

BOAZ CITY SCHOOLS

2016-2017



**Parent-Student Handbook
and Student Code of Conduct**

BOAZ CITY SCHOOLS

126 Newt Parker Drive
Boaz, Alabama 35957
(256) 593-8180

Timothy Morgan, Ed.D.
Superintendent

BOARD OF EDUCATION

Rhonda Smith, President
Rick Thompson, Vice-President
Tim Whitt
Jeff Roberts
Chad Cofield

Non-Discrimination Policy

It is the policy of the Boaz City School System that no student be excluded from participation in, be denied the benefits of or subjected to discrimination in any program or activity, on the basis of sex, race, age, disability, religion, belief, national origin or color in its programs and activities and provides equal access to the Boy Scouts/Girl Scouts and other designated youth groups. Pursuant to the requirements of *No Child Left Behind* and the *McKinney-Vento Homeless Assistance Act*, all homeless children, migrants and English language learners must have equal access to the same free appropriate public education provided to all children and youth. All programs offered by schools within the school system shall be open to all students in compliance with statutory and judicial requirements. The enrollment of homeless, migrant and limited English proficient children shall not be denied due to any of the following barriers: lack of birth certificate, lack of school records or transcripts, lack of immunization records, lack of proof of residency, lack of transportation, unaccompanied: no guardian. For information regarding the compliance of this statement you may the contact central office at the following number: (256) 593-8180.

SUPERINTENDENT'S MESSAGE

Dear BCSS students and families:

Welcome to the 2016-2017 school year. You and your child are an important part of our school system. Our BCSS team of all school systems employees is dedicated to supporting the educational growth of our students. This handbook is designed to provide information necessary for a successful year. This **Student Handbook** provides valuable information that will assist both students and parents in many of our policies and requirements. Please take the time to read this document as it can be used for a variety of resources for all students to be successful.

Please remember that you are completely responsible for adhering to the rules, procedures and expectations identified in this Handbook. This information should be reviewed with your student at the beginning of each school year. If you have any questions, please feel free to contact your building Principal.

I respectfully request your assistance and full cooperation in following these reasonable rules and procedures that are supported by our State Board of Education, our teachers, our support staff, and our community. Your child's safety is our number one priority.

Have a great school year!

Timothy Morgan, Ed.D

Interim Superintendent

Notice To Parents

Parents, or individuals acting in that capacity, are responsible for seeing that each student under his/her care and control follows school system policy and local school rules and regulations. It is also the responsibility of parents to know such policies, rules and regulations, and to contact the school in the event he/she has not received or is not aware of such policies, rules and regulations.

According to Alabama State Law Section 16-1-24.1, parents are:

- Responsible financially for a child's destructive acts against school property or persons
- Responsible and required to appear at school when requested by an appropriate school official for a conference regarding acts of a child and/or the discipline of a child
- Required to see that a child is enrolled in school according to state law, and further
- Required to see that the child regularly attends school and abides by the system's rules and regulations related to attendance
- Required to compel the child to properly conduct him/herself in accordance with the policies, procedures, rules, and regulations of behavior adopted by the system and the local school.

All students and their parents/guardians are required to sign an acknowledgment of the receipt of a copy of the Student Handbook that contains the Code of Conduct and Attendance at the beginning of each school year.

It is the intent of the Boaz City Board of Education that our schools remain safe and drug free for all students and school employees. The Board, therefore, has established policies and practices consistent with laws that promote a safe school environment -- free of illegal drugs, alcohol, or weapons on a school bus or campus.

All rules in the Student Handbook and Code of Conduct have been in approved by the Board of Education. Every effort has been made to insure alignment between this handbook and Board Policy. If a discrepancy should arise, Board of Education Policy will supersede the Code of Conduct and the Student Handbook.

Questions concerning any portion of this Handbook and Code of Conduct should be directed to the local school Principal.

Statement Of Purpose

The Student Code of Conduct and Attendance is intended to be a guide to help all stakeholders develop common understandings. Nevertheless, Boaz City Schools employs and empowers administrators to make decisions and modify procedures--in keeping with the intent of this guide--to ensure the safety and welfare of students, to respond to unanticipated or undefined concerns, or to address unique circumstances that inevitably arise in the course of a school year. We hope you find this guide helpful, but please feel free to contact a school administrator if you have questions about any policy, procedure, decision, or administrative action.

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Boaz City Schools Administration

Dr. Timothy Morgan, Superintendent of Education

126 Newt Parker Drive
Boaz, Alabama 35957
256-593-8180

Central Office Staff

Brian Bishop Chief Financial Officer
Wayne Caudle Director of Technology
Mary Hastings..... Testing Coordinator/Psychometrist
Allen Johnson Student Services Coordinator
Margaret Mastin Director of Federal Programs
Neal McCoy Facility Manager
Melanie Morrison..... Human Resources Manager
Becky Ray Director of Career and Technical Education
Connie Rigsby Director of Special Education
Susan Rutledge..... Accountant
Tracey Scott..... Secretary
Walker Segars..... Supervisor of Transportation and Attendance
Brandy Tarvin Child Nutrition Program Director/Community Education Coordinator
Misty Tarvin..... CNP/Local School Accountant
Rachel Todd..... Special Education Secretary
Ashley Walls Director of General Administration

BOAZ CITY SCHOOLS

BOAZ ELEMENTARY SCHOOL (Pre-K – 1)

362 Collier Street
Boaz, AL 35957
Phone 256-593-3481 Fax 256-593-6738
Stacy Watts, Principal
Leslie Price, Instructional Specialist
Amy Caudle, Counselor

CORLEY ELEMENTARY (2 – 3)

505 Mt. Vernon Road
Boaz, AL 35957
Phone 256-593-3254 Fax 256-593-7833
Allison Haygood, Principal
Cara Whitehead, Instructional Specialist
Andi Lester, Counselor

BOAZ INTERMEDIATE SCHOOL (4 – 5)

11 Newt Parker Dr.
Boaz, AL 35957
Phone 256-593-9211 Fax 593-9388
Todd Haynie, Principal
Harolyn Roberts, Instructional Specialist
Kathy Hutchins, Counselor

BOAZ MIDDLE SCHOOL (6 – 8)

140 Newt Parker Drive
Boaz, AL 35957
Phone 256-593-0799 Fax 256-593-0729
Dr. Richard Rutledge, Principal
Jenny Franks, Instructional Specialist
Amy Langley, Counselor

BOAZ HIGH SCHOOL (9 – 12)

907 Brown Street
Boaz, AL 35957
Phone 256-593-2401 Fax 256-593-2403
Gary Minnick, Principal
Kristi Hopper, Assistant Principal
Patrick Williams, Assistant Principal
Dina Hays, 9th – 10th Counselor
Mellony Tracey, 11th – 12th Counselor

Legal Requirements

Parental Notification of Civil Liabilities and Criminal Penalties: The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

Driver's License And Disciplinary Point System (HB 464 – ACT NO: 2009-713): Creates a system for increasing the age at which a person is eligible to apply for a driver's license if the person, over the age of 12 years and a student in a public or private school, was subject to habitual school punishment for an infraction committed on school property. Requires the Alabama Department of Public Safety to determine a student's age of eligibility to apply for a learner's permit, motorcycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.

Dropout Prevention And Mandatory School Age Increase (SB 334 – ACT NO: 2009-564): Increases the age of children required to attend school until age 17, establishes procedures and guidelines for school withdrawal, creates a dropout prevention and recovery fund, and requires SDE to collect and report data.

Attendance and Conduct (Act 94-782): Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794): A person commits the crime of assault in the second degree (Class C felony) if the person assaults with the intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783): A person who unlawfully sells, furnishes or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784): The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in §16-28-40, Ala. Code, 1975): The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child or are the sole source of transportation for the parent.

Weapons in Schools (Act 94-817): No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword or dagger; or any club, baton, blackjack, bludgeon or metal knuckles).

Vandalism (Act 94-819): The parents, guardian or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court cost, caused by intentional, willful or malicious act of the minor.

Pistol Possession/Driver’s License (Act 94-820): Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

Immunity From Prosecution for Paddling Students (Act 95-539): Teachers following local Board of Education policies on corporal punishment are immune from prosecution.

Defacing Public Property (Act 96-425): Holds parents responsible for damage of school or other public property by their children.

Assault on Education Employees (Act 96-533): Makes assault on education employees is a second-degree felony.

Juvenile Delinquents’ Attendance at Alternative Program (Act 96-769): A juvenile who is found to be delinquent or tried as an adult in circuit court may be assigned to an alternative program under certain conditions.

Copying of Juvenile Records (Act 96-524): Juvenile Court Records may be copied by the school principal, under certain conditions, in order to protect the safety and welfare of the school, its students, or personnel.

Minor in Possession of Tobacco/Tobacco Products (§ 28-11-13): Any person under the age of 19 years in possession of tobacco/tobacco products will be issued a citation under the jurisdiction of the system or municipal court and this violation will be administratively adjudicated by the system or municipal court. Based on the Supreme Court’s Extended Schedule of Fines, found in Appendix B to Rule 20, Alabama Rules of Judicial Administration, the scheduled fine is \$25.00, but may go to \$50.00 per violation.

