

# Code of Conduct

## **Purpose Statement for the Code of Conduct**

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. The Code of Student Conduct will be deemed an extension of Board policy and will have the force and effect thereof.

## **Bullying/Harassment (*Jamari Terrell Williams Student Bullying Prevention Act*)**

- No student shall engage in harassment, intimidation, violence, or threats of violence on school property, on a school bus, or at any school-sponsored function.
- No person shall engage in reprisal, retaliation, or false accusation against a victim, witness, or other person who has reliable information about an act of harassment, violence, or threat of violence.
- Any student, or parent or guardian of the student, who is the object of harassment may file a complaint outlining the details of the harassment, on a form authorized by the local board, and submit the form to the official designated by the local board to receive complaints at the school
- The full Jamari Terrell Williams Student Bullying Prevention Act policy can be found in the Boaz City School System Policy Manual.

## **Sexual Harassment**

Sexual harassment will not be tolerated; and immediate, positive steps to stop sexual harassment activity will be taken when it occurs. Sexual harassment is defined as any unwelcome and personally offensive conduct (including, but not limited to, advances, gestures or words of a sexual nature) which

- Unreasonably interferes with the student's work or educational opportunities;
- Creates an intimidating, hostile or offensive learning environment;
- Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit; and/or
- Implies that submission to, or rejection of, such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Examples of prohibited conduct include, but are not limited to, offensive or unwelcome sexual advances or propositions; any unwelcome intentional touching of intimate body areas; employees dating students; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her physical attributes; the display of sexually suggestive objectives, pictures, cards or letters; lewd or suggestive comments, sounds or gestures; off-color language; jokes of a sexual nature; leering; or assault.

The definition of sexual harassment includes conduct directed by males toward females, conduct directed by males toward males, conduct directed by females toward males, and conduct directed by females toward females.

Victims of sexual harassment shall report sexual harassment activity to the immediate supervisor of the offending person immediately upon occurrence or, if they prefer, to a counselor or assistant principal with whom they feel comfortable. The person to whom the incident is reported will have the responsibility of reporting the incident to the proper supervisor. The proper supervisor will then follow grievance procedures that have been adopted by the Boaz City School System.

## **Physical Restraint**

The use of physical restraint is prohibited in all Boaz City Schools and its education programs EXCEPT in those situations in which the student is an immediate danger to himself 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 and/or emergency medical personnel, which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

Schools and programs that use physical restraint under the Board's policy must ensure that staff and faculty are trained in the appropriate use of physical restraint. Written parental notification will be provided when physical restraint is used to restrain a student within a reasonable time not to exceed one school day from the use of restraint. The use of seclusion is prohibited by the Board's policy.

The Board's policy regarding restraint and seclusion is contained within the Board's policies at Section 6.25.

## **Dress Code**

The Boaz City Board of Education recognizes the effect that students dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate. Prohibited dress violations are listed below, but this list is not all-inclusive nor is a violation of the dress code limited to the following:

1. Any clothing that is explicitly gang related is prohibited, or colors that would lead school administration to believe the student to be wearing gang colors.
2. Any article of clothing that advertises alcoholic beverages, tobacco products, illegal drugs, adornment that displays vulgar or abusive words, pictures, designs, lettering or messages that may be offensive to a particular racial, ethnic, or religious group or unusually large displays on vehicles driven to school by the student that potentially disrupt the educational process.
3. Dresses, shirts or tops that are low cut in the front or back are prohibited.
4. All tops must have straps that measure at least one (1) inch wide. No spaghetti strap tops may be worn without a blouse to cover it.
5. All shirts or blouses that expose the midriff at any time are not permitted. Halter type dresses or tops and tube tops or clothing that does not cover undergarments is prohibited.
6. No "see through" clothing is allowed unless the clothing that can be seen meets the dress code. No muscle shirts, skin-tight shorts (such as bicycle shorts) or sleeveless T-shirts designed to be undergarments are allowed.
7. No hats, bandanas, athletic headbands, sunglasses, visors or any headwear not otherwise required, may be worn in the building during the regular school day (unless medically required).
8. Bare feet and any type of footwear that is detrimental to the floor or floor-coverings, i.e. boots and shoes with cleats, is prohibited. Any other footwear that is distracting to the learning process, i.e. house shoes, is not acceptable.

