

Code of Student Conduct 2019-2020



**Empowering Students
Through Education**

DECATUR CITY SCHOOLS

302 Fourth Avenue, N.E.

Decatur, Alabama 35601

(256) 552-3000

<http://www.dcs.edu>

BOARD OF EDUCATION

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Dwight Jett

Michele King

Dr. Michael Douglas

Superintendent

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DECATUR CITY SCHOOLS

AUSTIN HIGH SCHOOL 3004 Modaus Road SW, 35601	552-3060
DECATUR HIGH SCHOOL 910 Somerville Road SE, 35601	552-3011
AUSTIN JUNIOR HIGH 1625 Danville Road SW, 35603	552-3045
AUSTIN MIDDLE SCHOOL 2715 Danville Road SW, 35603	552-4622
CAREER ACADEMIES OF DECATUR 1229 Westmeade Street SW, 35603	560-6821
DECATUR MIDDLE SCHOOL 1011 Prospect Drive SE, 35601	552-3035
CENTER FOR ALTERNATIVE PROGRAMS (CAP) 406 2nd Avenue SE, 35601	308-2308
AUSTINVILLE ELEMENTARY SCHOOL 2320 Clara Avenue SW, 35601	552-3050
BANKS – CADDELL ELEMENTARY SCHOOL 211 Gordon Drive SE, 35601	552-3040
*BENJAMIN DAVIS ELEMENTARY SCHOOL 417 Monroe Drive NW, 35601	552-3025
CHESTNUT GROVE ELEMENTARY SCHOOL 3205 Cedarhurst Drive SW, 35603	552-3092
DECATUR HIGH DEVELOPMENTAL PROGRAM 1011A Prospect Drive SE, 35601	552-3008
EASTWOOD ELEMENTARY SCHOOL 1802 26th Avenue SE, 35601	552-3043
FRANCES NUNGESTER ELEMENTARY SCHOOL 726 Tammy Street SW, 35603	552-3079

JULIAN HARRIS ELEMENTARY SCHOOL 1922 McAuliffe Drive SW, 35603	552-3096
*LEON SHEFFIELD ELEMENTARY MAGNET SCHOOL 801 Wilson Street NW, 35601	552-3056
OAK PARK ELEMENTARY SCHOOL 1218 16th Ave SE, 35601	552-3033
WALTER JACKSON ELEMENTARY SCHOOL 1950 Park Street SE, 35601	552-3031
WEST DECATUR ELEMENTARY SCHOOL 708 Memorial Drive NW, 35601	552-3027
WOODMEADE ELEMENTARY SCHOOL 1400 19th Avenue SW, 35603	552-3023
*Magnet Schools	

MISSION STATEMENT

The Mission of Decatur City Schools is to provide an innovative learning community committed to academic excellence and meeting the unique needs of every individual.

Beliefs: We believe that:

- All students can learn.
- A safe and supportive learning environment promotes student achievement.
- The collaboration of teachers, administrators, parents and the school community is essential to the advancement of the school system's mission and goals.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- The commitment to continuous improvement is expected of all stakeholders of the school system.
- Diversity enriches our school system through the recognition of the contributions of a variety of ideas, values, and cultures.
- Our educational programs must prepare students to become contributing members in a rapidly changing, diverse and global society.
- Quality schools make a vibrant community.

Goals: Our Goals as a school system are:

- To provide a safe learning and working environment on all school campuses.
- To create on going high quality professional development for all stakeholders.
- To recruit and maintain outstanding administrators, teachers and support staff.
- To develop an effective curriculum that utilizes cutting edge instructional activities and assessment measures to achieve academic success.
- To engage the community in active participation in pursuit of academic excellence.
- To sustain and expand resources that ensure a high quality education.
- To recognize and honor the diversity in our school system and its importance to our community.
- To prepare students to make informed career choices.

DECATUR CITY SCHOOLS CODE OF STUDENT CONDUCT

INTRODUCTION

The belief of the Decatur City Board of Education is that instruction shall occur in an environment that is conducive to learning because effective quality instruction requires orderly procedures and discipline. The rules in this handbook are designed to provide a safe, friendly and business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. The policy of the Decatur City Board of Education is to require the principals, faculties, staffs, students, parents, and guardians to adhere to and to comply with this Board of Education approved **Code of Student Conduct**.

As students progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades kindergarten through twelve.

The contents of this handbook will:

- Describe roles of the home, student, school and school personnel.
- Describe student responsibilities.
- Identify standards for student behavior.
- Identify classifications of disciplinary violations and describe procedures for disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Conform to the mandates provided in the Individuals with Disabilities Education Act.

EQUAL EDUCATIONAL OPPORTUNITIES

The Board shall provide educational opportunities for students on a nondiscriminatory basis. No person shall be denied benefits of any education program or activity on the basis of race, color, disability, religion, national origin, or sex. Students will not be denied enrollment on the basis of homeless, migrant, immigrant status or English speaking ability. Programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

Any student who believes he/she has been discriminated against, denied a benefit, or excluded from participation, in any programs or activities on the basis of sex may file a complaint in accordance with the Discrimination/Harassment Grievance Procedure appearing at the end of this Code.

DUE PROCESS

The policy of the Decatur City Board of Education is to adhere to and observe the essential elements of due process when carrying out the procedures contained within the **Code of Student Conduct** handbook. A responsibility of the principals will be to familiarize their staffs with the due process procedures and provide each staff member with a copy of this handbook. The consensus of the Board of Education is that the regulations in this handbook are designed to ensure the efficient operations of the school.

ROLES OF THE PARENTS, STUDENTS, SCHOOL AND SCHOOL PERSONNEL

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents, guardians, and educators. To foster this relationship:

Parents and Guardians should:

- Keep in regular communication with school authorities concerning their child's progress and conduct.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat and clean.
- Bring to the attention of school authorities any problem or condition that may materially affect their child or other children.

- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences and an emergency health care form.
- Attend scheduled parent-teacher conferences.
- Promptly report any change of address.
- Report directly to the school office when visiting a school.
- Sign and return acknowledgment form for receipt of Code of Student Conduct.

Students should:

- Attend all classes daily and be punctual in attendance.
- Come to class with appropriate working materials.
- Be respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat and appropriately dressed.
- Be responsible for their own work.
- Respect the classroom and school.
- Show a positive, cooperative attitude toward school.
- Promptly report any change of address.

Schools should:

- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians in school affairs.
- Encourage the school staff, parents, guardians and students to use the services of community agencies.

- Encourage parents and guardians to keep in regular communication with the school.
- Endeavor to involve the entire community in order to improve the quality of life within the community.

School Personnel should:

- Be regular in attendance and punctual.
- Be prepared to perform their duties with appropriate materials and lesson plans.
- Be respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board of Education.
- Seek changes in an orderly and recognized manner.
- Participate in continuous improvement of professional knowledge and skills.
- Develop a positive, cooperative attitude toward parents and guardians, students, co-workers and the total school program.
- Refer students who may need additional services to the appropriate staff.

JURISDICTION OF THE BOARD OF EDUCATION

Decatur City Schools students are subject to the rules and regulations of the Decatur City Board of Education during the school day, while in attendance at school-related activities, while traveling to and from school or school-related activities or while on Board-owned property. This includes traveling in school vehicles or in public or private vehicles which are being utilized at the time for purposes of transporting students to and from school or school-related activities. In addition, students may be disciplined in those instances where their conduct or actions at other times and places is deemed to have direct and/or immediate impact or effect on the health, safety, discipline and general welfare or operation of the school community or any member thereof. Use or possession of controlled substances, weapons or contraband, and/or threats or acts of violence directed toward students, parents/guardians or School Board employees at any time or place is presumed by the Board of Education to have a direct and/or immediate impact or effect on the health, safety, discipline or general welfare or operation of the school community. Harassment of School Board employees at any time or

place is presumed by the Board of Education to have a direct and immediate effect of the health, safety, discipline or general welfare of the school community.

Any student who violates Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatens physical harm to a person will be suspended from school and may not be readmitted to school until (1) any criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the Board of Education as a condition for readmission. Section 16-1-24.1(c), Code of Alabama, 1975.

As a condition to readmission, the Board of Education may prescribe such conditions as it may deem appropriate to ensure the safety or security of students and employees and such conditions may include, but are not limited to, psychiatric and psychological evaluation and counseling. Section 16-1-24.1(d), Code of Alabama, 1975.

A parent, guardian, custodian or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in the Decatur school system shall be responsible financially for such child's destructive acts against school property or persons, and may be requested to appear at school by an appropriate school official for a conference regarding such acts of the child and, if summoned by proper notification by an appropriate school official, shall be required to attend such discipline conference. Section 16-1-24.1 (e)(2), Code of Alabama, 1975.

STUDENT ENROLLMENT AND TRANSFER STUDENTS

Assuming that the student is otherwise eligible to enroll in Decatur City Schools, the student must be in good standing and must have no disciplinary action or sanction for disciplinary action pending against him/her in any school he/she attended during the preceding school year. Any student enrolling with a current juvenile probation status may be required to provide a copy of court records prior to enrollment. A student may be denied enrollment due to circumstances that would adversely affect the health, welfare and/or safety of other students and/or staff.

VISITATION OF STUDENTS

Decatur City Schools does not facilitate supervised visitation of students related to custody issues or court outlined visitation schedules. Visitation with students during the school day is highly discouraged. Individuals wishing to visit or conference with students during the school hours should confer with the custodial parent and such individuals should be listed on the student's registration form with the ability to check-in and check-out the student. Such individuals may be required to provide appropriate photo identification.