Prosecution of Parents (§ 12-15): A warrant for contributing or causing the delinquency of a minor may be filed against parents or guardians of students who are truant.

Act 2014-274, SB75, is the Jessica Elkins Act. The act requires local school systems to provide certain information to parents and guardians of students in grades six through 12 on meningococcal meningitis disease and its vaccine whenever other health information is provided.

Boaz City Schools

Family Educational Right and Privacy ACT (FERPA)

Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information (PII) from your child's educational records.

Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications include:

- A playbill or program showing your child's role in a school activity or event
- Honor roll or other recognition lists published at school or in newspapers
- School/student directory (Annual Yearbook)
- Sports statistics listed in programs

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to

- Other schools the student is seeking to attend (student records)
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of a subpoena
- School photographers
- Class ring manufacturers

Our school district has designated the following to be directory information:

Student Name	Dates of Attendance
Telephone Number	Grade Level
Photograph	Awards or Recognition Received
Participation in School Activities	Weight & Height of Athletic Team Members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must notify the person listed below:

Margaret Mastin, Federal Programs Director, 256-593-8180

General Information

Mission Statement

Boaz City Schools believes in an expectation of excellence everyday by everyone.

E4

Vision Statement

The Vision of the Boaz City School System is to provide a safe and nurturing environment to develop and empower productive citizens with the knowledge, skills, and character to achieve their full potential in a rapidly changing world.

Mascot

Boaz Pirates

School Colors

Crimson and Gray

School Opening Times

All Boaz City Schools open at 7:00a.m.

Emergency School Closing

In the event of a school closing for any reason, the Central Office for **Boaz City Schools** will notify the media to broadcast or televise details of the situation. Please **DO NOT CALL** the Central Office, individual schools, and radio or television stations. Details will be broadcast or televised, as information is available. We will also send a message to your phone by School Messenger as soon as a decision has been made.

Parents will *not* be able to check students out during a tornado warning.

For information about school closings, watch local TV stations, log onto TV station websites, or listen to a radio station listed below:

Boaz City Schools App Available in App stores – Free Download	Web- based	WQSB	105.1 FM	Radio
WAAY 31 www.waay.com	TV	WCRQ	92.7 FM	Radio
WHNT 19 www.whnt.com	TV	WRSA	96.9 FM	Radio
WAFF 48 www.waff.com	TV	WWGC	1050 AM	Radio (Spanish Language)

Any time there is a School Delay or Closing, it will be posted on our website www.boazk12.org

Extended Day

Extended Day is an after-school program that provides study time, recreation, snacks and enrichment activities for elementary-aged students. Services are provided Monday through Friday immediately following the regular school day until 5:30 pm. Students must be enrolled in Boaz City Schools to attend and a fee is required. For more information contact, Brandy Tarvin at 256-593-8180, or request a registration form from the office at your child's school.

Extended Day will not be open if school dismisses early for weather related causes.

School Calendar

The school system calendar is posted on the Boaz City School System website at www.boazk12.org. Individual school activities are posted on the school's website.

Schedule of Nine Weeks and Report Cards

The school system schedule for report cards is also posted on the Boaz City School System website at www.boazk12.org.

School Visitors

For the protection of the students and the school employees, all schools have a closed campus policy. Parents and all persons visiting a school for any purpose are required to go to the office immediately upon entering campus.

Student Harassment Policy

No student shall engage in harassment, violence, threats of violence, or intimidation of any other student that is based on any of the specific characteristics.

Sexual harassment is a form of sex discrimination and is unlawful under federal and state statutes. Sexual harassment, or retaliation on the basis thereof, is specifically prohibited by the Boaz City School System. Any student or other person who believes that he or she is or has been the victim of sexual harassment or has knowledge of such action perpetrated by or against a student enrolled in the school system should immediately report the alleged acts to the appropriate school system personnel. Our Title IX Coordinator is Ashley Walls who may be reached at 256-593-8180.

Military Recruiting

The Boaz City Board of Education is required to give military recruiters the same access to secondary school students as provided to colleges, universities or prospective employers. This includes name, address, and telephone number unless the student/parent has elected, in writing, to opt out of this disclosure.

Video Surveillance

In order to provide and maintain a safe and secure environment for students, staff and authorized visitors, the Boaz City Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. In general, the public does not have access to the video as student's privacy rights may be violated. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

Telephone Use and Student Messages

The office telephone is not to be used by students unless the principal or office secretary grants special permission. SUCH PERMISSION WILL BE GRANTED ONLY FOR URGENT CALLS. Students will not be called out of class for phone calls unless the call is an emergency.

Electronic Communication Devices

The principal or his/her designee may approve the use of such digital devices (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) on school campus, under circumstances in which the use of the devices serves safety and convenience without disrupting academic school operations. Principals or their designees will have the authority to restrict or deny the use of personal/wireless communication devices by any student due to misuse, abuse, or failure to abide by school rules regarding the use of such devices.

The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device brought on campus or bus.

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

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

Buses - The transportation supervisor or his/her designee has the authority to restrict students' use of such devices on school buses, if in the judgment of the transportation supervisor or his/her designee, the use of the device is causing disruption. Student(s) may be asked to turn off the device and failure to do so may result in the confiscation of the device.

Recording of Others

The act of recording/videoing or taking pictures of any situation that would be deemed inappropriate by school personnel is not permitted. If a student is caught recording an event described above with any media device, then the following disciplinary procedures will be adhered to:

- The device may be confiscated and content reviewed.
- The student **WILL** be subject to In School or Out of School suspension for the offense and his/her cell phone will be confiscated until picked up by parents
- Cell phone privileges **MAY** be revoked for the remainder of the semester if the situation causes a major disruption.
- Upon additional violations of the provisions of this section, the student **WILL** be placed in Alternative School for a minimum of ten (10) days for each additional violation, and **WILL** lose all cell phone privileges for the remainder of the school year.
- Anyone caught forwarding the video to other students/persons **WILL** be subject to In School or Out of School suspension for the offense and his/her cell phone will be confiscated until picked up by parents.

Snacks

Students are permitted to have a snack during the school day. Snacks may be brought from home or may be purchased at school. School snacks include water and/or juice and healthy snacks that meet the USDA Smart Snacks guidelines. Since snack time is a privilege, it may be prohibited or suspended at any time.

Cafeteria/School Meal Program

Boaz City School System participates in the Child Nutrition Program, which is federally funded by the USDA. The Child Nutrition Program participates in the National School Lunch and Breakfast Programs, Afterschool Snack Program and Seamless Summer Feeding Program. School breakfast and lunch is available to **ALL** students at a minimal charge or is provided free or at reduced cost to qualified students. Applications for free and reduced meals are available at the schools throughout the year. Only one application is necessary for each family. Students qualifying for free or reduced benefits can receive these benefits for both breakfast and lunch. For children attending Boaz Elementary and Corley Elementary Schools, a special program called, Universal Breakfast, provides breakfast in the classroom to all PK-3 students at no cost to the student. This program is only available at BES and CES.

Federal guidelines mandate there be no competition with school meals. Therefore, no commercial or fast food meals may be brought to the school during the school day. A student may bring food or drink, including leftover commercially prepared meals, to school with them in the morning for breakfast or lunch if brought in a thermos, plain wrapper or container.

School Libraries

Circulation of Library Materials

All items must be checked out through the circulation desk before they can be taken from the library.

Lost/Damaged Items

The fee for lost or damaged books is \$20.00 per book. If a book is lost or becomes damaged, the fee is the responsibility of the student to whom the book is checked out.

Special Education Services

Special Education Services are provided for appropriately identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Intellectual Disability, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Deaf/Blind, Hearing Impairment, Other Health Impairment, Traumatic Brain Injury, Developmental Delayed, and Autism.

Information regarding referral procedures for special education services may be obtained from local guidance counselors and/or the school principal. Questions or requests for additional information should be addressed to Connie Rigsby, Director of Special Education, at 256-593-7311.

Child Find

The Special Education Department promotes opportunities for gifted and disabled students to participate in educational activities designed to help each student achieve maximum potential. A full range of services, meeting the needs of all identified and placed disabled students (Pre-K - 12), is offered in schools throughout the Boaz City School System. People who use telecommunication devices for the deaf may also access Child Find by calling the TTY Alabama Relay Service.

Child Find is a service of the Alabama Department of Education through collaborative efforts of its Division of Special Education Services, local education agencies and other education agencies. Through ongoing Child Find outreach efforts, the Department of Special Education is working to make physicians, social workers, parents, service providers and the general public aware of the need to identify all individuals who have disabilities and refer them to Child Find. Disabilities recognized by the State of Alabama include Autism, Deaf-Blindness, Developmental Delay, Emotional Disability, Hearing Impairment, Intellectually Delayed, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disabilities, Speech and Language Impairment, Traumatic Brain Injury and Visual Impairment. Call the Special Education office for more details at 256-593-7311.