9. For safety reasons, oversized or long coats may not be worn out of season. Students should not wear heavy metal chains, metal spiked apparel, or other accessories that can be used as weapons. No chains will be allowed on students except for necklaces and bracelets that are for cosmetic purposes.
10. Visible “body piercing” such as in the eyebrow, nose, lip, tongue, or other areas is not permitted. (Earrings cannot be excessive or create safety or health hazard and shall not be worn during sports & PE activities). Principal may use discretion for final determination.
11. All shorts and culottes must be at least fingertip length or longer at their shortest point. The principal may use discretion for final determination. Pants or shorts with holes or cuts must not show skin above the fingertip mark.
12. All dresses and skirts are to be at least knee length while standing.
13. No athletic sweatpants that are tight fitting and unsuitable for school attire are permitted. Clothing with writing on the seat of the garment is not allowed.
14. Students are to wear clothing in the manner it was designed to be worn, i.e. clothing worn back-wards or inside out, or suspenders/overalls undone are not allowed. Specifically, pajama pants, pants worn too low, too long, or excessively large are not permitted. Pants are to be worn at the natural waistline with a belt if needed. Excessively large clothing of any kind is not permitted.
15. Appropriate attire must be worn over leggings at all times. Garments worn over leggings must be at least fingertip length or longer.
16. Neither hairstyles nor hair color should be disruptive of the learning environment.
17. Blankets are not to be brought to school in place of wearing appropriate clothing for cold weather.
18. Any article of clothing representing or promoting other high schools or middle schools will not be permitted during school hours.

Students who violate the rules and/or intent of the Dress Code will be subject to punitive action as well as having privileges allowed under the Dress Code withdrawn.

In the event that any type of dress is questionable and does not fall under the Dress Code, the school administration has the final authority in determining whether the dress is acceptable.

### **Tobacco Products, Unlawful Drugs, and Alcoholic Beverages**

The possession, use, sale or distribution of tobacco/nicotine products designed to enhance nicotine (including, but not limited to) electronic cigarettes or enhancement products paraphernalia, as well as unlawful drugs, and alcoholic beverages are prohibited in Boaz City Schools and at any school sponsored or school related event.

The Boaz City Board of Education has implemented a random drug testing policy that may result in loss of parking privileges on school premises and discipline including suspension from student competitive activities.

### **Dangerous Weapons**

The Board authorizes the Superintendent or his/her designated official to automatically suspend any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain or any other object deemed dangerous by the school official. Such weapons are not to be carried by students on school grounds, on school busses and/or at any school-sponsored event, during or after regular school hours. When the student is found to be in possession of a weapon, the Superintendent shall be notified immediately and the following procedures shall be followed:

- The principal or authorized official shall conduct a brief but adequate hearing, and if the student is found to have a weapon in his/her possession, said student shall be suspended. If the item in the student’s possession is a “weapon” as defined in Section 921 of Title 18 of the United States Code, an immediate referral shall be made to the superintendent who may commence expulsion procedures against said student.

- The parents or legal guardian(s) of the student shall be notified and the student released in their custody, or with their knowledge. Juvenile and law enforcement authorities shall also be notified and, if the situation warrants, the student shall be released to the custody of the juvenile or other law enforcement authorities. In that event, parents or guardians shall be notified as quickly as possible of the action taken.
- Within three days after policy violation, the principal shall arrange a conference. Included in this conference shall be the student, parents or guardians, juvenile or criminal justice authorities (depending on age of student), and principal. Others may be present if deemed necessary by school officials. If it is impossible to arrange a conference within a three-day period, the Superintendent shall have the authority to extend the suspension.
- After the conference is held and all evidence is weighed, the student and parents/legal guardians shall be notified by the school principal concerning the action that will be taken by the school system.
- If the weapon meets the definition of a “weapon” as defined in Section 921 of Title 18, the Superintendent and the Board shall have the authority to suspend/expel the student for a period of up to one year.
- The chief administrative officer of the school system shall have the authority to review and modify the requirements of this policy on a case-by-case basis in compliance with the requirements of state and federal law and applicable court decisions relative to the requirements of Section 504 of the Rehabilitation Act and/or Part B of IDEA (Individuals with Disabilities Education Act).