CUSTODIAL ISSUES

When matters involving custodial issues are not clearly defined, Decatur City Schools will generally abide by the wishes of the parent/guardian who enrolled the student. It is imperative that current paperwork regarding custodial issues is on file for each student.

ATTENDANCE

Philosophical Basis:

- School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge to function in a modern democratic society.

Student Responsibilities are:

- To take advantage of educational opportunities by attending all classes daily and on time.
- To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.
- To promptly request make-up assignments for each excused absence.

Student Rights are:

- To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence.
- To make up class work within a specified length of time when there is an excused absence.

STUDENT ATTENDANCE POLICY

It is the belief of the Decatur City Board of Education that regular school attendance is important to all students and to the school system and that course content and grading procedures should be structured so that regular attendance is necessary in order to complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance in a regularly scheduled school day or class unless such non-attendance is related to school sponsored activities documented by school personnel which will not count as an absence in terms of attendance accountability.

Parents or guardians shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the return to school. Principals may request a doctor's note if circumstances warrant or if absences become excessive as outlined by the attendance requirements.

Excused Absences

A student shall be excused for absences from school for the following reasons:

- Illness (a Principal may request or require a doctor's note after a student's 7th absence in any course or class)
- Doctor's note for non-illnesses, such as dental and physical therapy
- Death in immediate family
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal or other appropriate administrator
- Legal quarantine
- Emergency conditions as determined by the principal or his/her designee
- Special circumstances with prior approval by the principal. The administration of each school will consider special requests only after consideration of the individual student's attendance, grades, and discipline.

Unexcused Absences

Absence for reasons other than those listed above as "excused" shall be considered as unexcused.

Make-Up Work

If a student is absent for any excused reason, it is the responsibility of the student to go to each teacher to make arrangements to make up missed work the day the student returns to school. After the student returns to school, the student has three school days to make up missed work and turn in the work to the teacher, or the student may receive a grade of "zero" on missed work. Exceptions may be made for the following:

- the student has been under a doctor's care (documentation must be provided);
- the student has had extenuating circumstances approved by the principal; or,
- when prior arrangements have been made with the principal.

For student absences in excess of two consecutive days, teachers will prepare missed assignments by request from a student or parent/guardian.

Students who are assigned to the Center for Alternatives to Suspension or the Center for Alternatives to Expulsion will be given the opportunity to attend daily, receive academic instruction, and receive full credit for work that is satisfactorily completed. Students who are suspended from these programs may not be allowed to make up missed work and may receive “0’s” for any missed assignments during this time.

Long-term assignments such as research papers, special projects, etc., are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be given consideration.

Notification of Absences

Decatur City Schools utilizes a state approved database to report student attendance. Parents have access to this database via a secure portal. Absences by date (including check in/check out) are accessible in this database. Should you have questions or need the access code to the portal, please contact the school where your child is enrolled.

In addition, parents receive an automated daily message when a student is reported absent at the time attendance is taken.

Students out of class due to school activities should not be recorded as absent. Rather, an indication of non-attendance related to the activity purpose will be shown.

Students out of class for discipline measures will be counted as present and indicted as such on their attendance record.

Alabama’s Compulsory Attendance Law

Section 16-28-3, Code of Alabama, 1975.

“Every child between the ages of 6 and 17 shall be required to attend a public school, private school, church school or be instructed by a competent private tutor for the entire length of the school term in every scholastic year.” The parent or legal guardian of a child who is 6 years of age may opt out of enrolling their child in school by providing written notification that the child will not be enrolled until the child is age 7.

Section 16-28-12, Code of Alabama, 1975.

Requires that any parent/guardian who enrolls a student in school be responsible for the student’s regular attendance and proper conduct.

Section 12-15-111, Code of Alabama, 1975.

Provides that a parent may be fined \$500.00 and receive up to one year of hard labor if convicted of parental neglect; contributing to the delinquency of a minor; or if the child is found to be a child in need of supervision. They may also be required to pay restitution to the Board of Education.

Section 16-28-16 (b), Code of Alabama, 1975.

Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feel that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current minimum compulsory attendance age.

Section 16-11-16 (b), Code of Alabama, 1975

Provides that bonafide residents of Decatur who are 6 years of age and less than 19 years of age on the date school opens shall be entitled to admission to Decatur City Schools. A child that is 6 years of age on or before December 31 is eligible to enroll in first grade.

Attendance Requirements

Any student enrolled in Pre K or Kindergarten who accumulates more than 10 unexcused absences in a semester is subject to forfeiting his/her enrollment. Partial day absences will be cumulative in computing this total.

Any student enrolled in grades K-12 who accumulates more than seven (7) unexcused absences or 20 cumulative absences during the year is subject to being retained in the same grade the next school year.

Any student enrolled in grades Pre K-12 may be required to return with a doctor's note explaining each absence after the student's seventh (7) absence. Failure to provide such documentation may result in future absences being unexcused, along with other applicable consequences. A student who is unexcused, is subject to not being allowed to make up missed work and may receive a grade of "zero" on missed work for the unexcused absences.

Any student enrolled in grades 9-12 who accumulates more than seven (7) unexcused absences in any course and/or class may be subject to losing credit for the work in that course or class.

School-sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required for excused absences.

A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his/her report card and cumulative record for that course/class or year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the Principal and Superintendent, or his designee, to appeal such loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student

to request a hearing shall be sufficient basis for sustaining the loss of credit or retention.

Credit which is lost because of absences will be made up in the same manner as academic failures.

In accordance with Alabama Code §16-28-40 (b), the Superintendent or his/her designee is required to notify the Alabama Department of Public Safety when a student who has a driver's license or a learner's permit accumulates fifteen (15) total or ten (10) consecutive absences. School attendance for persons between the ages of 15-19 is mandatory for those who wish to retain their driver's license or learner's permit. Failure to attend school regularly will result in the forfeiture of the driver's license or learner's permit. Students who wish to obtain a driver's license or learner's permit must have certification from their principal or other authorized school official that they are in school and in regular attendance.

Early Warning Truancy Prevention Program

The Early Warning Program is a joint effort between the Decatur City Board of Education and the Juvenile Court. It is designed to reduce truancy, habitual classroom absences and the number of student dropouts. The format of the program consists of a group session held once each month in the Morgan County Courthouse in Decatur.

The purpose of Early Warning is to share information concerning the legal requirements and school board policies pertaining to attendance-thus, an early warning.

State Truancy Definitions and Procedures

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused. If a principal modifies an unexcused absence for school purposes, those absences shall not be used for purposes of assigning to early warning court or for a truancy petition.

An attempt should be made to notify the parent/guardian when a student has been determined to be truant.

On the student's fifth (5th) unexcused absence the parent, guardian, and/or student, or person having control of the child shall participate in the Early Warning Program provided by the juvenile court. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

Individuals may be assigned to the Early Warning Program on a yearly basis. 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), s16-28-12 (c) (failure to cooperate), or s12-15-13 (contributing to truancy) or a truancy against the child, whichever is appropriate.

On the student's seventh (7th) unexcused absence, a complaint/petition against the child and/or parent/guardian may be filed in Juvenile Court.

Code of Alabama §12-15-111, §12-15-102(4)(a) and §16-28-12

Check-Ins and Check-Outs

Any student who arrives after school has begun must go to the office of the principal and check-in. Student attendance at school is essential to academic success. Certain educational activities that occur during an absence cannot be replicated by make-up assignments. Parents are encouraged to make dental, medical, and other appointments for their children after school hours or during the summer vacation and holiday periods.

Students who have a valid need to leave school before the dismissal bell shall be checked out at the office of the principal or other designated location. Such student must be signed out by the parent, guardian or other pre-designated adult. **Such individuals may be required to provide appropriate photo identification upon checking out a student.** Notes or telephone calls may not be accepted for purposes of check-out of a student. The principal or other authorized employee has the responsibility of making decisions relating to check-outs. School administrators have the discretion to deviate from these procedures in the case of emergencies or other unusual circumstances.

PRIVACY AND PROPERTY RIGHTS

Searches (Students)

- a. *Board Property* – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- b. *Personal Property* – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and “personal digital assistant” (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community or that the property contains evidence of an actual or suspected violation of the law, or Board policy, the code of student conduct, or of other school rules, provided that the nature and extent of such search is reasonably related and limited to the suspected violation.
- c. *Personal Searches* – Students may be searched whenever reasonable suspicion exists that the student in possession of prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community, provided that the nature and extent of such search is reasonably related and limited to the suspected violation. Student searches must be conducted by a school administrator and/or a school resource officer (SRO) or other law enforcement officer, where warranted, in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent or his/her designee. Personal searches will be conducted with due regard for the age and gender of the student. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
- d. *Use of Recovered Items* – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

Student Drug Testing Policy

This policy statement clarifies the Board's position on student tobacco, alcohol, and drug use as it pertains to athletic and competitive extracurricular participation and student drivers.

The Board values students and their participation in athletics and other extracurricular activities. These students, as role models for other students, are keys to the Board's goal of providing the best possible education program for all students. To achieve this goal and to maximize the skills and talents of all students, it is important that every student and employee of the school system understand the dangers of tobacco, alcohol, and drug abuse. In addition, it is the objective of the Board that all students who wish to take advantage of the privilege of driving or parking a motor vehicle on school property or any other site off campus during regular school hours at which a student is participating in or observing any school activity, be completely free of the effects of alcohol, and/or the presence of other illegal or controlled substances.