Gifted Education Services

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

A student may be referred for these services by teachers, counselors, administrators, parents, guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using the second grade gifted screening process.

For each student referred, information is gathered in the following three areas:

1. **APTITUDE** – Assessed through an individual or group test of intelligence or creativity.
2. **CHARACTERISTICS** – A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. **PERFORMANCE** – At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from assessments or items used are entered on a matrix where points are assigned according to established criteria. The matrix scores determine if the student qualifies for gifted services or for further evaluation. To make a referral, contact Connie Rigsby, Director of Special Education, at 256-593-7311.

Guidance and Counseling

Counselors in all schools integrate the elements of a comprehensive developmental guidance program that includes individual, small group, and large group activities into the total instructional program. Students participate in activities that aid in their development in the personal/social, educational, and career/vocational domains. Students, teachers, and parents have access to the guidance counselors for consultation, assessment, referrals, and/or any other related guidance services.

Reporting Abuse/Neglect

The law requires any school employee having knowledge of known or suspected child abuse/neglect to **report immediately** the facts as known, either in person or by phone, to the State of Alabama Department of Human Resources, or the Police Department. The employee shall also notify the Principal and the Superintendent's Office.

Parent-Teacher Conferences

Teachers are available for parent-teacher conferences. Parents should telephone for conference appointments one day in advance. If a student is having difficulty or not making an effort to complete required work, parents are encouraged to telephone for a conference.

Rights of Non-Custodial Parents

The court sets the rights of parents in a divorce situation, and the school does not wish to get involved anymore than necessary. The school cannot grant more rights than the court has granted nor can it restrict rights any more than the court has restricted them.

Fund Raising Projects

All fund raising projects must have approval of the principal and superintendent. Fund raising activities will not be conducted that interfere with the regular instructional day.

Fees, Fines, and Charges

The Superintendent may establish reasonable fees, fines, and charges not prohibited by law. All such fees, fines, and charges are due at registration or at the time they are assessed, whichever is later, and seniors must have all charges paid in full prior to participation in the graduation ceremony. Certain voluntary fees—parking, locker, etc.—may not be accrued for a new school year until past debts are paid.

Lost and Found

All articles found on the campus should be turned into the office. The owner may claim the article upon identification. Articles will be retained in the office for a minimum of two weeks. The school is not responsible for items lost by a student at school.

Student Lockers/Book Bags

Lockers and P.E. lockers are available at Boaz Middle School and Boaz High School for a fee each year. The locker will prevent damage to textbook and will provide space for coats and other items.

Although a student has control of his/her locker against fellow students, the principal may have any locker searched by authorized officials. The search will be authorized if there is reason to believe that something is concealed in the locker that is harmful or detrimental to the student or to other students or if there is something illegal in the locker. Lockers are not designed to be totally secure; therefore, valuables are not to be left in any locker.

Book bags are acceptable but are subject to search at any time. Boaz High School and Boaz Middle School require that book bags, gym bags, etc., must be kept inside student's locker if possible.

Married Students

Married students are subject to the same rules and regulations as other students, and are subject also to such other fair and reasonable regulations as the administration of the individual school may, in addition, impose.

Marital, maternal, or paternal status of Boaz City School System students shall not affect the rights and privileges of those students to receive a public education provided said students obey rules of the school in the same manner required of all students.

Athletics

Athletics are a vital part of Boaz City Schools' commitment to the E4 vision. These extra-curricular activities give students and the community an opportunity to rally around a common purpose. The Boaz High School Athletic Department is always striving for athletic excellence. Our short-term goals are (1) clean, accessible facilities; (2) 100% AHSAA compliance; (3) exemplary sportsmanship; (4) clear, concise communication; and (5) meaningful overall evaluation of the athletic programs. Our long-term goals are (1) continued facility upgrades; (2) adding additional sports; (3) building lasting relationships with our student-athletes; (4) winning championships; and (5) independent financial sustainability. Students who participate in athletics are expected to set the example for behavior, academics, and sportsmanship for the entire student body. The Boaz City Schools Athletic Handbook details guidelines, procedures, and required forms for all Boaz City Schools' athletic programs. This handbook may be found online on the Boaz High School and Boaz Middle School Websites. A hard copy is available in the schools' offices upon request.

Student Parking

Boaz High School

Students will be permitted to drive to school in accordance with the following regulations: Students must have a valid Alabama Driver's License and pay a \$25.00 parking fee. A decal will be provided, which must be displayed when parked on campus. Lost decals will be replaced for \$5.00. Students choosing to drive and park on BCSS property are subject to random drug testing. Cars must be parked and locked in prescribed (Senior)-(Junior/Sophomore) parking lots. Students are not allowed to go to the parking lot during the school day without permission from the office.

Student must submit Student Driver's Registration Form signed by parent or legal guardian to the principal's office granting permission to drive. Blank forms may be obtained in the Boaz High School Office. At the time the signed registration is presented, student drivers must present proof of insurance that meets the state minimum requirements. Students must sign the student parking Privilege/Substance Abuse Form. Observe due caution while traveling to and from the school. Please remember school buses are traveling the same roads. Interference with school bus traffic ON or OFF campus will result in the loss of driving privileges.

Students will not remain in cars after arriving on campus and are not to leave campus after having arrived. Vulgar/Abusive signs and language are not allowed. All motorcycles must be registered at the school office. Drivers must have appropriate license and show proof of insurance. Speeding/reckless driving is prohibited. The speed limit on school grounds is 5 mph unless otherwise posted. Excessive tardiness or absenteeism may result in the loss of driving privileges for a minimum of 5 days. Discipline for violation of driving/parking regulations is at the discretion of administrators, but may include revocation of driving/parking privileges.

Any vehicle entering school property is subject to search by school authorities and law enforcement personnel. Such searches may be conducted without warrant as authorized by state law and board policy. The search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Boaz Middle School

No student will be allowed to drive a car or motorcycle on the campus. Those riding bicycles will park them at the appropriate place and leave them there for the school day.

Student Grievances

The Boaz City Board of Education believes that the students/parents have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration. Therefore, students/parents will be assured the opportunity for an orderly review of grievances.

Students should first schedule a conference with the person with whom the issue originated. If the issue remains unresolved, an appointment with the principal or his/her designee may be requested at a time that will not interfere with regularly scheduled classes or other school activities. The faculty and administration will strive to resolve student grievances at the most immediate level of supervision. Measures taken shall include but not be limited to conducting an informal investigation to determine the validity of the concern and making an effort to eliminate the causes of any valid concerns.

In all cases when the grievance cannot be resolved at the local school, the student/parent is advised to submit a grievance form (*forms may be obtained at the central office*) to the Coordinator of Student Services.

Textbooks

The textbooks used at the school are normally those that are adopted and owned by the state or local school system. Such textbooks are not the property of the student and must be accounted for by both the student and the school. For this reason, any textbook which is assigned to a student and which is lost or damaged must be paid for based on a pre-determined price schedule. Teachers may make book checks from time to time to see that students still have the books that were issued to them and to assess any damage that might have occurred. In the event the student does not have the book, he/she must find it or pay for it. Fees for lost or damaged books are to be paid to the school, which will issue a receipt for the payment.

AHERA Compliance Statement (Asbestos Awareness)

Asbestos, although at a minimum, is present in the Boaz City School System. The Boaz City School System has conducted inspections and prepared management plans in accordance to the requirements of the Asbestos Hazard Emergency Response Act (AHERA). Management plans are available for review in the administration office of each school.

Academics

Courses Offered

Course offerings are listed in the Boaz High School Course Descriptions Book provided to students each spring before pre-registration.

Supplemental Programs

Students who have failed or are at-risk for failure of a specific class have several options. Parents and students must expect to bear the cost of these supplemental programs. It is for this reason that we emphasize discipline and hard work during class time. The following supplemental programs may be options:

- Credit Recovery
- Summer School
- ACCESS Distance Learning
- Tutoring
- Correspondence Courses
- Online High School
- Grade Recovery

Credit Recovery

In accordance with the guidelines of the Alabama Department of Education, the Boaz City School System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the credit recovery program must be operated under the guidelines established in this document.

Student Eligibility, Admission, and Removal

Students are eligible to apply for credit recovery if the final grade earned in a course required for graduation was 40-59%. Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term.

Students must complete an application to request placement in a credit recovery program. The student and parent/guardian must sign the application to consent to placement in the program and to acknowledge agreement with the terms of admission and program requirements.

Students may be removed from a credit recovery program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

Credit Recovery Program Authorization and Operation

A tuition fee must be paid to participate in the program and will be nonrefundable should the student be dismissed from the program.

The program administrator supervises Credit Recovery, with the program operating during the summer term or outside the normal school hours. Teachers working with students in Credit Recovery programs must be certified and highly qualified in the content area they are teaching or in one content area if they are facilitating a software-based program. In situations where online courses are being utilized, a facilitator may be used who is approved adult employee of the school system.