### **Due Process**

School officials are to ensure fairness in treatment when a student violates conduct codes. Generally speaking, and depending on the seriousness of the incident, school officials will abide by the following procedures:

- The student will know what has occurred
- The student will know the evidence to support the violation
- The student will be allowed to give an explanation
- Discipline alternatives will be discussed
- When possible, the student will be allowed to choose a discipline method from those offered to the student.
- The Principal and other school officials are encouraged to involve parents when possible and practical in discipline matters, especially those serious enough to warrant the more serious types of discipline alternatives, e.g., corporal punishment, suspension.

### **Disciplinary Terms**

#### ***Before and After School Detention***

The principal or his/her designee has the authority to assign students to a designated area (for detention) on campus before the start of the school day or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. Students will be given a one-day notice of their detention assignment. If Before-School Detention or After-School Detention is not completed in a timely manner, In-School Correction may result. The parent/guardian is responsible for providing transportation in these cases.

#### ***In-School Correction Program***

In-school correction 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 designee has the authority to assign students to the in-school correction program for a reasonable and specified period of time. The principal and staff will determine the scope of the in-school correction of their respective schools. Students assigned to ISC are to report to the designated area at the beginning of the school day. If students fail to report at the appropriate time, they will be assigned an extra day. In-School Correction for elementary school students will be held on campus unless the principal feels other placement is necessary. The parent/guardian of elementary students moved to a different setting will be responsible for travel to and from in-school correction. In-school correction shall not be considered under the regular suspension guidelines.

### ***Work Assignment/Community Service***

The principal or his/her designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

### ***Saturday School***

A student may be assigned Saturday School for the duration of four hours and will be under the supervision of a school staff member. Saturday School is for students who need behavioral intervention as a disciplinary measure. All students attending Saturday School will be required to bring academic work for the entire session. Any student who is dismissed from Saturday School due to behavioral reasons may be referred for more severe disciplinary measures.

### ***School Bus Suspension***

The principal or his/her designee 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. A school bus suspension does not constitute an excused absence and the parent will be responsible for providing transportation for the student.

### ***Corporal Punishment***

The BCSS Board of Education shall allow reasonable corporal punishment of pupils. If such punishment is deemed necessary and appropriate, it shall be administered with extreme care, tact, and caution, and then only performed by the principal or the principal's designee in the presence of another certified employee. Corporal punishment shall not be administered in the presence of another student, and corporal punishment should not be the first line of discipline. Principals or the principal's designee shall communicate with parents or legal guardians if corporal punishment is to be administered. Corporal punishment considerations shall include, but are not limited to the following a) age and size of child, b) sex of child, c) ability of the child to bear the punishment, d) overall physical condition of the child. School officials will not permit parents to administer corporal punishment to their child at school.

### ***Suspension of Students (Out of School Suspension)***

**Authority:** The school principal or his/her designee 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. If the student's suspension is to begin the following day, written notice will be sent to the parent(s) or legal guardian(s) stating the reason(s) such action was taken. In the event of an immediate suspension of a student, the parents(s) or legal guardian(s) shall be notified and the student released in their custody, or with their knowledge. In the event that the parent(s) or legal guardian(s) of the student cannot be located and an immediate suspension is required, without the necessity of contacting juvenile or law enforcement authorities, the principal or authorized official of the school can remove the child from the school grounds to the location of the parent(s) or legal guardian(s). If the parent(s) or legal guardian(s) are not found, written notice will be given to the parent(s) or legal guardian(s) of the action taken by the school, within 24 hours. Due process will be given to all students.

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 education process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

**Length:** The suspension of a student is not to exceed ten (10) days except as follows:

- 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 and Board policy.
- If an incident of violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the expulsion is **completed**.