In an effort to meet this objective, the Board reserves the right to require that any student desiring to drive or park a motor vehicle on school property and any student who participates or intends to participate in high school athletic teams, cheerleading squads and extracurricular organizations of a competitive nature be subject to and submit to random drug testing at any time while on school property, or attending school sponsored activities during regular school hours.

Participation in competitive activities and driving or parking a motor vehicle on school property or at any other site off campus during regular school hours at which a student participating in or observing any school activity, are privileges which can be taken away for failure to comply with this policy. The Board may change the provisions of this policy at any time in accordance with law. Students covered by this policy will be informed of any changes. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent.

See also Board Policy 6.21.

STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Education Rights and Privacy Act* (FERPA), a Federal law, requires that Decatur City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Decatur City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised Decatur City Schools to the contrary in accordance with Decatur City Schools procedures. The primary purpose of directory information is to allow Decatur City Schools to include 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 wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Section 9528 of the ESEA (20 U.S.C. Section 7908) and 10 U.S.C Section 503(C)

If you do not want Decatur City Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Decatur City Schools in writing within five (5) days of the start of school. The written notification should be sent to: The Office of the Superintendent, 302 Fourth Avenue NE, Decatur, AL 35601. Decatur City Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing

- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Education Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“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 after the day Decatur City Schools receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a 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 are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents of eligible students who wish to ask Decatur City Schools to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification under FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already in enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31 (a)(1)(i)(B)(I) – (a)(1)(i)(B)(3) are met. § 99.31 (a)(1)
- To officials of another school, school system, or institution or postsecondary education where the student seeks to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34 (§ 99.31(a)(2))
- To authorize representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State and local educational authorities, such as the State education agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal – or State – supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct an audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38 (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) to improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36 (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under §99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C §1232g(b)(i)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of

programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1996, under certain conditions. (20 U.S.C §1232g(b)(i)(K))

**DECATUR CITY SCHOOLS ANNUAL NOTIFICATION OF RIGHTS
UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT
(PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s family;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents;
or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.
 - Decatur City Schools will adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Decatur City Schools will directly notify parents and eligible students of those policies at least annually at the start of each school year and after any substantive changes. Decatur City Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 - Administration of any protected information survey not funded in whole or in part by ED.
 - Any non-emergency, invasive physical examination or screening as described above.

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

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

PARENTAL RESPONSIBILITY IN DISCIPLINE

The Code of Alabama Sections 16-28-2.2 and 16-28-12 require that the parent or other person having control of a child enrolled in school ensure that the child (1) enrolls in and regularly attends school and (2) engages in proper conduct while in

attendance in school. The Code of Alabama further requires the Superintendent to report to the District Attorney the name of any parent with children enrolled in Decatur City Schools who:

- A) Fails to require such child to regularly attend school; or
- B) Fails to compel the child to properly conduct himself or herself in accordance with the Code of Student Conduct.

Parents whose behavior fits either section (A) or (B) as listed above may be subject to criminal liability and criminal sanctions. Either the Superintendent or the District Attorney may initiate prosecution of parents for the behavior of their child (children).

DISCIPLINARY ACTIONS AND PROCEDURES

Re-enrollment with Pending Discipline

Students who withdraw from or cease attending Decatur City Schools with pending discipline must complete the discipline upon re-enrollment in Decatur City Schools.

Detention Hall

The principal or his/her designated person(s) has the authority to assign students to a designated area (detention hall) on campus before and/or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. Students in grades K-12 will be given a one-day notice of their detention hall assignment. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian of students in grades K-5 prior to the assignment of a student to detention hall.

In-School Suspension

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principals and their staffs should determine the scope of in-school suspension in their respective schools. Generally the parent(s) or guardian is responsible for providing transportation in these cases.

Suspension

The principal or his/her designated person(s) has the authority to suspend a student. This is generally referred to, but is not limited to, home suspension.

School Bus Suspension

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

Physical Restraint and Seclusion

The use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement, School Resource Officers and/or emergency medical personnel which could result in removal of the student by such personnel. For more information please refer to the Decatur City School Policy

Corporal Punishment

The Board of Education authorizes the use of corporal punishment when administered with care, tact, and caution and in compliance with Board Policy.

Disciplinary Probation

Disciplinary Probation is a procedure where a student is placed on probation for designated period of time and includes the probability of a more severe disciplinary sanction if the student is found to be violating any provision of the Code of Student Conduct during the probationary period. The principal or other authorized official will review student disciplinary records and should notify and request a conference with the parents of the student involved.

CENTER FOR ALTERNATIVE PROGRAMS (CAP)

Center for Alternatives to Suspension / CAS

The principal or his/her designee has the authority to assign students to the Center for Alternatives to Suspension (CAS). Such assignment shall ordinarily not exceed ten (10) school days, but the principal, after consultation with the Deputy Superintendent that oversees school safety, may assign a student to CAS for a period not to exceed twenty (20) days. Any assignment to CAS exceeding twenty (20) days must have the prior approval of the student's parents or guardian and the Superintendent or his/her designee. This restriction remains in force until the

students have successfully completed their assignment to the Center for Alternatives to Suspension.

Offenses which would result in an assignment to CAS are generally the same as those outlined for out of school suspension in this Code of Student Conduct; however, the principal and/or the supervisor of CAS may assign students for other infractions.

Any student entering or returning to Decatur City Schools from any juvenile detention will be assigned to complete a 10 day transition period at the Center for Alternatives to Suspension.

Students who are assigned to the Center for Alternatives to Suspension will be given the opportunity to attend daily, receive academic instruction, and receive full credit for work that is satisfactorily completed. Students who are suspended from this program may not be allowed to make up missed work and may receive "O's" for any missed assignments during this time.

The parent or guardian of a student assigned to CAS is responsible for providing student transportation to and from CAS.

Center for Alternatives to Expulsion / CAE

The Center for Alternatives to Expulsion was created by Decatur City Schools to provide an alternative to long term suspension out of school or expulsion. Students may be assigned to CAE (a) by the Superintendent or his/her designee with the consent of the student and the student's parents or guardian; (b) by the Superintendent after a Due Process Hearing; (c) by action of the Board of Education after an expulsion hearing. Generally the parent(s) or guardian is responsible for providing transportation in these cases.

Students assigned to the Center for Alternatives to Expulsion are restricted from being on any other Decatur City Schools campus or property and are restricted from attending or participating in any Decatur City Schools programs or activities, regardless of the location. This restriction remains in force until the students have successfully completed their assignment to the Center for Alternatives to Expulsion. Generally, once a student is released from CAE, a conference involving CAE staff, the school administrator and counselor of the school in which the student is returning will be held prior to the student returning to the regular class environment. The student shall be placed on disciplinary probation, and the staff will monitor such transition.

Students who are assigned to the Center for Alternatives to Expulsion will be given the opportunity to attend daily, receive academic instruction, and receive full credit for work that is satisfactorily completed. Students who are suspended from these programs may not be allowed to make up missed work and may receive "O's" for any missed assignments during this time.

Disciplinary Due Process Hearing

The Superintendent or his/her designee will review recommendations from principals for expulsions. The Superintendent or his/her designee may hold a due process hearing with the student involved, which may include principals, teachers, parents, guardians, students and other needed individuals to determine whether the recommendation from the principal shall be upheld.

Board of Education Hearing

The Board of Education hearing involving expulsion recommendations will be conducted in accordance with the Board of Education policy and procedure.

Other Community Resources

The Board of Education and its employees have the authority to request the involvement of various community resources in dealing with serious disciplinary problems. Examples of the resources that could be utilized in resolving a discipline problem of a serious nature are: the police department or other law enforcement agencies, juvenile court, and/or the Department of Human Resources. The use of other resources may be involved if warranted.

PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION

A student recommended for suspension or expulsion will be made aware of the charges and will be given an opportunity to respond. Any time a referral is submitted that warrants suspension or expulsion, a reasonable effort will be made by the school to either contact the parent(s) or guardian by a telephone call made during school hours or by written notice. The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

SUSPENSION OF STUDENTS

Authority

The school principal or other authorized administrator has the authority to suspend students from school.

Notification

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Notice will be provided to the Superintendent or his/her designee and parent(s) or guardian stating the reason(s) such action was taken.

Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously

disrupt the orderly educational process. Principals or other authorized administrators have the discretion to request law enforcement to remove such students.

Length

The suspension of a student out of school shall ordinarily not exceed ten (10) school days, but the principal after consultation with the Superintendent or his/her designee may suspend a student for a period not to exceed twenty (20) days.

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Act, Section 504, and/or other federal and state regulations.
2. If an incident or violation causes the principal or other authorized administrator to recommend the expulsion of a student, the suspension shall remain in effect until a final determination has been made regarding the recommendation for expulsion.

Terms

1. If a student attends or is scheduled to attend more than one Decatur City Schools campus during the same day and is suspended from either school, the suspension will include both schools. The principals of both schools or their designated person(s) must notify each other of such suspensions.
2. Students who are suspended out of school shall not participate or attend any school activities or go upon or remain on any Decatur City Schools property during the suspension.
3. When a student is suspended, his/her teacher must be notified concerning the date of suspension and the number of days suspended.
4. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he/she is reinstated in the school from which he/she was suspended.
5. Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board which may include temporary attendance at an alternative school.