Credit Recovery Program offerings may be limited by availability of space, teachers, or appropriate computer-based content for specific courses.

Instructional Content and Curriculum

Instruction will be delivered through a combination of computer-based instructional software and targeted small-group/individualized instruction supervised and managed by a certified and highly qualified teacher. Credit recovery teachers will receive training pertaining to effective course organization and the operational management of the applicable computer-based instructional software.

An individual student plan will be developed by the credit recovery teacher based on failure reports completed by the student's teacher of record and skill-specific diagnostic tools which are offered by the computer-based instructional software. The Credit Recovery teacher will use his or her professional judgment of this data along with any further diagnostic devices deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.

The student will complete his/her individual remediation plan within the published operating dates and hours of the credit recovery program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next. Instructional assignments, whether computer-based or teacher based, are aligned with the Alabama academic content standards approved by the State Board of Education. Students will be released from the credit recovery program upon successful completion of individual remediation plans regardless of the number of hours of instruction.

Grades and Credits

A grade of 70% will be earned in a credit recovery course with appropriate documentation of standards mastery. This documentation provides evidence of mastery of the Alabama Course of Study Standards. The student must maintain an overall 70% on all credit recovery coursework. A 70% credit recovery grade will be earned and used for computing grade-point averages.

Advanced Placement Classes

The Boaz City Board of Education recognizes the need for Advanced Placement (AP) classes and will offer AP classes as students and numbers permit. AP classes may also be available through ACCESS Distance Learning. Students who take an AP class with face-to-face instruction at Boaz High are required to sit for the AP exam at the end of the course. Students who take an AP class through ACCESS Distance Learning may choose whether to sit for the AP exam at the end of the course.

AP courses have a weighted grade of 10 points. Ten points for each grade of 70 or above in an AP class will be added to the student's semester average at the end of each semester for the purpose of determining GPA and percentage ranking.

Dual Enrollment

Certain high school students may enroll in postsecondary institutions in order to earn credits for a high school diploma and/or a postsecondary degree at both levels. This program is open to all students who meet the following requirements:

- Students must pay the normal tuition required by the postsecondary institution;
- Have a 3.0 GPA in completed high school courses;
- Have written approval from the student's principal and superintendent; and
- Be in grade 10, 11 or 12 or have an exemption granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent (See Alabama Administrative Code 190-8-9-17 regarding gifted and talented students).

The course offerings will be as follows:

- Courses shall be at the postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.
- Three credit hours at the postsecondary level will equal one high school credit.
- Students enrolled in courses offered during the normal school day on or off the school campus must have permission from the student's principal, superintendent and the participating postsecondary institution president.
- Students must have parental permission for travel off the high school campus.

Dual enrollment students will receive a weighted grade that adds 10 points to dual enrollment **CORE** courses in which a student scores 70 or above. The points for each grade of 70 or above in a core academic class will be added to the student's semester grade for the purpose of determining GPA and percentage ranking.

Reports of Student Progress

Reports of student progress are issued each grading period (nine weeks).

Nine-Week Exam Procedure (Boaz High School)

- Each exam will count 10% of the nine-weeks' grade.
- All students will take all core exams (Math, Science, Social Studies, English, and Foreign Language) each nine weeks.
- Teachers of electives within a given course have the option to administer a nine-week exam.
- Teachers will be required to furnish a study guide for each exam at least one week prior the scheduled exam time.
- All days will be regularly scheduled days.
- High School Seniors with a grade of "A" may be exempt from fourth nine-week exam in courses not involving a state assessment.

Awarding Credits

One-half Carnegie unit will be awarded each semester per course with a passing grade of 60 or above. In the event of a grade below 60 is obtained for the first semester grade, the second semester grade in the same course will be allowed to pull up the first semester grade for the purpose of earning a full Carnegie unit. However, a first semester grade cannot be used to pull up a second semester grade to passing.

Promotion and Retention

- **Boaz Middle School:** The decision is made on an individual basis keeping the best interest of the student at the core of the final determination. This decision is made by the school-level Problem Solving Team (PST).
- **Boaz High School:** In order to move from one grade to another at the high school level, students must earn a minimum number of credits to include:
 - 9th to 10th grade 6 credits
 - 10th to 11th grade 12 credits
 - 11th to 12th grade 18 credits

Continuous Enrollment for Senior Year

Except in cases of bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from high school unless he/she has been in continuous attendance therein during the entire high school year immediately preceding the date of graduation. In the event of the transfer from one school to another of a twelfth grade student who wishes to become a candidate for graduation at the end of the year, the school receiving the student should ascertain in writing the standing of the student and his/her prospects for candidacy for graduation from the principal of the school from which the student is preparing to transfer.

High School Graduation Ceremonies

Students must meet all state and local requirements to participate in the graduation ceremony. These requirements are outlined in the Course Descriptions book students receive each spring during pre-registration.

Valedictorian and Salutatorian Selection

To be eligible for the Valedictorian or Salutatorian Award, the student must have attended Boaz High School for a minimum of two years, including the entirety of his or her Junior and Senior year.

Valedictorian and salutatorian selection will be based on grades earned in core classes only (English, math, science, social studies, and foreign language).

For the class of 2016, the Valedictorian and Salutatorian must have earned the Alabama High School Diploma with Advanced Academic Endorsement AND qualify as a Distinguished Scholar. Beginning with the class of 2017, which falls under the One Diploma policy, the Valedictorian and Salutatorian must qualify as a Distinguished Scholar.

The student who is in good standing (not on probation, under suspension, expulsion or had serious disciplinary problems or acts of behavior unbecoming such an honor) and has the highest academic average (carried to two decimal places) for grades 9-12 will be selected as Valedictorian. The student who is in good standing and has the second highest academic average for grades 9-12 will be selected as Salutatorian.

Distinguished Scholars

In addition to meeting the Alabama High School Diploma/One Diploma requirements, students desiring to be recognized as Distinguished Scholars must meet additional requirements indicative of additional rigor:

- Pre-calculus as the fourth math
- 11th and 12th grade sciences must be from the following: Chemistry, Physics, Anatomy/Physiology (or their CT equivalents)
- One AP course or one college dual enrollment course
- 2 honors or advanced courses
- Classes of 2016 must complete a sequence of two courses in foreign language
- Classes after 2016 must complete a sequence of two courses in foreign language, career tech, or the fine arts.

Other Considerations

- A college dual enrollment course or AP course can be substituted for a honors/advanced course.
- An 80% average must be earned in each of the above classes.
- Algebra 1A/1B sequence is not acceptable as an option for this distinction.

Students receiving these awards may be recognized with Pennant Collars at graduation and with Distinguished Scholar seals placed on their diplomas.

Class Rankings

After the valedictorian and salutatorian have been selected according to the procedure outlined on the previous page, the remaining members of the senior class will be ranked from top to bottom. This ranking will be accomplished by averaging all numerical grades recorded on the permanent record for high school credit through the first semester of the 12th grade.

In averaging the grades, the final average will be rounded off to two decimal points. All courses taken and receiving numerical grades will receive equal weight. Courses receiving two units of credit will have only one grade included in the average. The maximum grade that a student may have recorded on the permanent record is 100 except for Advanced Placement (AP) courses and Dual Enrollment College Core Classes. In case of ties, the ranking and resulting honor will be shared.

Final class rankings of the student will not be made until the end of the first semester of the senior year. Any ranking information released prior to the end of the first semester of the senior year should only be done in general terms as approximations. The rank of an individual student is confidential information and will be released only to the student and his/her parents (guardians), to colleges for scholarship or enrollment at the request/approval of the student or his/her parents (guardians), to prospective employers to whom the student/parents (guardians) wish the information released or to the press when publishing names of the valedictorian and salutatorian.

Honor Graduates

Students who are in good standing and rank in the top ten students of their graduating class (by averaging all numerical grades) or have a 90 or above average (by averaging all numerical grades) or are members of the National Honor Society may be recognized as Honor Graduates.

Special Commendation

Students may be given Special Commendation for their individual accomplishments and for their participation in a particular curriculum, club or activity. Some examples are as follows: (1) Outstanding Student Awards for all Academic Areas: Vocational, Social Studies, Science, English, Math, Art, Music, etc.; (2) Membership in Math Club, Science Club, Vocational Club, Paper Staff, Annual Staff, etc.; (3) Completion of College Preparatory Curriculum, Vocational Curriculum, Music Curriculum, etc. Students may be given certificates, trophies, and or/cords to be worn at graduation and seals on their permanent records. The appropriate time to make the commendations is at the school's annual awards program. Students may be permitted to wear cords they receive for these special commendations during the graduation exercises.

Admission and Tuition

False Information

Falsification of records to the school district could affect the enrollment status of the student.