**Terms:**

- During the suspension period, suspended students shall not attend school functions; enter school property nor ride a school bus, for any reasons.
- When a student is suspended from school, he/she is not eligible to enroll in any other school until such time that he/she is reinstated in the school from which he/she was suspended unless given permission from the principal.
- A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Boaz City School System until such time that he/she is eligible to be reinstated in the school from which he/she was suspended.

### ***Disciplinary Committee Hearing***

The Disciplinary Committee shall comply with the following procedures in conducting a hearing:

- The parent/guardian may choose to waive the right to a disciplinary committee hearing and except the discipline recommendation of the school principal.
- The parent shall be given verbal or written notice of the charge(s) against the student and the time, date, and place of the hearing at least 48 hours prior to a hearing.
- The hearing panel will normally conduct a hearing within five (5) school days after the date of the commission of the offense.
- The principal or other person assigned by the Office of Student Support Services shall present the charges against the student.
- At the hearing, the Discipline Committee shall give the student an opportunity to admit or deny the charge(s).
- If the student denies the charge(s), an explanation of the evidence will be provided and the student will be given an opportunity to tell what occurred.
- The case may be presented by statements made by the witness(es). The hearing panel may permit witness(es) by the proponent of the discipline and/or permit the student to present adult witnesses, but the hearing panel is not required to call or permit any accusers or witnesses to be present and the decision to do so shall rest in the discretion of the hearing panel.
- Ordinarily, no attorney will be present in an advisory capacity for the hearing. If the student's parent chooses to have an attorney present, the principal/delegate also may have an attorney present in an advisory capacity. The student's parent must give the hearing panel notice, 24 hours prior to the hearing, of the decision to have an attorney. Failure to do so may result in the hearing panel's denying the participation of the attorney in the hearing.

After following the above procedures, the Disciplinary Committee, on the basis of all facts presented, shall determine whether the student did or did not commit an offense, what offense, if any was committed. If the student is found to have committed the offense the discipline committee will determine the appropriate punishment or recommend to the Superintendent that the student be expelled.

### ***Alternative School***

Alternative School is a placement disciplinary action, assigned by the Disciplinary Committee, in which a student is removed from the regular classroom setting after committing a violation of Class III offense. Course work and credits are provided in the alternative setting. The alternative school classroom teacher will provide assignments and testing. Any absences incurred during alternative school placement will be added to their days.

Transportation is not provided to alternative school placement; however, all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Improvement Act of 2004 for all eligible students.

If a student is placed in Alternative School and refuses to go or causes a continuous disruption while in Alternative School, they will be suspended pending a meeting with the Superintendent and BOE for expulsion consideration.

### ***Board of Education Hearing***

The Board of Education will convene for a hearing to discuss expulsion recommendations.

### ***Expulsion of Students***

In accordance with the Alabama State Compulsory Attendance Law, the Boaz 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 III offense. 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 an expulsion action shall be granted the following rights to due process: a hearing, the right to 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 and the right to have a full explanation of the applicable Board policy used to charge the student.

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

- The local school principal shall consult with the Superintendent and the Coordinator of Student Services concerning the student's infraction(s).
- The Coordinator of Student Services shall, by letter, notify the parent/guardian of a Disciplinary Committee hearing. Failure of the parent/guardian and/or student to attend shall not nullify the process.
- If the decision to recommend expulsion is made to the Superintendent, the parent/guardian shall be notified by letter of the time and place of an expulsion hearing before the Boaz City Board of Education. 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.
- Unless the student or the parent/guardian request otherwise, the hearing will be held in private. Failure of the student and/or the parent/guardian to appear shall not nullify the process.
- If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Boaz City Board of Education's decision within ten days after it is made.
- Any student who has been determined eligible for special education may be expelled, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Improvement Act of 2004 and as outlined in the Boaz City Board of Education Policy Manual.
- When a student returns to school after expulsion, the re-admission must be preceded by a conference with the principal or his/her designee during which the student is given a readmission slip to return to class.

## **Disciplinary Actions**

The code of conduct is intended to allow opportunities for students to develop self-discipline while providing boundaries within which individuals find emotional and physical security. It is essential that all persons (students, school personnel, and parents) accept responsibility for their actions. It is equally important that inappropriate behaviors be skillfully confronted and redirected in order to build an atmosphere of self-respect, respect for others, and respect for the learning environment.