Readmission

When a student returns to school after suspension, the readmission should be preceded by a conference with the principal or his/her designated person(s). The

conference should include the parent(s) or guardian unless otherwise approved by the principal.

EXPULSION OF STUDENTS

The Decatur City Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class II or Class III offense as defined later. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.

Any student who is the subject of any expulsion action shall be granted the following rights of due process: a hearing, the right to be accompanied by counsel, the right to hear the alleged charge(s), the right to question all evidence, the right to speak and offer evidence in his/her own behalf.

The following steps of due process shall be observed in all expulsion actions:

1. The local school principal shall consult with the Superintendent or his/her designee concerning the student's infraction(s).
2. The Superintendent or his/her designee shall, by letter, notify the parents/guardians of a hearing that may include the student, the parent/guardian, the principal and the Superintendent or other necessary parties.
3. If the parent/guardian and/or student fail to attend the hearing, the hearing will be held nonetheless.
4. If the decision to recommend expulsion is made by the Superintendent or his/her designee, the parents/guardian and the student shall be notified, by letter, of the time and place of an expulsion hearing before the Decatur City Board of Education, and the student shall remain under suspension until the hearing is held. This notice shall be given a minimum of five calendar days before the hearing is held.
5. The student or the parent/guardian may request that the hearing be held in private or the Board may consider it to be more appropriate to conduct the hearing and consider and deliberate its decision in executive session. In any event, the Board will render its decision in open session.
6. If the decision to expel the student is made, the expulsion shall be for any length of time not to exceed the remainder of the current school year plus the school year which follows immediately thereafter. The Superintendent or his/her designee shall, by letter, notify the parent/guardian and the student of the Decatur City Board of Education's decision within ten days after it is made.

7. Any student, who has been determined eligible for services or accommodations under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, may be expelled provided that all procedural and other requirements of applicable law are observed.

Readmission

When a student requests reenrollment after completing a period of expulsion, the student will be assigned to an alternative facility for a period of review prior to returning to his/her designated school.

CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three classes (Class I, Class II and Class III). Before determining the classification of a violation, the principal or his/her designated person(s) will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure.

The classroom teacher may deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designated person(s). Failure to bring notebook, pencil, books or required materials and equipment to class is ordinarily not cause for referral; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits.

DISCIPLINARY ACTION

Violation of the Code of Student Conduct and the subsequent disciplinary action or assignment thereof will be based upon, but not limited to, (1) classification of offense; (2) age of student at time of offense; (3) previous/prior disciplinary violations of student; and (4) any other factors that impact the learning environment.

CLASS I

- 1.01 Excessive distraction of other students.

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other school related setting.

- 1.02 Participation in a prohibited organization.
Participation supporting or furthering the cause of fraternities, sororities, secret societies or any group or organization, either on or off Board of Education property, whose activity or proposed activity is disruptive to the orderly educational process. This would include individuals whose purpose is to disrupt or disturb the ability of any student, teacher or administrator to receive or deliver the highest degree of educational opportunity.
- 1.03 Failure to Follow Directions.
Failure to follow directions, instructions, or order by a Decatur City Schools employee.
- 1.04 Participation in games of chance involving money and/or other things of value.
- 1.05 Excessive tardiness: Repeatedly reporting late to school or class.
- 1.06 Intentional and/or non-direct use of profane, offensive or obscene language.
- 1.07 Violation of dress code. (See "Additional Policies: Dress Code").
- 1.08 Violation of bus rules. (See "Additional Policies: Bus Rules").
- 1.09 Inappropriate public display of affection.
- 1.10 Unauthorized absence from class or school.
- 1.11 Continued refusal and/or failure to complete class assignments.
- 1.12 Failure to carry correspondence home.
- 1.13 Unauthorized and/or inappropriate use of Board of Education property or private property.
- 1.14 Littering of Board of Education property.
- 1.15 Distribution or display of printed materials on Board of Education property or at a school activity without the approval of the principal or his/her designee.
- 1.16 Sale of anything on Board of Education property or at a school activity without the approval of the principal or his/her designee.
- 1.17 Possession of and/or use of laser light pointer or any device designed to emit a laser light.
- 1.18 Planning, conspiring, soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.

- 1.19 Any other violation which the principal may deem reasonable to fall within the definition of a Class I violation after consideration of all the facts.

DISCIPLINARY ACTIONS-CLASS I OFFENSES

Disciplinary action for such offences may include conference, detention, completion of extra academic assignments, in-school suspension, or other reasonable disciplinary actions at the discretion of the principal or his/her designated person(s).

CLASS II

- 2.00 Unauthorized Use of Electronic Devices.

Allowing a student to bring electronic devices, including, but not limited to, cell phones, or other devices to school is a privilege afforded to Decatur City Schools. Use or visible possession of any such device during academic instruction is strictly prohibited unless such use is authorized by the Principal or other school personnel. In addition, students may use personally-owned technology such as e-readers, tablets, notepads, laptops, or similar devices according to specifications within Decatur City Schools' Bring Your Own Device guidelines. The Board assumes no responsibility for theft, loss, or damage to any electronic device.

The Board permits restricted and conditional access to, and use of, its technology resources, as well as personally-owned devices (if approved) for instructional purposes and during academic instruction time and not for personal use. Students may use only accounts, files, software, and/or other technology resources that are assigned to, provided to, or approved for him/her.

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources, including all electronic devices and storage media on its property. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

- 2.01 Defiance of Board of Education employee's authority.

Any verbal or non-verbal refusal to comply with a lawful direction, instruction or order of a Board of Education employee.

- 2.02 Failure to follow Medication Guidelines.
- 2.03 Possession and/or use of tobacco products or other devices to inject nicotine
- Possession of any tobacco product on the person, in the locker, or in other effects of a student; holding of a lighted cigarette (cigar, etc.), inhaling or exhaling of the smoke of tobacco or the using of any other tobacco product. Possession of or use of e-cigarette or other vapor devices designed to inject nicotine or other substances.
- 2.04 Harassment or Intimidation.
- The threatening, stalking, teasing, taunting, or seeking to coerce or compel a person to do something; engaging in verbal, written or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that disrupts the educational process.
- 2.05 Unsafe and/or unlicensed driving on Board of Education property or other violations of state, municipal or school rules related to the operation or parking of motor vehicles.
- 2.06 Vandalism.
- Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.
- 2.07 Theft.
- Taking and/or carrying away of property valued at less than \$100 belonging to or in lawful possession or custody of another.
- 2.08 Gambling/Possession of Gambling Device.
- The possession of any device or item which can be used to promote or facilitate gambling or promote or facilitate participation in a game of chance involving money or other items of value.
- 2.09 Possession of stolen property with the knowledge that it is stolen.
- 2.10 Theft of lost property.
- Obtaining or exerting control over the property of another which is known to have been lost or mislaid, and thereafter failing to take reasonable measures to discover and notify the owner.

2.11 Threats.

Verbal, non-verbal, written or printed communication, threatening an injury to the person, property or reputation of another. This may include threats with the intent to extort money or any pecuniary advantage whatever, or with 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.

Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

2.12 Trespassing.

Willfully entering or remaining in or on any Board of Education structure, conveyance or property without being authorized, licensed or invited, or having initially been authorized, licensed or invited, having been warned by an authorized person to depart and refusing to do so. Unauthorized presence, entering or remaining on Board of Education property or attending any school related activity while under any kind of home suspension, assignment to the Center for Alternatives to Suspension, assignment to the Center for Alternatives to Expulsion, or expulsion.

2.13 Possession of obscene and/or offensive materials.

2.14 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward another person and/or offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment and/or engaging in inappropriate behavior.

2.15 Truancy or unauthorized leaving Board of Education property.

2.16 Possession of a pocket-knife.

2.17 Possession and/or use of matches or lighter.

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

2.19 Forgery, alteration, or misuse of any document, record, or instrument of identification.

2.20 Intentionally touching or striking another student against his/her will or without his/her consent. (Altercation not arising to the level of a fight)

- 2.21 Honor Code Violations and/or Cheating.
Students shall not engage in any act of deception or falsification. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage.
- 2.22 Inappropriate Use of Technology.
- 2.23 Reckless Endangerment.
Engaging in reckless behavior that endangers one’s self or others.
- 2.24 _____
- 2.25 Planning, conspiring, soliciting, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.
- 2.26 Any other violation which the principal may deem reasonable to fall within the definition of a Class II violation after consideration of all the facts.

DISCIPLINARY ACTIONS-CLASS II OFFENSES

Disciplinary for such offenses may include conference, detention, completion of extra academic assignments, in-school suspension, assignment to the Center for Alternative Programs, home suspension, corporal punishment or other reasonable disciplinary actions as deemed appropriate by the principal or his her/designated person(s).

Note: Commission of Class II and/or Class III offenses may constitute a violation of criminal laws established by Local, State and Federal government, and will be reported to the appropriate authorities.

CLASS III

- 3.00 Fighting.
The initiation of and/or participation in any physical conflict between individuals.
- 3.01 Provoking, agitating, inciting, publicizing, encouraging and/or glamorizing a fight/confrontation or student disorder. This includes the use of electronic devices to record an altercation on school grounds or at school programs or activities.
- 3.02 Drugs, Substances Represented as Drugs, Controlled Substance, Imitation Controlled Substance, Alcohol and/or Intoxicating Inhalants, including substances banned from sale as defined by the Food and Drug

Administration (FDA) or by the Code of Alabama or in rules or regulations issued by any State board or agency legally authorized to do so by the Code of Alabama.