Compulsory Attendance Age

Children entering Kindergarten must be 5 years old on or before September 2. Children entering First Grade must be 6 years old on or before September 2. Parents may opt to wait until their child is six (6) years old before enrolling if a letter of intent is received by the board of education on behalf of the student. (Alabama State Code, Sec. 16-28-6)

School Zone

The geographic area bounded by the Boaz City Limits, as defined by the Boaz City Council, constitutes the official school zone of Boaz City Schools. All students residing within the school zone are considered resident students. Students residing outside of the school zone are considered non-resident students.

Resident Students

School-age children, who reside within the school zone, must present documentation that he/she has a legal custodian (parent, parent designated primary physical custodian, court appointed legal custodian) who actually resides within the city limits of Boaz, Alabama.

The legal guardian is ultimately responsible for demonstrating that his/her residence is within the school zone in question. The Boaz City School Superintendent or his designee will decide any questions concerning the validity of the proof of residence offered by the legal custodian, and decisions will be based on board policy.

Ref: A Delegation of Parental Authority, Ala. Code §26-2A-7, does not establish residence for the purpose of school enrollment. The mere filing of a "Dependent Complaint Custody Affidavit and Petition", Ala. Code §26-2A-75, in Marshall County Family Court does not create the necessary parental or custodial relationship required to establish residence for the purpose of school enrollment. A "Dependent Complaint Custody Affidavit and Petition" properly filed in Marshall County Family Court and granted by the judge is sufficient to confer the requisite parental or custodial relationship to establish residence for the purpose of school enrollment.

For purposes of this policy, the residence of the student will be the residence of the custodial parent or legal guardian. Court documents should be presented to illustrate custody or guardianship. If custody of the child is shared, alternating, or unclear, or if the child does not reside with a custodial parent or legal guardian, the domicile (*The domicile or the legal residence, as used herein, shall mean the true, fixed and permanent home and principal establishment to which, whenever absent, the parent, parent with primary physical custody, or the court appointed legal guardian of the student has the intention of returning. The domicile or the legal residence, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose, but not the fixed permanent residence of the parent, parent with physical custody, or the court appointed legal custodian*) or actual physical residence of the child will control, except when there is evidence that the claimed residence of the child is not his actual residence, or that the claimed residence is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements.

Exceptions will be made for special circumstances on a case-by-case basis.

Open Enrollment for Non-Resident Students

The Open Enrollment Policy may be viewed at www.boazk12.org, or obtained by contacting the office of the superintendent. Additionally, admission through Open Enrollment:

1. Requires payment prior to enrollment of non-refundable, annual tuition in the amount set by the Board of Education.
2. Is made with the understanding that the Boaz City School System shall not provide transportation or homebound instruction to students residing outside the Boaz City Limits.
3. Is conditional, and may be revoked for failure to maintain passing grades, attendance or acceptable behavior.
4. May be denied for providing false, misleading, or incomplete enrollment application information.

Required Documents: Each student applying for enrollment in the Boaz City School System shall submit, or have on file, documentation verifying minimum eligibility. The Superintendent may accept alternate forms of documentation as necessary and appropriate to accommodate migrant, immigrant, homeless, or unaccompanied students (see Definitions). Documents required for enrollment include, but are not limited to:

1. Certified Birth Certificate;
2. Proof of Residency (e.g. utility bill for the previous two billing cycles, homeowner or renter insurance statement, etc.);
3. Certificate of Immunization, or an exemption as prescribed by the Health Department, signed by a physician or appropriate Health Department official;
4. Certified Academic Transcript for students transferring into the Boaz City School System from a school not in the Boaz City School System.

Student Placement

The Boaz City School System shall determine student placement in accordance with state law.

Class Assignment

Principals shall assign students to classes in accordance with school accreditation standards and any procedures or criteria established at the system or school level.

Private, Church, or Non-Accredited School

The Boaz City Board of Education recognizes that parents have the right to withdraw their child(ren) from public school and enroll him/her in a private school, church schooling program or other non-accredited school.

Admissions and grade level placement of students transferring from non-accredited elementary, junior/middle or high schools will be determined on a case-by-case basis.

Transfer and Withdrawal Procedures

Students who are withdrawing from school and transferring to another school must turn in all textbooks, library books, and all debts must be paid. Office personnel will give the parents a transfer slip to be presented at the child's next school. No student of Compulsory Attendance Age shall be permitted to withdraw from school except in accordance with state law and any withdrawal procedures developed by the Superintendent.

Admission Policy for Homeless, Migratory, and Limited English Proficient Students

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory and limited English proficient children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Boaz City School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

Enrollment under the homeless, migrant, ESL status does not relinquish the parent/guardian from seeking to obtain the necessary required entry documents. School staff will work with the parents of students enrolling under this status to obtain the appropriate items during the school year.

The superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, EL or homeless students.

Attendance

Attendance Act 94-782

Amending Section 16-28-12, Code of Alabama 1975, requiring each local board of education to adopt and distribute to parents, guardians, and others a written policy of its school behavior standards; requiring parents, guardians, and others to document receipt of the plan; and specifying partial application to non-public schools.

Each parent, guardian or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or has him/her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself/herself as a pupil in any public school in accordance with the written policy (VI. Students Section 6.1.4) on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he/she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

At the commencement of each academic year a copy of the written policy on school behavior will be given to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. **The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.**

Any parent, guardian, or other person having control or custody of a child of any age enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to provide excuses for any absence, or fails to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his/her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his/her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Alabama Code 16-28-3

School attendance is required of all children between the ages of seven and seventeen, inclusive.

Why Attendance Matters

We stress strong attendance at school for the following reasons:

- It builds the foundation for habits essential to success in the workplace.
- Make-up work is a poor substitute for being in class, because the student loses the benefit of the teachers' instruction and experience, as well as the opportunity to ask questions and receive feedback
- Zeroes from missed work drastically pull down grades.
- It hurts everyone when teachers lose instructional time by constantly having to catch up students who have missed class.

Excused Absences

Under Alabama's compulsory attendance law, parents are required to assure their school-aged children are in school each and every day. Absences will be designated as Excused, and make-up work allowed for

- Personal illness of the student
- Court subpoena
- Field trips/Extra-curricular
- Absences pre-approved by the principal

Students are expected to report on time and attend school the full day. Kindergarten students are subject to the same attendance policies as other students in the system. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. **ABSENCES ARE EITHER EXCUSED OR UNEXCUSED.**

Unexcused Absences:

An absence for a reason not covered in the provisions described under "Excused Absence" will be unexcused (example: Overslept, Traffic, Missed Bus, etc.).

Written Excuse Requirement:

It is the parents' responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written note on file; each note must contain the following:

- Child's full name
- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused. It is the parent's responsibility to verify whether written or faxed excuses were received by the school.

Parents must sign their children in or out of school at the office and upon return to school.

Three unexcused check-ins or check-outs will be considered one (1) day of unexcused absence counted toward the truancy program. Parents will be notified of unexcused absences by letter.

Parent Notes

Parent notes will be allowed to excuse absences for a maximum of six school days. However, parent notes for reasons other than "personal illness of the student" may not be excused. Parent notes written for reasons that are not excused, and absences with no note, may count toward the six days allowed.

Scheduling Personal Matters

Make-up work never has the same educational value as participating in class with a certified teacher. Parents and students are expected to schedule appointments, vacations, and other personal matters at times that do not conflict with the school calendar.

Make-Up Work

A student will have 3 days after returning to school with an excused absence, to turn in make-up work (unless otherwise approved by the school principal).

Student Check-In and Check-Out Procedures (Grades K – 5)

Students coming to school late must check in at the school office. Parents of students in grades K-5 must accompany their children to the office to check them in.

Students will be allowed to check out of school only if a parent or guardian, or person designated by the parents, comes to pick them up or calls and clears the check-out with the principal or school secretary. Parents are urged to leave students in school the full day.

When checking students out, parents must come directly to the office where the office personnel will call for the student. **Parents are not to go to the classrooms and interrupt a class in session.** This procedure is for the protection and safety of the students, as well as to maintain a quality education for each child. **Checking the student out does not necessarily constitute an excused absence. Upon return to school from a check-out or absence, a note must be presented within three (3) school days or 72 hours to the school. However, three unexcused check-ins or check-outs will be considered (1) day of unexcused absence counted toward the truancy program.**

Student Check-In and Check-Out Procedures (Grades 6-12)

Any student checking in must have a parent/guardian notify the school in person or by phone as to the reason for the tardy unless he/she has an excuse from a doctor's office or hospital.

A "check in" is when a student arrives at school after missing at least one-half of a class period. Students checking in or out will only be excused for the same reasons as absences. Check-ins and check-outs are considered unexcused unless appropriate documentation is submitted to the office of the principal within three days.

A "tardy" to school is when a student is not in his/her first period class at the 7:30 bell, but has not missed half of the class. Students with a pattern of tardiness—exceeding two occurrences per grading period may be required to be signed in by a parent/guardian before attending class and receive disciplinary consequences. For student drivers, excessive tardies may also result in a loss of driving privileges.

All check-outs must be cleared through a school administrator. Students will be allowed to check out of school only with parental permission. Parents may come to the school and check them out, or by telephone designate another person to pick them up. Parents are urged to leave children in school for the full school day.