Violations of the Code of Student Conduct are grouped into three classes (Class I, Class II, and Class III). Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct using the code of conduct as a guide. Violations apply to student conduct on a school campus, at school-related events or while being transported to and from or school-related events. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee will implement the disciplinary procedure. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has heard the student's explanation. Due process involving student rights shall be followed.

In the event suspension or expulsion is a potential result of the violation, the parent(s) or legal guardian(s) of the student shall be notified and the student released in their custody, or with their knowledge. If the parent(s) or legal guardian(s) cannot be contacted immediately, the principal shall then inform them of the action by sending written notice within 24 hours. Juvenile and law enforcement authorities may also be notified and, if the situation warrants, the student shall be released to the custody of the juvenile or other law enforcement authorities.

In the event the student is released to someone other than the parent(s) or legal guardian(s), then the parent(s) or legal guardian(s) shall be notified as quickly as possible of the action taken. In the event that the parent(s) or legal guardian(s) of the student cannot be located and an immediate suspension is required, without the necessity of contacting juvenile or law enforcement authorities, the principal or authorized official of the school can remove the child from the school grounds to the location of the parent(s) or legal guardian(s). Due process will be given to all students.

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

## **Discipline Procedures for IDEA/504 Students**

Students with disabilities, as defined by I.D.E.A. and the Americans with Disabilities Act, shall be subject to imposition of reasonable disciplinary measures in maintaining order and harmony and in providing an atmosphere conducive to learning for all students. However, disciplinary decisions affecting disabled students shall be made with reference to and in compliance with state and federal laws, rules, and regulations governing disciplinary practices and procedures. The following factors shall also be considered in determining disciplinary measures for students with disabilities:

- The nature of the student's disabling condition and the appropriateness of the discipline contemplated in light of that condition;
- The student's Individual Education Program (IEP);
- The cause or causes of the disciplinary problem;
- The disciplinary history of the student;
- The student's behavior intervention plan (If applicable);
- The availability and advisability of alternative disciplinary responses to traditional ones;
- Recommendations, if any, from teachers and appropriate special education staff;
- Environmental and other circumstances ordinarily taken into account in determining appropriate discipline for non-disabled students.



### ***Short-term Suspension of IDEA/504 Students***

When the conduct of a disabled student is in violation of rules and regulations of the school system or other customary standards of appropriate student conduct, a short-term suspension (10 days or less) may be imposed. Procedural due process must be provided as with all students.

### ***Long-Term Suspensions and Expulsions of IDEA/504 Students***

Suspensions which result in more than ten (10) consecutive scholastic days in duration or a series of suspensions that are each of ten (10) scholastic days or fewer in duration that creates a pattern of exclusion, are considered a significant change in placement and will require the school, parents, and relevant members of the IEP (IDEA) or Section 504 team to meet within 10 school days of any decision to change the placement of a student with a disability to determine the following:

If the school, parents, and relevant members of the IEP or Section 504 team determine that either (1) or (2) above are applicable, the conduct shall be determined to be a manifestation of the student's disability.

If the school, parents, and relevant members of the IEP or Section 504 team determine that the conduct *is* a manifestation of the student's disability, the IEP or Section 504 team must do the following:

1. Conduct a functional behavior assessment of the student and develop/revise a behavior intervention plan so as to address the behavior at issue; and
2. Return the student to the placement from which the student was removed, unless the parent and the school agree to a change of placement as part of the modification of the student's behavior intervention plan.

If the school, parents, and relevant members of the IEP or Section 504 team determine that the conduct *is not* a manifestation of the student's disability, the school may use regular school discipline, but with services during the time of any change of placement to include behavior services to address the behavior at issue.