Admission of and/or being under the influence of and/or unauthorized possession, transfer, distribution, use or sale of drugs, substances represented as drugs, controlled substance, imitation controlled substance, drug paraphernalia, alcoholic beverages, intoxicating inhalants, CBD or THC oils, and/or other banned substances.

Communication of the intent or desire to buy, sell, furnish, manufacture, deliver, distribute or exchange drugs, substances represented as drugs, controlled substance, imitation controlled substance, alcohol, intoxicating inhalants and/or other banned substances.

Communication of the intent or desire to facilitate the sale or exchange, manufacture, delivery, or distribution of drugs, substances represented as drugs, controlled substance, imitation controlled substance, alcohol, intoxicating inhalants and/or other banned substances.

The above outlines the general classification of a Decatur City Schools Class III offense for Drug, Alcohol and other substances category of disciplinary infractions.

Each offense within this infraction may not rise to the same level of disciplinary action. Such incidents under this section may also be recorded as an element of the Alabama School Incident Reporting System (SIR) as follows:

- | | |
|------------------------|------------------------|
| 1 – Alcohol Possession | 14 – Drugs, Sale |
| 2 – Alcohol Sale | 15 – Drugs, Use |
| 3 – Alcohol Use | 55 – Other, Possession |
| 13 – Drugs, Possession | 56 – Other, Use |

3.03 Arson.

The intentional damage or attempt to damage Board of Education property or property of others located on Board of Education property, by starting or maintaining a fire or explosion.

3.04 Assault.

An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

3.05 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 instilling the fear of same.

3.06 Theft.

The participation in and/or the intentional taking and/or carrying away of money or other property valued at \$100 or more belonging to or in the lawful possession or custody of another without the consent of the owner.

3.07 Burglary.

Entering or remaining in a building, enclosed area, structure, motor vehicle or conveyance owned by the Board of Education with the intent to commit an offense therein during the hours the premises are closed to the public.

3.08 Criminal Mischief.

Willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another.

3.09 Possession of Firearms.

Possession of any firearm, pistol, rifle, shotgun, air gun or any other device. "Firearm" is defined as any firearm (including a starter gun), which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or any other means, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, any destructive device, any imitation or any replica of a firearm.

3.10 Possession of Weapons.

A knife, metallic knuckles, chemical weapon or device, stun or tazer device, or any other weapon, instrument, device, or object or any imitation or replica of any other instrument or object that may be used as a weapon or otherwise cause or inflict fear, harm or damage to property or person. Possession of a chemical or chemical imitation which could be used as a weapon or otherwise cause or inflict fear, harm or damage to property or person.

3.11 Creating a Safety Concern, or False Alarms and/or Threats.

Any communication(s) or attempt to communicate concerning the Board of Education's property which has or could have the effect of interfering with or interrupting the educational environment or process, including

causing a Heightened Sense of Security, Secured Perimeter and/or Lockdown.

Falsely reporting an incident with the knowledge that the information reported, conveyed or circulated is false. Initiating or circulating a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, shooting, threat, or any emergency under a circumstance in which it is likely to cause or create fear, evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm, or to interfere with or interrupt the education environment or process or increased security measures. This includes any communication through social media or electronic communications.

3.12 Threats of Death or Serious Bodily Injury.

Written, verbal or non-verbal communication of a threat to kill or do serious bodily injury to another person.

3.13 Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, rape, sexual misconduct. Indecent exposure or conduct that is lewd or indecent.

3.14 Offensive touching of another person.

3.15 Sexual Harassment.

3.16 Written, verbal or non-verbal unwelcome conduct of a sexual nature, welcome or unwelcome. (See Additional Policies: Sexual Harassment)

3.17 Aggravated Assault.

Intentionally causing bodily harm, disability or permanent disfigurement by use of a weapon or any instrument that could be considered a weapon.

3.18 Explosives.

Preparing, possessing, or igniting explosives that include fireworks, firecrackers, smoke bombs or stink bombs on Board of Education property or at any school related activity.

3.19 Unjustified activation or tampering with the fire alarm system, fire extinguishers, AED, security alarm system, or other safety and/or medical equipment or supplies.

3.20 Inciting or participating in student disorder.

Leading, encouraging or assisting in activities or disruptions which result in destruction or damage of private or public property or personal injury, and/or the disruption of school business or educational process.

3.21 Fleeing a School Board employee to elude contact or questioning.

3.22 Violations of the conditions of Disciplinary Probation.

3.23 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward or regarding a Board of Education member, employee, volunteer or other adult and/or use of offensive manifestations (verbal, written, gesture), which are deemed to create a hostile environment.

3.24 Threat.

The completion or attempt to complete a threat to injure a person, property, or reputation of another by verbal or non-verbal communication. This includes extorting money or any pecuniary advantage whatever by compelling another person to do an act or refrain from doing an act against his/her will.

3.25 Commission of any act which constitutes a criminal offense under the laws of the United States, Code of Alabama or Code of the City of Decatur and which in the principal's opinion warrants disciplinary action authorized for a Class III offense.

3.26 False accusation statement, or representation directed toward or regarding a Board of Education member, employee, volunteer or other person.

3.27 Disorderly Conduct.

An act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses an actual or perceived threat to the health, safety, and/or welfare of students, staff or others.

3.28 Planning, conspiring, soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.

3.29 Bullying or Harassment.

A continuous pattern of intentional physical or psychological behavior, which includes, but is not limited to written, electronic, verbal acts that substantially interferes with educational opportunities, places a student

in reasonable fear of harm to their person, property, or acts reasonably perceived as being motivated by any characteristics of a student.

3.30 Any other violation that the principal may deem reasonable to fall within the definition of a Class III violation after consideration of all the facts

3.31 Gang or Hate Group Graffiti or Paraphernalia.

Planning, conspiring, possession, transfer, distribution, display or use of written material, drawings, signs, slogans, names, apparel or other materials related to or used in gang or hate group activities are not permitted on any Board of Education property or at any school related activity.

Alabama School Incident Report (SIR): Some discipline infractions require State Incident Reporting Codes and are either assigned in conjunction with the Decatur City Schools codes referred to above or as a replacement for state reporting. The SIR codes are as follows:

- | | |
|-------------------------------|----------------------------|
| 1 – Alcohol Possession | 30 – Sexual Offenses |
| 2 – Alcohol Sale | 31 – Threats/Intimidation |
| 3 – Alcohol Use | 32 – Tobacco Possession |
| 4 – Arson | 33 – Tobacco, Sale |
| 5 – Assault | 34 – Tobacco, Use |
| 6 – Bomb Threat | 35 - Trespassing |
| 7 – Burglary | 36 – Truancy |
| 8 – Criminal Mischief | 37 – Handgun, Possession |
| 9 – Defiance Authority | 38 – Handgun, Sale |
| 10 – Disobedience | 39 – Handgun, Use |
| 11 – Disorderly Conduct | 40 – Rifle, Possession |
| 12 – Disruptive Demonstration | 41 – Rifle, Sale |
| 13 – Drugs, Possession | 42 – Rifle, Use |
| 14 – Drugs, Sale | 43 – Firearm, Possession |
| 15 – Drugs, Use | 44 – Firearm, Sale |
| 16 – Electronic Pagers | 45 – Firearm, Use |
| 17 – Fighting | 46 – Explosive, Possession |
| 18 – Fire Alarm | 47 – Explosive, Sale |
| 19 – Gambling | 48 – Explosive, Use |
| 20 – Harassment | 49 – Weapon, Possession |
| 21 – Homicide | 50 – Weapon, Sale |
| 22 – Inciting Others | 51 – Weapon, Use |
| 23 – Kidnapping | 52 – Knife, Possession |
| 24 – Larceny / Theft | 53 – Knife, Sale |
| 25 – Motor Vehicle Theft | 54 – Knife, Use |

26 – Profanity or Vulgar	55 – Other, Possession
27 – Robbery	56 – Other, Sale
28 – Sexual Battery	57 – Other, Use
29 – Sexual Harassment	58 – Other, Incidents

3.32 Possession of other Prohibited Devices

Possession of any device that in the opinion of school officials does not rise to the level of a gun or weapon but can reasonably be perceived to create fear, and/or pose a threat or concern to the health, safety and/or welfare of the school environment.

DISCIPLINARY ACTIONS-CLASS III OFFENSES

Disciplinary action for such offenses may include conference, detention, completion of extra academic assignments, in-school suspension, assignments to the Center for Alternative Programs, home suspension, corporal punishment, or other reasonable disciplinary actions as deemed appropriate by the principal or his/her designee.

STUDENT COMPLAINTS AND DISCIPLINE APPEAL PROCESS

A “complaint” is based upon an alleged violation, misinterpretation or inequitable application of any published rule or regulation of the school system. The Board of Education provides an opportunity for students to express student related concerns and complaints. To be granted discussion and consideration of a complaint, any student or group of students should request an appointment with the principal which will not interfere with regularly scheduled classes or school related activities. The faculty and administration will make an honest effort to resolve student complaints at the most immediate level of supervision.

Student Complaint Procedure

1. Level One-The resolution of a complaint through free and informal communications as close as possible to the point of origin is encouraged. A student with a complaint should present it first at the local school level.
2. Level Two-In the event the student is not satisfied with the disposition of his complaint at Level One, he may file an appeal in writing with the Superintendent or his designee within five (5) school days of receiving the disciplinary assignment. Within ten (10) school days from receipt of the complaint, the Superintendent may request a conference with the student or render a written decision.