Parents coming to the school to check students out must come to the main office. A parent checking a student out does not in itself constitute an excused absence. **Upon returning to school from checking out or from an absence, the student must present a note stating the reason for the absence, from a parent, doctor or legal authority, to the office,** then an excused or unexcused absence slip will be issued to the student. Each teacher whose class was missed must sign this slip.

A student will have three (3) school days or 72 hours after returning to school to bring a note, and after that, the absence will be unexcused. If no note is offered, the absence will be unexcused. All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. Students will not be able to make up missed work if absence is unexcused. **(A phone call or the mere fact that a parent signs a student in or out cannot be accepted as an excuse for an absence, check-ins, or check-outs. We must have a written note to file.)**

Note: Missing school or class excessively can result in loss of credit, withdrawal from school until the following semester for students age 17 and over, or referral to Marshall County Juvenile Truancy Court (Alabama Code 16-28-1 through 16-28-45).

Extracurricular Activities

In order for a student to participate in or attend an extracurricular activity (home or away), the student must attend a minimum of 50% of the school day in which the event occurs.

School Programs and Activities

At the discretion of the school principal, students with poor attendance may be required to remain at school to make up work rather than attend or participate in special programs and activities during the school day.

Early Warning Truancy Prevention Program

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 (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. When a student accumulates **five** incidences of truancy, the Attendance Officer will file a complaint with the Juvenile Probation Office. The student and his/her parents (guardian) will be required to participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court.

*If a student accumulates **seven** instances of truancy, a petition will be filed by the Attendance Officer against the student in Juvenile Court, identifying the student as a habitual truant.*

If a student is in grades K-12 and continues to have unexcused absences after being scheduled for the early warning program, a warrant can be issued for contributing to the delinquency/truancy of said child against the responsible parent or guardian. The Attendance Officer would obtain the warrant through the clerk's office. If criminal prosecution occurs, contributing or causing the delinquency of a minor, Section 12-15-13 of the Code of Alabama, is a misdemeanor punishable by a fine of up to \$500.00 or sentence to hard labor for the County for a period not to exceed 12 months or both.

Contributing warrants can also be taken against those parents/guardians of children in grades 6-12 as deemed necessary by the attendance officer. This can be obtained along with a Truancy Petition against the child.

Note: It is the responsibility of the assigned teacher to report truanancies to the principal. In-turn the principal shall report truanancies to the Attendance Officer as specified above.

Medical

Health Services

Nurses (R.N.'s or LPN's) are employed by the board of education to provide health services for students in grades Pre-K through twelve. Individual school health care plans are developed and maintained on all students with medical needs. **Health screenings including vision, hearing, and scoliosis are done routinely on all students at various times.** These will also be provided for any student on an individual basis as requested by a parent, student, or teacher. School nurses serve as liaisons between the school and the community to provide agency referrals, health education, and medical information.

HIPAA Compliance

The Boaz City School System abides by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If you have questions about how the health information about students of the system may be used and disclosed please contact the central office at the following number: (256) 593-8180.

Head Lice

Schools make every effort to avoid the possible outbreak of head lice; however, any time children work and play together in close proximity, head lice is a problem. Contracting head lice casts no reflection on the parents or on the hygiene in the home. Head lice do not discriminate between clean and unclean people or items. They crawl from one person to another or from one item to another.

The Alabama Department of Public Health recommends that the school system enforce a no-lice policy.

Teachers make head checks periodically and when they find cases of lice; they will notify the parents to come for their child. The school nurse will send home a list of treatment instructions for the hair, home, and clothing. **After the hair has been treated, parents must bring the child to the school office and remain with the child until the hair has been re-checked for lice.** If only nits are found in your child's hair then the child can return after treatment without a parent accompanying them. The school nurse will recheck your child in (7) seven school days and relay those findings to you. School officials urge parents to cooperate fully with this procedure to aid in fighting an unpleasant problem.

Prescribed Medication at School

Unlicensed personnel can give no medication at school unless he/she has completed the required training course taught by the school nurse(s). In the state of Alabama, only a licensed RN can delegate the task of assisting with medication administration in a school setting. The only exception to this rule is treating an emergency condition such as an allergic reaction with orders from a physician or nurse practitioner. In this case, the RN or LPN may individually teach the involved person(s) who would provide the emergency care in the absence of a nurse.

Parents must submit a "Medicine Authorization Form" signed by both the parent/guardian and medical provider so that prescribed medication can be given based upon written instructions from the physician. The parents must bring the medication to school in a properly labeled bottle, which shows the child's name, the name of the medication, and clear instructions as to the time and the amount to give. The medication must be taken to the school office. We strongly urge parents to bring only the dosage needed during school hours so that they will not have to pick up the medication each afternoon for the child to take at home. Pharmacists will, if requested, put the medication in two (2) separate bottles - one for home and one for school. All medication **MUST** be picked up on the last day of school; if not, it will be destroyed.

Illness, Injury, and Insurance

If a student becomes ill at school, he/she should report the illness to the teacher so that appropriate action can be taken. Injury incurred during any activity should be reported to the activity supervisor. School personnel cannot treat children, but they may take temperatures, provide cold cloths to wash a child's face, comfort the child, and assess the child's symptoms. Parents are urged to leave the names of persons to be called if the parents cannot be reached during the school day. In case of illness or injury requiring emergency treatment and parents cannot be reached for instructions, medical aid may be obtained for the child under emergency procedures.

The school will not assume the expense from any injury received at school or during participation in a school activity. School day or 24-hour accidental injury insurance is available to all students at a very nominal charge, and all students are encouraged to take this coverage. Students in shop activities and physical education classes are especially encouraged to take the coverage.

All students participating in athletics must be covered by accident insurance. The requirements can be met by taking the school accident insurance or by providing proof that the family has adequate insurance coverage.

Students going on overnight field trips **WILL BE REQUIRED TO SHOW PROOF OF INSURANCE COVERAGE**. Expenses incurred because of an accident or injury that is not covered by the insurance will be the responsibility of the student and his/her parents. School insurance forms are available throughout the year in the principal's office.

Communicable Disease

The Boaz City Board of Education shall strive to protect the general welfare of all students, their families, its employees, and the general public. Staff members shall cooperate with county and state agencies to promote these goals, and follow procedures as developed by the Superintendent and/or his/her designee. Students and/or employees having communicable diseases, including students wishing to enroll or potential employees, will be enrolled or hired on case-by-case basis.

Meningococcal Disease

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitides*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include;
 - Meningitis - an infection of the fluid and lining around the brain and spinal cord
 - Septicemia - a bloodstream infection

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:
 - Sudden onset of a high fever
 - Headache
 - Stiff neck
 - Nausea
 - Vomiting
 - Increased sensitivity to light
 - Rash
 - Confusion
 - Severe aches and pain in the muscles, joints, chest or belly

How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal disease in SEARCH box.

Meningococcal Vaccine

Who should get meningococcal vaccine?

- Adolescents 11 through 18 years of age are routinely recommended for two doses of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their 11–12 years of age check-up and a booster dose of MCV4 is recommended at 16 years of age.
- Teenagers who missed a dose and are heading off to college as a freshman living in a residence hall. Ask your doctor about getting the vaccine now.
- Teenagers with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).
- Both vaccines prevent 4 types of bacterial meningococcal disease.

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 is safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal vaccine in SEARCH box.

Pregnant Students

It is the procedure of the Boaz City Board of Education that a student who becomes pregnant while enrolled in the Boaz City System shall notify the school counselor or school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. Homebound instruction is not normally provided for pregnant students. Students suffering from severe complications from pregnancy will be considered on an individual basis for homebound services.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. All students, whether pregnant or not, are expected to meet minimum standards for promotion and/or graduation. A student shall be re-admitted to school after delivery upon a statement from her physician recommending her re-admission.

Parental Involvement

The Boaz City School System agrees to implement the following statutory requirements:

1. The school system will put into operation programs, activities and procedures for the involvement of parents in all of its schools, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1118, the school system will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
3. The school system will incorporate this LEA parental involvement plan into its LEA continuous improvement plan developed under section 1112 of the ESEA.
4. To the extent practicable, the school system and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the system plan for continuous improvement, developed under section 1112 of the ESEA, is not satisfactory to the parents of children attending Boaz City Schools, the school system will submit any parent comments with the plan when the school system submits the plan to the State Department of Education.
6. The school system will involve parents in decisions about how funds reserved for parental involvement are spent, and will ensure that not less than 95 percent of the one percent of Title I funding reserved for parental involvement goes directly to the schools, when applicable.