### ***Weapons, Illegal Drugs/Controlled Substances, and Serious Bodily Injury***

Regardless of whether the behavior is determined to be a manifestation of the student's disability, a student with a disability under IDEA may be removed to an interim alternative educational setting for not more than 45 school days when the student:

1. Carries or possesses a weapon to or on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
3. Upon order of a hearing officer when the student had inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

### **Class I Offenses: Minor Offenses**

- 1.01 Disrespectful or discourteous behavior or defiance toward any Boaz City School employee verbal or non-verbal. (The degree of the offense will determine Class I, II, or III).
- 1.02 Excessive distraction of other students – Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class functions, provoking other students, or use of cell phone during class.
- 1.03 Unauthorized organizations – Any on-campus participation in fraternities, sororities, secret societies or non-approved school clubs.
- 1.04 Minor intimidation of a student--The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act that creates a well-founded fear in the person that such harm is likely.
- 1.05 Excessive tardiness.
- 1.06 Excessive checkouts.
- 1.07 Excessive unexcused absences.
- 1.08 Use of profane, obscene or inappropriate language (verbal, written, or any gesture).
- 1.09 Non-compliance to dress code.
- 1.10 Minor disruption on a school bus.
- 1.11 Inappropriate public display of affection, including, but not limited to, embracing and kissing.
- 1.12 Possession of radios, CD players, electronic games, laser pointer, or other items not required for school that lend themselves to being disruptive or distracting.
- 1.13 Repeated failure to come to class prepared.
- 1.14 Continued refusal to complete class assignments.
- 1.15 Failure to follow appropriate directives.
- 1.16 Unauthorized use of school property.
- 1.17 Littering of school property.
- 1.18 Failure to complete detention.
- 1.19 Possession of a laser pointer or other similar devices.
- 1.20 Any other violations, which the principal deems reasonable to fall within this category.

Disciplinary action such as parental contact (phone call or conference), disciplinary probation, before or after school detention, work assignments before or after school, in-school correction or suspension at the discretion of the principal or his/her designee, may be used for the Class I offenses.

## **Class II Offenses: Intermediate Offenses**

- 2.01 Disrespectful or discourteous behavior or defiance toward any Boaz City School employee verbal or non-verbal.
- 2.02 Defiance of a school board employee's authority – Any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a school board employee or any other adult at the school.
- 2.03 Possession, sale, and/or use of tobacco products possession on the person, in the locker, or in other effects of a student, holding a lit cigarette (cigar, etc), inhaling or exhaling the smoke of tobacco, making or receiving a sale of tobacco or the use of any other tobacco product, including lighters, matches, electronic cigarettes, vape pens, or any other similar device, on the school premises or in any school-sponsored event.
- 2.04 Intentionally providing false information to a school board employee, including, but not limited to student information data, concealment of information directly related to school business and forgery.
- 2.05 Fighting – physical conflict between two or more individuals.
- 2.06 Dishonesty or Cheating – the use or attempted use of any deceptive or dishonest method of improving a grade, whether one's own or another student's, or altering a record.
- 2.07 Disruptive behavior – Any act, which substantially disrupts the orderly conduct of the school learning environment or a school, function or poses a threat to the health, safety, and/or welfare of students, staff, or others. This includes, but is not limited to, students who make unreasonable noises, use obscene language or gestures, disrupt any lawful assembly or meeting, or obstruct vehicular or pedestrian traffic, or fight.
- 2.08 Intentional physical aggression.
- 2.09 Possession of obscene, pornographic, or sexually explicit material.
- 2.10 Unauthorized use of wireless and/or electronic devices.
- 2.11 Harassment, or intimidation of a student or adult—A pattern of unwelcome and uninvited behavior, or a single severe incident that causes physical and/or emotional harm to another. Such behavior may include, but is not limited to teasing, taunting, spreading rumors, threatening, hitting, stealing, proposing romantic or sexual activity, or destroying personal property. Bullying may be verbal, physical, face-to-face, in writing, and/or through the use of email, text messages, social networking sites, and/or all other forms of electronic communication. Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated. Federal courts have ruled that behaviors occurring off-campus and/or after school hours can be disciplined by school authorities when those behaviors cause a distraction or disruption at school.
- 2.12 Gambling – The unlawful participation in games of chance for money and/or other things of value. Unauthorized possessions of cards and/or dice or any participation in games involving these items.
- 2.13 Vandalism – Intentional and deliberate action resulting in injury or damages of less than \$200 to public property the real estate or the personal property of another.
- 2.14 Theft (amounts less than \$100.00) – the intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another; restitution will be required.
- 2.15 Possession of stolen or lost property with the knowledge that it is stolen or lost.
- 2.16 Possession of fireworks, firecrackers, stink bombs or other similar devices.
- 2.17 Unauthorized absences from class or school – skipping class or school – group skip days are included in this category and are not sanctioned by the Board of Education.
- 2.18 Threats and/or Extortion – A verbal, written or printed communication that threatens injury to persons, property, or reputation, or the intent to extort money or any pecuniary advantage, or the intent to compel a person to do acts or to refrain from doing any acts against his/her will.

