOTE: If any infraction of the Code of Conduct is in violation of state/federal laws, then state/federal law will supersede this Code of Conduct.

Crenshaw County Student Computer Usage Policy

Crenshaw County will be offering access to the Internet along with a wide range of educational software through computers. Each student must obtain parental permission as verified by the signatures on the attached form.

Computer Use

All student use of computers must be in support of education, research, or business application consistent with the educational objectives of Crenshaw County Schools.

Expectations

Students are responsible for appropriate behavior while using the computers. Additionally, students are responsible for their actions while using the equipment and the resources. **Use of computers is a privilege, not a right, and may be revoked if abused.** Vandalism of equipment or programs will result in punishment as defined in the school conduct policy.

User Rights/Privileges

All users have certain privileges and rights. Infringement of or disrespect of the rights of others may result in the loss of computer privileges and/or disciplinary actions. These rights may include:

- Privacy – All communication over Board equipment or facilities is the property of Crenshaw County Schools. All messages and files created, sent, or retrieved over the Board equipment or facilities are the property of the Board. The Board reserves the right to access and monitor all messages and files on Board equipment or facilities. Students shall have no expectation of privacy with regard to such data.
- Safety – Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.
- Intellectual freedom – Any statement of personal belief is implicitly understood to be a representative of the author's point of view and not that of the school.
- Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.

- Equal access – All users will be granted free and equal access to the computers.

Guidelines

1. Students should be prepared to be held accountable for their actions. Exemplary behavior is expected from all users at all times.
2. Students should not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
3. Students will be held responsible for any damage to the computer or network and will be subject to disciplinary actions. This includes physical damage or damage to programs or operating system.
4. Students should not commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school system or any network connected to the Internet including the use or possession of computer viruses.
5. Students should not change any settings on the computer, i.e. control panel or resolutions.
6. Students should not use the Internet for illegal activities, i.e. threats, instruction on how to perform an illegal act, any form of pornography, drug dealing, purchase of alcohol or prescription drugs, gang activities, etc.
7. Students should not install any software that has not been approved by a teacher or school administrator. Downloading unauthorized files to obtain games, music, movies, programs, or other electronic media is prohibited.
8. Students should not violate copyright laws. Students should not use or possess any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software.
9. Student should not transmit e-mail through an anonymous remailer.
10. Students should not view, send, re-transmit or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
11. Students should not reveal his/her personal information, or the personal information of others, such as, address, phone numbers or credit card.
12. Students should not access other students' work, folders or files.
13. Students should not re-post non-academic personal communications without the original author's prior consent.
14. Students should not load or install backgrounds, themes and screensavers. Changing the appearance of the desktop is strictly prohibited.

15. Students should notify an adult immediately if they encounter materials that violate the school code of conduct.
16. Students should not use an alternate Internet service provider, such as AOL, Alaweb, CompuServe, etc. within the Crenshaw County School's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s) and appropriate filtering software. Student's personal computers may not be connected to the school network.

Adopted January 26, 1998

Non-Discrimination Policy

It is the policy of the Crenshaw County Schools that no person shall on the grounds of race, color, disability, sex, religion, national origin, or age be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Questions or complaints should be directed to Superintendent, 183 Votec Drive, Luverne, Alabama 36049, and (334) 335-6519.

NOTICE OF RECEIPT

I acknowledge that I have read, understood and agree to all terms as outlined in the Crenshaw County Computer Usage Policy that is available on the Crenshaw County School system website at www.crenshaw-schools.org. A paper copy of this policy may be obtained at the school that your child attends. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

_____ My child has permission to use the Internet and the school system network according to the rules outlined.

_____ My child does not have permission to use the Internet and the school system network.

Student's Name (Printed)

Parent/Guardian's Name (Printed)

Student's Signature

Date

Parent/Guardian's Signature

Date

NOTICE OF RECEIPT

It is the intent of the Crenshaw County Board of Education that each parent or guardian of student in the Crenshaw County Schools have access to a copy of Rights and Responsibilities , Code of Conduct, and Early Warning Truancy Prevention Program, which is available online at www.crenshaw-schools.org. If you are unable to access the Code of Conduct through the Crenshaw County Schools system website you may request a paper copy at the school in which your child attends. In order to verify receipt of the above mentioned policy statement, please return this form by your son or daughter to his/her teacher immediately. I hereby certify that I have access or received a copy of Crenshaw County Rights and Responsibilities and Code of Conduct which has been adopted by the Crenshaw County Board of Education. I have also received a copy or have access to the Crenshaw County Early Warning Truancy Prevention Program and am fully aware of my responsibility to see that my child attends school daily and of the penalty for my failure to do so.

_____	_____
Parent/Guardian's Signature	Date
_____	_____
Student's Signature	Date
_____	_____
Student's Name (Printed)	Date