7. The school system will be governed by the following statutory definition of parental involvement, and expects that its schools will carry out programs, activities and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - ✓ That parents play an integral role in assisting their child's learning;
 - ✓ That parents are encouraged to be actively involved in their child's education at school;
 - ✓ That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - ✓ The carrying out of other activities, such as those described in section 1118 of the ESEA.
8. The Boaz City School System will take the following actions to involve parents in the joint development of its system parental involvement plan under section 1112 of the ESEA:
 - ✓ Parents will be invited to be a part of the LEA Advisory Council. This council will review and revise, as needed, the LEA Title I Plan and LEA Parent Involvement Plan.
9. The Boaz City School System will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - ✓ Parents will have the opportunity to provide feedback through surveys and parent meetings.
 - ✓ Parents will be invited to participate in system-level and school-level advisory councils to review and revise Continuous Improvement Plans and Parent Involvement Plans.
 - ✓ Each Title I school will hold an annual Title I School-Wide Authority Meeting to inform of the overarching purpose of the Title I Program and parents responsibilities and rights to have input at every level of the development of the Continuous Improvement Plan. (August - September)
 - ✓ Parents will be informed of their rights, and the procedure, to disagree with the Continuous Improvement Plan and the Parent Involvement Plan, which will be sent home with all students at the first of each school year and posted on school and system websites.
10. Boaz City School System will provide the following necessary coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - ✓ Materials and training to help parents help their children will be provided.
 - ✓ Teachers and administrators will be educated on how to reach out and communicate to parents.
 - ✓ Information will be sent home in a language and format that parents, to the extent possible, can understand.
 - ✓ Interpreters, to the extent possible, will be provided for parent conferences and parent meetings.
 - ✓ Home-School Compacts will be used to outline individual responsibilities and to explain how this partnership can result in increased student achievement.
11. Boaz City School System will coordinate and integrate parental involvement strategies with the following programs: Community Education and local preschool programs by:
 - ✓ Planning parent activities and learning opportunities cooperatively.
 - ✓ Plan at annual training meetings with local preschool program teachers and administrators.
 - ✓ Invite local preschool teachers to participate in professional development activities facilitated at the system-level, when applicable.

12. Boaz City School System will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school system will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.
- ✓ Each year all parents will be given a survey to complete about parent involvement in each school. These results will be tallied and used to revise system-level and school-level Parental Involvement Plans and Continuous Improvement Plans.
 - ✓ Individual conferences with parents will be scheduled and documented. Information from these conferences will be used to revise the System-Level and School-Level Parent Involvement plans and Continuous Improvement Plans.
 - ✓ Small group meetings with ELL families will be held to answer questions and inform them of student progress. An interpreter will be present to make sure families are comfortable and able to understand information.
13. Boaz City School System will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- ✓ Each school will have an Annual Meeting(s) with parents to discuss the content standards of each grade and student achievement data. Test data will be sent home to all parents who are unable to attend the meeting through an easy-to-read brochure/pamphlet explaining this data. The Director of Federal Programs will be on site to provide clarification, answer questions and to conduct the meeting upon request of the principal. (August - October: State of the School Address, Content Standards)
 - ✓ Newsletters, articles, information on websites, information through social networking, notes, and calendars will be sent home to help parents help their children and monitor their progress.
 - ✓ Parent Meetings will be scheduled at all schools at varying times to help parents become more educated about their children's academic progress and school expectations.
 - ✓ Teachers and administrators will continue to attend professional development sessions and purchase literature to learn how to better implement and coordinate parent programs and build capacity between parents and schools.
 - ✓ Schools will coordinate parent meetings and teacher trainings with administrators, Community Education Department, and local preschool programs.
 - ✓ School information will be translated, to the extent possible, in a language parents can understand. An interpreter, to the extent possible, will be available at parent conferences and parent meetings so that parents can understand and feel comfortable.
 - ✓ Transact will be available for translating common forms used in schools.

The school system will provide a copy of the Parental Involvement Plan to all parents at the beginning of each school year located in the Student Handbook. Each school will provide a copy of the school-level parental involvement plan the beginning of each school year and post a copy on the school website.

Technology

Internet Safety Procedures

The Boaz City School System may make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Boaz City School System to continue to make its computer network and Internet access available, all students and personnel must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Boaz City School System's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Each student and their parents/guardians are required to sign an Acceptable Use Agreement at the beginning of each school year. This agreement is kept on file at each school. **Failure to sign the agreement will disallow the student's privilege to access the system's network and the Internet and would also prevent students from engaging in any technology-related class or enrichment.**

Internet Safety

In an effort to promote and ensure students' safety while accessing the Boaz City School System's technology resources, the following guidelines shall be followed:

- A. **General Warning: Individual Responsibility of Parents and Users:** All users and their parents/guardians are advised that access to the electronic network may include potential access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and the Internet and stay away from these sites. Parents and teachers of minors are the best guides to assisting with appropriateness of materials. If a student finds that others are visiting offensive or harmful sites, he or she must report such use to the person designated by the school.
- B. **Personal Safety:** Be safe. In using the computer network and the Internet, never reveal personal information such as home address or telephone number. Students should never use their real last name or any other information that might allow a person to locate them without first obtaining permission of the supervising teacher or parent. Students should never arrange a face-to-face meeting with anyone whom they "meet" on the computer network or the Internet without first obtaining the permission of their parents/guardians. Regardless of the student's age, the student should never agree to meet a person with whom they have only communicated with on the Internet in a secluded place or private setting.
- C. **"Hacking" or Other Illegal Activity:** It is a violation of this policy to use the school system's computer network or the Internet to gain unauthorized access into other computers or computer systems, or to attempt to gain such unauthorized access. Any such use violates state and federal law relating to copyright, trade secrets, and the distribution of obscene or pornographic materials. Use which violates any other applicable law or municipal ordinance is strictly prohibited.

- D. **Confidentiality of Student Information:** Personal identifiable information concerning students may not be disclosed in any way on the Internet without prior permission of a parent/guardian or, if the student is 18 or older, the prior permission of himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. At no time should a picture of a student be posted on a school-related web site with an identifying name. All student pictures posted to school-related web sites must have the prior permission of parents/guardians before they are posted. Permission to use a student's picture on a school-related web site should be kept on file at each school.
- E. **Active Restriction Measures:** The Boaz City School System shall use filtering software and other means to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The Boaz City School System routinely monitors the online activities of students and staff through direct observation and/or technological means to insure that students and staff are not accessing such depictions or any other inappropriate materials.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher with the approval of the Technology Coordinator as necessary for the purposes of bona fide research or other educational projects being conducted by students age 17 or younger.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]) as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for the students' and staff's educational purposes. The Boaz City School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the Boaz City School System and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Procedures

The use of the Boaz City School System's computer network and the Internet is a privilege, not a right. Any user who violates these procedures shall at the minimum have his or her access to the computer network and the Internet terminated, which the school system may refuse to reinstate. A user violates these procedures by his or her action or by failing to report any violations by other users that may come to the attention of the user. Further, a user violates these procedures if he or she permits another user to use his or her account or password to access the computer network or the Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The Boaz City School System makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under these procedures. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parents/guardians arising out of the user's use of the computer networks or the Internet under these procedures. By signing the Acceptable Use Agreement at the beginning of each school year, users are taking full responsibility for his or her use. In addition, the user takes full responsibility for his/her activities. If over age 18, he/she agrees, or if under 18, the parents/or guardians are agreeing to indemnify and hold the school; the school system, the Data Acquisition Site that provides the computer and Internet access opportunity to the Boaz City School System; and all of the administrators, teachers, and staff harmless from any or all loss, costs, claims, or damages resulting from the user's access to the computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods and services by the user. The user or, if the user is a minor, the user's parents/or guardians agree to cooperate with the school and/or school system in the event of the school initiating an investigation of a users use or his/her access to its computer network and the Internet, whether that use is on a school computer or another computer outside the Boaz City School System's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new and additional registration and account information or to sign a new acceptable use procedure, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or such new procedure must be signed if the user wishes to continue to receive related services.

Student Technology Acceptable Use Procedures

The Boaz City School System provides technology to support teaching, enhance learning, and improve productivity. All Boaz City Schools' students are required to comply with the provisions herein. The use of technology in the Boaz City School System is a privilege, not a right. Students are responsible for their conduct when using Boaz City School System technology. Staff must supervise student use of technology at all times.

Technology Use

Before students will be allowed to use any of the district's technology, parents and/or guardians of all students must sign and return the Acceptable Use section included in the Boaz City School System's *Student Handbook* at the start of each school year. Students in Grades 5 through 12 must also sign. Signature indicates understanding of this policy, and acceptance of liability for damages resulting from the intentional disregard of these procedures. Students in grades 5 – 12 may not log in under a generic or shared password unless there is an extenuating circumstance.

The professional staff will enforce these procedures. Students who have not returned the appropriately signed Acceptable Use section included in the Boaz City School System's *Student Handbook* will not use the Boaz City School System's technology.

Internet Use

The Internet contains a rich collection of educational resources, which can enrich and extend instruction. Because it is an unregulated worldwide medium that is always growing and changing, it is the responsibility of Boaz City School System employees to ensure that students can make use of this resource safely and responsibly.

Boaz City School System uses an Internet content filter that is compliant with the Child Internet Protection Act (CIPA) in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored.