- 2.19 Trespassing – Willfully entering into or remaining after warned to depart from, any Boaz City Board of Education structure, vehicle, or property without being authorized, licensed or invited by authorized personnel.
- 2.20 Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility, or to a Boaz City School System student or authority figure.
- 2.21 Possession and/or igniting fireworks or firecrackers.
- 2.22 Direct or repeated use of profane, obscene or inappropriate manifestations (verbal, written, gesture) toward another person.
- 2.23 Possession of pornographic or suggestive material including, but not limited to, cell phone use.
- 2.24 Possession of a pocketknife (small or keychain variety), or similar instruments that would not normally be considered a weapon.
- 2.25 Written or verbal propositions to promote sexual acts.
- 2.26 Possession or use of matches, lighters, or any other device capable of igniting a spark or fire.
- 2.27 Violation of the student network access and acceptable use agreement.
- 2.28 Over-the-counter (OTC) drugs, possession, use, transfer, sale or being under the influence of non-prescription medications not otherwise covered under the provisions for illegal drugs, provided the student has not represented the medication to be a controlled substance. Examples would include, but not limited to, products containing ephedrine, caffeine, or pseudo-ephedrine.
- 2.29 Display of gang related tattoos or markings on parts of the body that might reasonably be seen by others during the normal school day, including while dressing or participating in PE or athletic events.
- 2.30 Class II Bus Infractions
- 2.31 Unauthorized Organization – Participation at school or school-related activities in, with or related to unapproved, prohibited or secret groups, gangs, clubs or sororities/fraternities which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of a gang.
- 2.32 Repeat Offender Clause--Any repeated Class I offense will be considered as a Class II offense.
- 2.33 Failure to serve school-based discipline assignment such as detention, etc.
- 2.34 Any other violations, which the principal deems reasonable to fall within this category.

Disciplinary action such as parental contact (phone call or conference), disciplinary probation, before or after school detention, work assignments before or after school, in-school correction, or Saturday School at the discretion of the principal or his/her designee may be used for the Class II offenses.

**Class III Offenses: Major Offenses (SIR Codes)**

3.01	Alcohol Possession	3.30	Sexual Offenses, Other
3.02	Alcohol Sale	3.31	Threat/Intimidation
3.03	Alcohol Use	3.32	Tobacco, Possession
3.04	Arson	3.33	Tobacco, Sale
3.05	Assault	3.34	Tobacco, Use
3.06	Bomb Threat	3.35	Trespassing
3.07	Burglary	3.36	Unauthorized Absence
3.08	Criminal Mischief	3.37	Handgun, Possession
3.09	Defiance	3.38	Handgun, Sale
3.10	Disobedience	3.39	Handgun, Use
3.11	Disorderly Conduct	3.40	Rifle/Shotgun, Possession
3.12	Disruptive	3.41	Rifle/Shotgun
3.13	Drugs, Possession	3.42	Rifle/Shotgun, Use
3.14	Drugs, Sale	3.43	Firearm Component, Possession
3.15	Drugs, Use	3.44	Firearm Component, Sale
3.16	Unauthorized Communication Device	3.45	Firearm Component, Use
3.17	Fighting	3.46	Explosive/Poison Gas, Possession
3.18	Fire Alarm Abuse/Tampering	3.47	Explosive/Poison Gas, Sale
3.19	Gambling	3.48	Explosive/Poison Gas, Use
3.20	Harassment	3.49	Other Weapon, Possession
3.21	Homicide	3.50	Other Weapon, Sale
3.22	Inciting a Disturbance	3.51	Other Weapon, Use
3.23	Kidnapping	3.52	Knife, Possession
3.24	Theft/Larceny	3.53	Knife, Sale
3.25	Theft/Motor Vehicle	3.54	Knife, Use
3.26	Profanity/Vulgarity	3.55	Other/Unknown Weapon, Possession
3.27	Robbery	3.56	Other/Unknown Weapon, Sale
3.28	Sexual Battery	3.57	Other/Unknown Weapon, Use
3.29	Sexual Harassment	3.58	Other Incident