The student may select a representative to accompany him, may ask such representative to state the facts in written form and may request a written decision.

3. The student assignment during the appeals process will be determined by the local school principal. Student placement during an appeal of discipline will last for three (3) days. On the fourth (4th) day, the student will return to their normal school placement or remain at home with excused absences if the Superintendent has not made a decision regarding the appeal.
4. Students assigned to an alternative discipline other than the original discipline which is under appeal will have to complete the full original assigned discipline, if the original discipline action is upheld.

ADDITIONAL POLICIES

Drug Abuse/Prevention

The intent of the Decatur City Board of Education is to comply and to cooperate fully with the laws regarding illegal drug use and drug abuse. The Board of Education understands there are times when prescription drugs may be used by students for medical reasons. Under these circumstances, the student or his/her parent(s) or guardian should register the prescription with the principal or his/her designated person(s) in order to protect the student. Decatur City Schools provides for drug and substance abuse prevention through age appropriate developmentally based programs and testing procedures. Students or parents wanting to obtain additional educational resources or that would like a list of current referral counseling programs should contact either the Supervisor of Special Services or the Deputy Superintendent that oversees school safety at 256-552-3000.

Local School Rules and Regulations

Principals at local schools, with the approval of the Superintendent, may supplement the Code of Student Conduct with rules and regulations that are applicable to the particular school. These rules shall not be contrary to the rules of the Code of Student Conduct. Such rules and regulations shall be reasonable and related substantially to the maintenance of discipline and the implementation of the academic program and extracurricular programs of the school. Special rules and regulations may include standards related to grades, attendance and student conduct on or off campus. Adequate notice of all rules and regulations shall be given and violators shall be treated fairly and consistently.

Summer School and Credit Recovery Discipline

The Code of Student Conduct and dress code for the school hosting summer school and/or Credit Recovery will be strictly enforced. Disruptive and/or inappropriate behavior during summer school or Credit Recovery may lead to

student dismissal from the program. Decisions of the administration in charge of summer school and Credit Recovery will be final. There will be no refund of tuition to students who are dismissed.

TRANSPORTATION

Bus rules and regulations have been adopted to govern student behavior on the bus. Questions regarding bus discipline should be directed to the administrator of the school in which the student is enrolled. Bus discipline rules, bus disciplinary action, and the Code of Student Conduct apply to all students while they are on the way to and from the bus stop, while at the bus stop, and while on the school bus.

In accordance with Act No. 2013-347, it is unlawful for a person to enter a public school bus without authorization or after being forbidden to do so or to refuse to leave the bus when demanded by a bus driver or duly authorized official. It is also unlawful to damage a public school bus or to stop, impede, delay, or detain a public school bus. The commission of any of these acts may result in a charge of trespass on a school bus in the first degree.

If there is an emergency or issue, any person wishing to speak with the bus driver shall communicate through the driver’s side window on the driver’s side of the bus.

Students in violation of the bus rules are subject to disciplinary action.

Bus Rules

1. Students will obey the driver and all other school board employees willingly and promptly at all times. The driver is in full charge of the bus and students.
2. Students will behave in an appropriate and orderly manner.
3. Students must ride the bus on which they have been assigned.
4. Students may be assigned seats.
5. Students will remain seated facing forward with feet on the floor and legs out of the aisle.
6. Students will keep their feet on the floor at all times while riding the bus. Students cannot put feet on seats or back of seats.

7. Students will not stand or move from their assigned seat while the bus is in motion.
8. Students will not throw trash or litter.
9. Students will not open windows without permission. Students will not throw any items on the bus or out the windows.
10. Students will not extend head, hands, arms or any part of their body out the window.
11. Food, drinks, gum or candy will not be consumed on the bus at any time. No glass containers will be allowed on the bus.
12. There will be no loud talking, singing or laughing on the bus. There will be no yelling or raising of voice on the bus.

Bus Disciplinary Action

The principal shall administer sanctions for non compliance with bus rules and regulations. The bus is considered an extension of the school and therefore, the principal or designee has the authority to assign disciplinary action as outlined in The Code of Student Conduct. This shall include removing a student from the privilege of riding a school bus for a reasonable and specified period of time. The person(s) causing damage to a bus or equipment must pay for or make arrangements for payment of damage prior to regaining bus privileges.

DRESS CODE

The policy of the Decatur City Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure their health and safety while at school. Furthermore, a student's dress and personal appearance may not be disruptive or interfere with the legitimate interest and welfare of the students.

Students should comply with the following guidelines:

1. Students must be neatly dressed, clean and well groomed while at school.
2. Shoes or sandals must be worn.
3. Hair must be clean, neatly styled and well groomed, not in the eyes and not of length dangerous around equipment.
4. Clothing or body art (tattoos) with pictures, writing, and/or symbols promoting the use of drugs, alcohol, tobacco, sexual activity, weapons, gang or hate groups, violence, or that may be otherwise offensive shall be

considered disruptive of the educational process and is therefore prohibited.

5. Shorts, skirts, etc., may be worn that are consistent with the intent of this policy and that are considered appropriate attire.
6. Undershirts alone are not acceptable.
7. With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity.
8. Hats or other headwear and sunglasses are not to be worn inside a building during the school day unless approved by the school administration.
9. Clothing, paraphernalia, or devices which are judged to be related to, or associated with hate groups or gang affiliation activity are prohibited.
10. Students shall not wear or have in possession any jewelry, ornaments, or accessories that distract from the educational process or that might be used as a weapon or pose a safety hazard. This includes objects for body piercing in the face, body or tongue.

Any students violating the dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine what constitutes a violation of the dress code.

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET SAFETY

General Information

- Decatur City Schools provides students with access to many, varied electronic resources including Internet access to a wide range of online services. The Decatur City Schools (DCS) network and all other technology resources are provided for educational and work related purposes only and are provided as a privilege and not as a right.
- In accordance with the Children’s Internet Protection Act (CIPA), the district uses content filtering technologies. All electronic devices accessing the DCS network are subject to filtering as outlined in CIPA. CIPA requires blocking access to visual depictions deemed obscene, child pornographic, and harmful to minors.
 - a. Filtering can only be disabled for adults who are conducting “bona fide research” or are serving some other lawful purpose.
 - b. No web filtering technology is 100% safe and Decatur City Schools will make every effort to monitor online activity.

- c. The use of anonymous proxies to circumvent the district's content filtering is strictly prohibited and is in direct violation of this agreement.

Internet Safety

- No communication using network resources (e-mail, chat rooms, blogs, and other forms of direct communication) are private. As such, students should never share personal and private information using networked resources.
- Students should take great care in protecting personal identifiable information.
 - a. Students should never send messages containing identifiable information such as names, addresses, phone numbers, etc.
 - b. At no time should any person seek or capture another user's password.
- Passwords are private and should never be shared with others.
- The school district will provide an Internet Safety curriculum for all users providing guidance for online etiquette and cyber safety. Online etiquette should be followed in all uses of electronic devices within Decatur City Schools.

Minimal Standards of Acceptable Use

- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Use of any Decatur City Schools computer or network for commercial or for profit purposes is prohibited.
- Harassment of any kind, using any medium is prohibited.
- Viewing, sending, attempting to access, or collecting obscene, pornographic or otherwise offensive messages or images are prohibited.
- Copyright laws must be strictly adhered to regarding installation, download or use of any copyright protected software, files, or media.
- Copyright laws must be strictly adhered to making installation or download of any copyright protected software, files, or media prohibited unless the copyright is owned by the Decatur City Schools and installation is permitted by approval of the Supervisor of Technology.

- Technology resources that are compromised or damaged by users may subject the users to disciplinary measures that include but are not limited to dismissal, expulsion, or other measures which may include monetary charges for damages.
- Students are prohibited from bypassing the filtering system set in place as required by CIPA and from setting up their own networks or proxies.
- Users shall not intentionally hack/seek information on, obtain copies of, or modify files, or other data, or passwords belonging to other users, or misrepresent other users on the computer or network.
- File storage is provided for all students and employees but is subject to review, should never be considered private, and is ultimately owned by the Decatur City Board of Education.
- Personal electronic devices are subject to this acceptable use policy.

Terms of Agreement

- Decatur City Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion (students) for violations of these Guidelines.
- The District will advise appropriate law enforcement agencies of illegal activities conducted through the Decatur City Schools network.
- The District will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.
- The school district and its representatives are not responsible for the actions of the users or the information they access.

STUDENT RESPONSIBILITY OF TEXTBOOKS

Textbooks issued to Decatur City Schools students remain the property of the State of Alabama and/or Decatur City Schools. Care should be taken to assure that textbooks are not damaged or lost. When lost or damaged, the student will be required to pay for the replacement of the textbook. Some of the damages to textbooks are as follows: page(s) missing; water-soaked; physically marked with any kind of pencil, pen, crayon, etc., inside or outside the book; or torn page(s).

The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbooks. In computing the loss or damage of a textbook which has been in use for a year or more, the basis of

computing shall be a variable of 50 to 75 percent of the original cost of the book to the local board of education. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbook until remittance of the amount of loss or damage has been made.

All textbooks or electronic devices used to access academic material and online textbooks must be returned at the end of the course or when promoted or transferred.

ANTI-HARASSMENT

The policy of the Decatur City Board of Education forbids harassment (violence, threats and sexual harassment) of or by any of its students or employees.

I. Harassment, Violence and Threats:

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

A. General and Definitions

It is the intent of this policy to outline prohibited behaviors. The list includes, but is not limited to, the following:

1. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus or at a school-sponsored function including, but not limited to, written, electronic, verbal or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics. To constitute harassment, a pattern of behavior may do any of the following:
 - a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - b. Have the effect of substantially interfering with the educational performance, opportunities or benefits of a student.
 - c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.

- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus or at a school-sponsored function.
 - e. Have the effect of being sufficiently severe, persistent or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.
2. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
 3. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
 4. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit activity or opportunity for which the student is or would be eligible.
 5. The term “student” as used in this policy means a student who is enrolled in the Decatur City Schools.

B. Description of Behavior Expected of Students

1. Students are expected to treat other students with courtesy, respect and dignity and comply with the Decatur City Schools Code of Student Conduct (hereafter referred to as Code of Student Conduct). Students are expected and required
 - a. to comply with the requirements of law, policy, regulation and rules prohibiting harassment, violence or intimidation
 - b. to refrain from inflicting or threatening to inflict violence, injury or damage to the person or property of another student
 - c. to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
2. Violence, threats of violence, harassment and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the

prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- a. The student's race;
- b. The student's sex;
- c. The student's religion;
- d. The student's national origin;
- e. The student's disability.

II. Sexual Harassment:

A. General Prohibitions and Definitions

1. Unwelcome Conduct of a Sexual Nature
 - a) Conduct of a sexual nature may include written, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double entendres, and jokes.
 - b) Written, verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, or otherwise, it is unwelcome. In order to avoid ambiguity and uncertainty, students who consider conduct by other students or school board employees to be unwelcome are encouraged to advise the alleged harasser in writing that such conduct is unwelcome.
 - c) A student who has initially welcomed such conduct by active participation or otherwise must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome. In order to avoid ambiguity and uncertainty, students are encouraged to give such specific notice in writing.

2. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other written, verbal or physical conduct of a sexual nature constitute sexual harassment if the conduct substantially interferes with a student's educational performance, or creates an intimidating, hostile or offensive educational environment.

III. Reporting and Sanctions

1. A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.
2. Complaints alleging violations of this policy should be made on Board approved complaint forms available at the principal's office, the counselor's office and/or the Decatur City School website. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery.

STUDENT DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURE

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

Dr. Yvette Evans
302 Fourth Avenue NE
Decatur, AL 35601
256-552-3000
Email: Yvette.Evans@dcs.edu

Any student of the Decatur City Schools who believes he/she has been discriminated against, harassed, denied a benefit, or excluded from participation, in any of the school system's education programs or activities on the basis of sex, race, color, creed, religion, belief, national origin, ethnic group, or disability, may file a written complaint with the Office of the Superintendent.

A Supervisor shall be assigned to review the written complaint and mail a written response to the complainant within ten (10) school days after the receipt of the written complaint. A copy of the complaint response shall be provided the Superintendent of Decatur City Schools.

If the complainant is not satisfied with such response, he/she may submit a written appeal to the Superintendent indicating the nature of disagreement with the response and his/her reasons for such disagreement. The Superintendent shall mail a written response to the appeal to the complainant within ten (10) school days after the receipt of the written appeal.

If complainant is not satisfied with such response, he/she may submit a written appeal to the Board of Education indicating the nature of the disagreement with the response and his/her reasons for such disagreement. The Board shall consider

the appeal at its next regularly scheduled Board meeting following receipt of the appeal. The Board shall permit the complainant to address the Board in public or closed session, as appropriate, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Decatur City Schools
Office of the Superintendent
302 Fourth Avenue NE
Decatur, AL 35601
(256) 552-3000 Ext. 4256

**NOTIFICATION OF AVAILABLE SERVICES FOR
GIFTED STUDENTS**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities may refer a student.

Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

To make a referral, contact the guidance counselor at your child’s school or call the Special Services Center at (256) 552-4637.

ASBESTOS INSPECTIONS OF OUR SCHOOLS

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education

agencies throughout the country, public and private, to inspect their buildings for asbestos containing building materials (ACBM's) and to take appropriate response actions if necessary to control the release of asbestos fibers into the environment.

In compliance with this law, each building of Decatur City Schools has been inspected and special "Management Plan" reports have been developed by an accredited engineering firm. Each Management Plan describes the results of its corresponding inspection along with recommended response actions in the event of ACBM identification.

A copy of the Management Plan for each building is available for your review in the principal's or supervisor's office during normal office hours. If you have any questions regarding this matter, feel free to contact Maintenance at 256-552-3076.

STUDENT HEALTH GUIDELINES

A school may call 911 when the school nurse or staff feels a student has a medical condition that needs immediate treatment. A student may be transported to a local emergency room in order to not delay medical care.

FEVER: A student with a fever of 100.0F or higher should not come to school. If a student comes to school with a fever of 100.0F or higher, the student will be sent home. If no one can be reached to pick up the student, and the fever is escalating, 911 may be called to transport the student for medical treatment. This will depend on the assessment by the school nurse based on the clinical symptoms of the student. A student must be fever free for at least 24 hours (without the use of fever reducing medications, such as Tylenol or Motrin) before returning to school.

HEADACHE: Headaches can be caused by many things such as fever, stress, sinuses, viral illnesses, and dehydration. Some headaches can be serious while others are minor. When a student has a headache that is associated with a fever and/or neck pain/stiffness or a headache that lasts for more than a couple of hours, the student should be seen by a health care provider. A mild headache can interfere with a student's learning ability. When a student has a headache during school hours and the headache does not go away after 20-30 minutes, the student will be sent home.

SORE THROAT: Sore throats are very common. They can be caused by sinus drainage, mouth breathing, viruses (colds), bacteria (Strep), dehydration, and anything that can irritate tissue (such as food, hot liquids, etc.). When a student has a fever with a sore throat, the student should see a health care provider before returning to school. If a student is diagnosed or being treated by a

physician for strep throat, the student must be on antibiotics for 24 hours before returning to school. A student who has a sore throat with a fever of 100° or more will be sent home. A student with a non-fever sore throat can be soothed by drinking cool (not hot) liquids and identifying and treating the underlying cause (colds, sinus drainage, etc.).

VOMITING: When a student has been vomiting, the student should not come to school until they have eaten solid foods for at least two meals without vomiting. A student who vomits more than once while at school will be sent home. Vomiting can lead to dehydration very quickly, especially in younger children. When a student has been vomiting for more than 12-24 hours, the student should see a health care provider as soon as possible.

DIARRHEA: Three or more loose/liquid stools in less than 12 hours is considered diarrhea. Certain forms of diarrhea can be contagious. When a student has three or more loose stools during school and/or associated with abdominal pain, headache, fever, vomiting, or foul smelling flatus, the student will be sent home. Diarrhea can cause dehydration quickly, especially in younger children. When a student has multiple episodes of diarrhea that last longer than 12-24 hours, the student should be seen by a health care provider as soon as possible.

ABDOMINAL PAIN: Any form of abdominal pain in a child should be taken seriously. Many things cause abdominal pain such as constipation, viral illnesses, food intolerances, strep throat, urinary problems/infections, digestion problems, and female-related problems. A student who complains of abdominal pain should not come to school until the problem has been identified, preferably by a health care provider. A student with abdominal pain that lasts longer than 15-30 minutes will be sent home.

COUGH: A cough that is chronic can spread germs and be disruptive in a classroom. This should be taken into consideration when deciding to send a student to school. A student with a cough will be evaluated by the school nurse. A student with an excessive cough may be sent home. If a student brings cough drops or cough medicine to school, the student must have a Prescriber/Parent Authorization Form (PPA) filled out and signed by a doctor and a parent.

A parent may bring medication and administer it to their child at school. If the medication does not improve the child's condition or symptoms within 30-45 minutes, the child may be sent home.

RASH: There are many types of rashes. Some are nothing more than irritated skin, while others are very contagious. The guidelines include:

- All rashes **MUST** be covered by either clothing or a bandage.
- A student with an undiagnosed rash lasting more than two days will be required to have a medical doctor's note in order to return to school.
- A student with a scalp rash will be required to have a medical doctor's note in order to return to school.
- A student with a rash that is associated with a fever and/or cough should be evaluated by a medical doctor.
- A student with spotted rashes on the stomach, back, arms, or legs should be evaluated by a doctor if the rash lasts longer than a few days.

MEDICATION GUIDELINES

A student who brings medication to school and does not follow the guidelines below will be in violation of Decatur City Schools Code of Student Conduct.

1. All students with medications, both prescription and non-prescription, **MUST** have a Prescriber/Parent Authorization Form (PPA) completed and signed by both a doctor and a parent. Only one (1) medication per PPA is allowed. Medications will not be accepted at school without this form. The Prescriber/Parent Authorization Form (PPA) is available at your child's school or you can download a copy at www.dcs.edu (Click Departments, Operations & Safety, School Health Services, Downloadable Forms)
2. All Prescriber/Parent Authorization Form (PPA) must be renewed at the beginning of every school year and anytime a change is made to the prescription by a doctor. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific times, etc.). Cutting, crushing, or sprinkling a pill/tablet/capsule can be done only with a written prescriber order. Changes to medication orders by parents/guardians will not be accepted. All questionable changes will be verified with the prescriber by the school nurse.
3. All medications must be hand delivered by the parent or guardian to the office staff or nurse. This includes all students who Self-Administer and/or Self-Carry medications. The school nurse must verify all orders **BEFORE** students are allowed to carry and self-administer their medications. The nurse or certified medication assistant will count all controlled substances in the presence of a parent. The parent and school nurse or certified medication

assistant will sign a form that indicates the medications were received, counted, and secured by the school.