The disciplinary action for such offenses can be corporal punishment, in-school suspension, out of school suspension, or suspension pending either a Disciplinary Committee hearing or a Board of Education hearing. These hearings will determine whether an expulsion recommendation should be made or an assignment to Alternative School should be made. Special circumstances may warrant a recommendation for expulsion. If expulsion is recommended, expulsion procedures will be followed.

**Note: Law enforcement officials may be contacted concerning all Class III offenses.**

## **ACCEPTABLE USE AGREEMENT**

### **Grade Pre-K through Grade 2**

Boaz City School System believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services available to students and teachers offer a multitude of learning tools and global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following items constitute our agreement about the use of technology in the schools of the Boaz City School System.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use the computer carefully.
2. I promise to only work on the programs and web pages that my teacher tells me to use.
3. I promise to ask for help if I don't know what to do.
4. I promise to tell my teacher if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
5. I promise never to give my name, picture, address, phone number, or the name of my school out on the Internet.
6. I promise never to use the computer to be hurtful to others.
7. I promise to print only when my teacher tells me to.
8. I promise to only use my own file or my own folder.
9. I understand that if I break any of my promises, I might not be able to use the computer.

**Violations may result in a loss of access as well as disciplinary or legal actions**

**To use the technology resources of the Boaz City School System, all students must sign and return this form, and those under the age of 18 must obtain parental permission.**

## **ACCEPTABLE USE AGREEMENT Grade 3 through Grade 12**

The Boaz City School System (hereafter BCSS) recognizes that access to technology in schools gives students greater opportunities to learn, engage, communicate, and develop skills will prepare them for work, life, and citizenship. We are committed to help students develop 21<sup>st</sup> Century technology and communication skills. Our goal is to provide technology tools that allow teachers and students the opportunity to assist with learning, share resources, be innovative and communicate with others. To this end, we provide access to technologies for student and staff use.

The use of school system resources and the Internet is a privilege, not a right, for all students. Access to the system's resources and the Internet may be taken away at any time if one or more of the proper procedures are not followed. Parents/Guardians may be held financially responsible for any damages that occur to system resources.

The items listed below are a summary of general things that need to guide the use of technology resources in the school system.

1. The use of BCSS resources is intended for educational purposes.
2. BCSS personnel have the right to review any material sent, emailed, accessed, or stored through BCSS technology or an BCSS provided network account.
3. Use of the Internet will be monitored/filtered, as required by federal regulations such as Children's Internet protection Act (CIPA).
4. BCSS personnel can remove any material that it believes to be unlawful, obscene, harassing, or otherwise objectionable.
5. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
6. BCSS makes every effort to protect students from inappropriate material on the Internet, but no system is foolproof. BCSS will not be held accountable for any harm or damages that result from the use of BCSS technologies. User of BCSS resources are expected to notify a teacher, administrator or IT staff immediately of any concerns for safety and/or security
7. BCSS will not be responsible for financial obligations arising through unauthorized use of the technology resources.
8. Parents/Guardians can be held financially responsible for any harm that may result from intentional misuse of BCSS technology resources.
9. BCSS accepts no liability for student-owned technology resources used on BCSS property.
10. BCSS administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all points listed. In the event that a violation of the Acceptable Use Policy the student will be given the opportunity to be heard in the same manner as other disciplinary actions at the school.

**Violations may result in a loss of access as well as disciplinary or legal actions**

**To use the technology resources of the Boaz City School System, all students must sign and return this form, and those under the age of 18 must obtain parental permission.**