4. The first dose of any NEW medication should NOT be given at school.
5. **ALL** students with a prescription medication **MUST** have a current pharmacy prescription label attached to the original container. When a student has a sample from the doctor, the doctor **MUST** write a prescription label by hand and attach to the sample medication. The pharmacy prescription label information must be identical to the Prescriber/Parent Authorization Form (PPA) information (dose, frequency, specific times, etc.). Any mismatch of information will not be accepted. Any prescription label that states “Use as Directed” is not acceptable per state guidelines. Directions **MUST** be specified.
6. All prescription medications must:
 - Be in the original container with a current pharmacy prescription label attached (“Use as Directed” is not acceptable).
 - Have the correct student's name on the prescription label.
 - Have a valid date of expiration – Expired medications will NOT be accepted.
 - Not be mixed with any other medications (unless indicated on the label).
 - Have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and a parent/guardian.
7. All non-prescription medications must:
 - Be new and unopened/sealed in the original container.
 - Have no other medications mixed inside the container.
 - Have a valid date of expiration - expired medications will NOT be accepted.
 - Have the student's name clearly marked on the original container.
 - Have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and a parent/guardian
8. All students with INHALERS must have a copy of the prescription label attached to the inhaler or the inhaler should be in the original prescription labeled box. The school office will need to make a copy of the original prescription and keep it on file for the school nurse. The pharmacy can print a duplicate label and can apply it to the inhaler. This is especially helpful for a student who carries an inhaler at school and self-medicates.

9. All students with EPI-PENS, TWINJECTS, AUVI-Q and other pre-filled single-use epinephrine auto injectors must have a copy of the original pharmacy prescription label attached to the cartridge holder or the original box. A copy of the prescription must be kept on file for the school nurse. The Prescriber/Parent Authorization Form (PPA) MUST specify the dose and route. “Use as Directed” is not acceptable per state guidelines. Directions MUST be specified.
10. Students may **ONLY** carry medications indicated for a “CHRONIC” health condition (asthma, diabetes, seizures, etc.). The doctor MUST indicate the “chronic” condition on the PPA and check the “kept on person” and/or “self-medication” box on the PPA. A parent must sign the “Self-Administration” area of the PPA and sign the “Parent Authorization” area of the PPA.
11. The parent or guardian will be advised in writing or by phone when their child’s medication is completed or becomes out of date. Expired medications will NOT be given at school. All student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations in the presence of a witness. A letter will be sent home during the last week of school to help remind parents to pick up their child’s medication. No medications will be kept at school over the summer.
12. Some medications are not meant to be given during school hours. The school nurse reserves the right to refuse to administer certain medications unless a doctor has specifically written that the medication be given during school hours. Most medications will be given by the parent/ guardian at home. Medications that are prescribed for three times per day should be given at home, just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is if the prescriber has ordered the medication to be given before or along with meals.
13. When a student will be attending an alternative school, it is the parent’s responsibility to transport his or her child’s medicine to and from the student’s home school and to and from the alternative school. If a parent cannot deliver the medication, it is the parent’s responsibility to call his or her child’s home school and speak with the school nurse. Medications can only be transported by school nurses or certified medication assistants.
14. The parent/guardian should provide the school nurse with a list of possible side effects for medications taken over a 30-day period. Information regarding common potential side effects and adverse reactions will be made available to all certified medication assistants by the school nurse.
15. Decatur City Schools follows the State of Alabama guidelines for the administration of medications to students. Only school nurses and certified

medication assistants are legally allowed to administer medications to students in the State of Alabama.

OVERNIGHT FIELD TRIP MEDICATION PROCEDURE

The following procedure applies to all overnight field trips, including, but not limited to, Space Camp, Camp McDowell, 4-H Camp, Dauphin Island, band/chorus trips, drama trips and athletic events/games.

All medication(s) and completed Prescriber/Parent Authorization (PPA) forms are due no later than 2-5 days before the departure date. No forms will be accepted after this date. The nurse must have time to organize and verify all medications/forms/ signatures for the medication assistants who will be administering the medications. This requirement allows time to make sure all problems can be corrected prior to departure. All medications (with PPA) must be hand delivered to the school nurse by the parent/guardian. Students may not bring in medications/forms.

Once received, all medications will be signed in, counted, and properly secured until departure date.

No medications will be given the morning of departure. Please plan to give medication at home prior to arriving at school.

All medications (including Tylenol, Advil, vitamins, Neosporin, Zyrtec, etc.) must have a PPA signed by both physician and parent. **Only one medication per PPA form.**

The PPA written order must match the medication label **exactly** (example: If form states Tylenol 325 mg, a bottle of Tylenol 500 mg will not be accepted). Also, pills/capsules cannot be crushed/sprinkled/cut/broken without specific written directions on the PPA by the health care provider. Only provide enough medication for the designated trip time, plus one (1) or two (2) extra doses in case a dose is dropped, vomited, wasted, etc. Large quantities of OTC (over the counter) or prescription meds will not be accepted.

Parents/Guardians of students with chronic illnesses that require monitoring (diabetics, seizures, food allergies, etc.) must contact the school nurse at least two weeks prior to the trip.

All medications left at school after completion of the field trip (unless otherwise arranged with parent), will be disposed of per Federal guidelines after five school days.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

How do you catch the disease?

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

Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

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

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to

entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

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

EMERGENCY PROCEDURES

Shelter In Place:

This phrase might be encountered during inclement weather or a hazardous material release. A tornado warning will require schools to take our students to an inner hallway or a room with few or no windows and stay there until it is safe to release students. These areas have been reviewed and approved by the Morgan County Emergency Management Agency. Please note that we cease operations such as checkout during an active warning. If you are at the school during a warning, we invite you to join us as we “shelter.” Should we ever encounter a hazardous material release we have made precautions to limit the amount of exposure students have with the outside environment. Additionally, students at schools within the Browns Ferry evacuation area may need to be relocated.

Secured Perimeter:

This term is used when we are notified of a concern or when a potential threat is identified in the vicinity of the school. If you are notified of a Secured Perimeter, do not go to the school as instruction will continue with restricted entry and limited supervised movement within the building. These situations are often very short lived. If the situation allows and is of a lengthy period of time, the school will make notification to parents via their normal communication methods, such as School Cast. Entries and exits are monitored during this situation; students will not be released outside the building until we receive an all clear by the appropriate agency.

Lockdown:

A lockdown takes place if a threat or possible threat is identified inside the school or on the campus. Instruction and all movement is halted. All exterior and interior doors are locked, and students are secured in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building/campus to avoid hindering emergency response teams arriving at the school. We ask that you monitor School Cast or local news for information about any possible evacuation of the building and parent reunification site. Please note that we conduct an annual lockdown audit and review of lockdown procedures at each school.

What is Parent Staging for Reunification?

When students have been removed from the school or when an emergency has occurred that affects the ability to have a normal dismissal, a parent staging area will be established. At this location, parents will be updated concerning the situation and the plans for reunification with their child. Anyone attempting to

pick up a student must show proper photo identification. In cases where students will be released from the school, students that have obtained a parking permit will be able to sign themselves out at the time of the release.

What you can do now?

Be sure your school office always has updated phone numbers for your family. Ask your school for the School Cast student profile page that allows you to add any additional emergency contact numbers into the School Cast system. Read this letter and become familiar with the procedures listed above. Talk with your child about taking our drills seriously and remaining calm in a crisis situation. As always, speak with your building administration should you have any safety concerns.

NOTES



SAFE SCHOOLS DECATUR TIP LINE (256)

227•8514

safe.schools@dcs.edu

Students, parents, and community members can call or text the tip line to leave information anonymously with a law enforcement officer. Use Safe Schools Decatur to report bullying, drugs, weapons, or any other issue that would be a safety concern. Together we will make a difference.

IN CASE OF EMERGENCY CALL 911

SCHOOL CALENDAR for 2019-2020 SCHOOL YEAR

July 1-July 30	Teacher Flex Professional Development Days (2)
July 31 & August 1	Teacher Workdays (for those who missed flex days)
August 2	Institute Day
August 5 & August 6	Professional Dev/Teacher Workday
August 7	First Day for Students
August 7-9	Kindergarten & Pre-K Students attend ½ day
September 2	Labor Day – Schools Closed
October 14-15	Fall Holiday – Schools Closed
November 1	Virtual Day/Parenting Day
November 11	Veterans Day – Schools Closed
November 25-29	Thanksgiving Holidays – Schools Closed
December 20	½ Day for Students
December 23-January 6	Winter Holidays – Schools Closed
January 6	Professional Dev/Teacher Workday
January 7	Students Return
January 20	Martin Luther King, Jr., Day – Schools Closed
February 17	President’s Day – Schools Closed
March 30 – April 3	Spring Holidays – Schools Closed
April 10	Virtual Day/Vertical Planning
May 21	AHS & DHS Graduation/Last Day for Students (1/2)
May 22	Teacher Workday

Graduations are tentatively set for May 21, 2020, but may be rescheduled if additional make-up days are required due to school closings.

The SchoolCast call back number 1-866-665-4384 can be called at any time to listen to the last message that was sent to your phone.