Each student must take responsibility for his or her actions online. Any attempt to do the following is unacceptable:

- visit inappropriate web content,
- stream television or movies unless related to course content,
- download files with or to Boaz City School System equipment,
- upload files to a site not approved by the Boaz City Schools, or
- communicate with anyone in an inappropriate, harassing or threatening manner will result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action.

Technology Code of Ethics

- ✓ Students should respect the school's property. All technology is the property of the Boaz City School System. No one is to intentionally move, damage or tamper with district technology.
- ✓ Students should use technology for school-related, educational activities.
- ✓ Students should be courteous and use appropriate language. Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity or obscene, explicit or offensive material.
- ✓ Students should protect their privacy and safety by not disclosing personal information such as your telephone number, address, location or password. Students should recognize and respect the intellectual property of others, including work and materials found online. Students should not attempt to view, seek, obtain, or modify information, or data or passwords belonging to others users.
- ✓ Students should adhere to Federal copyright laws and publishers' licensing agreements.
- ✓ Do not attempt to install software or download files for non-educational purposes using the Boaz City School System technology.
- ✓ Students should respect the integrity of the Boaz City School System's network. Do not attempt to circumvent or disable security measures including Internet filtering methods.
- ✓ Students should report user misconduct, suspected viruses and technical problems to your teacher immediately so that action can be taken to minimize possible damage to technology.
- ✓ Students should notify their teacher or other school personnel when they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- ✓ Students should use technology responsibly. Consider the needs of others when using shared or networked computers, printers, or other technological resources.

Violations Of The Technology Code Of Ethics

Violations of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.

Transportation

Out of School Zone

At no time shall the Boaz City School System furnish any service(s), including but not limited to, transportation to and from outside of the official school zone of Boaz City Schools. In addition, BCSS will not pick up or drop off at relatives (grandparents, babysitters, etc.) if student or guardians live outside the city limits. At no time will any students be picked up or dropped off at a business.

Bus Route System

Students will be transported on identified routes. Parents need to make sure students are visible to the bus driver and get on the right bus for their school. **Parents should make sure someone is home and visible for students. Bus drivers will not be responsible for students left unattended once they are dropped off at home.** Buses do not go down every street nor stop at every driveway. The Transportation Supervisor determines bus stops.

School Bus Conduct

Student transportation is a privilege and a convenience and is available only to those who live within the city limits and who meet conditions of good behavior and strict obedience to rules. If bus privileges are denied for any reason, parents are responsible for providing transportation and insuring the student's attendance.

Misbehavior on the bus creates a very real danger to the safety and comfort of all. Bus rules are posted near the bus driver. The principal and/or teachers explain bus rules to young children. Parents should go over bus rules with their children. Children must observe safety regulations in order to continue to ride the bus. The following actions are strictly prohibited:

- Exchanging seats or standing while the bus is in motion.
- Throwing objects.
- Use of tobacco, unlawful drugs, and alcoholic beverages.
- Extending arms, hands, head, or any portion of the body from the windows.
- Defacing, damaging, tampering with, or littering the bus in any manner.
- Using profanity and other vulgar talk; making, or causing to be made, loud or disruptive noises.
- Use of emergency door except in case of emergency.
- Leaving the bus at any stop other than the child's regular stop except by written permission from the principal.
- Consuming food or drink on the bus.
 - Extending legs, arms, knees, into the aisle of the bus.
 - Any other action not pertaining to, or supporting, good conduct.

Other Bus Regulations And Guidelines

1. Office permission is necessary for a child to ride a bus other than the assigned bus. Permission will be granted only if the child has a note from the parents, in case of emergency, or through parental contact. This procedure is necessary to prevent overcrowding of buses and to prevent a child from riding another bus without the parents' knowledge. Safety is our first concern.
2. Parents are responsible for the damage their child/children do to a bus.
3. The bus will not wait for tardy students. Parents are responsible for having children at the stop on time.
4. While riding the bus, students will be under the supervision of the driver and obey the driver at all times. Drivers will report difficult students to the principal who has the same authority over the student while on the bus as when the student is on campus. The principal may suspend bus privileges if misbehavior continues.

5. The driver and the principal may assign seats on the bus.
6. Fireworks and other dangerous or potentially dangerous items are prohibited on the bus.
7. Students who must cross the road or highway to enter the bus will always try to be on the right side of the road while waiting for the bus. If students arrive at the stop just as the bus approaches the stop, they will wait until the bus comes to a complete stop and the driver has signaled them to cross in front of the bus (unless the driver has instructed them to do differently).
8. Students who must cross the road after leaving the bus in the afternoon will go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.
9. Students who are suspended from riding the bus may not use the services of Extended Day during their suspension.
10. If the driver does not have an address for the student or for any other unknown reason that the student cannot be dropped off at their home, he/she will be transported to the Extended Day Program at Boaz Elementary School (256-593-3481). The Extended Day personnel will contact the parents. After the first occurrence, parents will be charged the Extended Day drop-in rate and face the possibility of suspension from the bus.

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

- 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
ALA. CODE § 16-28B-4 (2011)

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. 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 backwards 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 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 in appropriate 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 determined 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 students 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. (The degree of the offense will determine Class I, II, or III).
- 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 Direct or repeated use of profane, obscene or inappropriate manifestations (verbal, written, gesture) toward another person.
- 2.22 Possession of a pocketknife (small or keychain variety), or similar instruments that would not normally be considered a weapon.
- 2.23 Written or verbal propositions to promote sexual acts.
- 2.24 Possession or use of matches, lighters, or any other device capable of igniting a spark or fire.
- 2.25 Violation of the student network access and acceptable use agreement.
- 2.26 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.
- 2.27 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.
- 2.28 Class II Bus Infractions
- 2.29 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.
- 2.30 Repeat Offender Clause--Any repeated Class I offense will be considered as a Class II offense.
- 2.31 Failure to serve school-based discipline assignment such as detention, etc.
- 2.32 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, Saturday School, corporal punishment or suspension at the discretion of the principal or his/her designee may be used for the Class II offenses.

In addition, special circumstances may warrant a recommendation to the Disciplinary Committee for an alternative educational program apart from the normal setting.

Class III Offenses: Major Offenses

- 3.01 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).
- 3.02 Unjustified activation of fire alarm or fire extinguishers.
- 3.03 Possession and/or igniting fireworks or firecrackers.
- 3.04 Fighting – Any physical conflict between two or more individuals that does not fall under the section of battery (see 3.06).
- 3.05 Unauthorized possession, transfer, use or sale of alcoholic beverages; attempt to use, buy, or sell alcoholic beverages; or being under the influence of alcohol.
- 3.06 Battery upon Students – The unlawful and intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to a student.
- 3.07 Possession of weapons other than firearms – A knife, metallic knuckles, tear gas, chemical weapon or device, or any other weapon, instrument, or object with the intent to be armed.
- 3.08 Inciting or participating in major student disorder.
- 3.09 Direct use of profane, obscene or inappropriate manifestations (verbal, written, gesture) toward a Boaz City Schools employee.
- 3.10 Criminal Mischief – Willful and malicious injury or damages in excess of \$200 to public property or to real or personal property, which belongs to another.
- 3.11 Possession of pornographic or suggestive material including, but not limited to, cell phone use.
- 3.12 Battery upon Boaz City School Employees – The unlawful and intentional touching or striking of an employee against his/her will or the intentional causes of bodily harm to an employee.
- 3.13 Sexual Harassment – Including, but not limited to, the following: offensive touching with sexual connotations, written or verbal propositions to engage in sexual acts, use of obscene manifestations (verbal, written, gesture) toward another person.
- 3.14 Arson – The willful and malicious burning of any part of School Board Property or the property of a person on school grounds or school buses.
- 3.15 Stealing, Larceny, Grand Theft (amounts equal to \$100 or more)—the intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required.
- 3.16 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 putting in fear of same. Restitution will be required.
- 3.17 Criminal Mischief – Willful and malicious injury or damage to public property, or to real or personal property belonging to another. Restitution will be required.
- 3.18 Aggravated Threat, Harassment, bullying or intimidation of a student or adult—Any threat to do bodily harm or violence by word or act, which may be perceived by the individual threatened as capable of inflicting bodily harm, including but not limited to any threat in the form of a “hit list,” writing, graphic depiction, statement, or communication evidencing a plan or intent to do violence to another. This applies to any threat made verbally, physically, 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.

- 3.19 Threats to Extort—any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; 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.
- 3.20 Unauthorized use of a computer or computer system which results in, but is not limited to,
- (a) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
 - (b) Computer usage or tampering which causes a major disruption in the educational or administrative process.
 - (c) Distribution of restricted computer passwords.
 - (d) Unauthorized access to computer sites.
 - (e) Other computer violations as defined by the school administration.
- Student must also pay restitution for the cost of any related repairs.
- 3.21 Repeat Offender Clause – Any repeated Class II Offense will be considered a

Class III Offense

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, Saturday School, corporal punishment or suspension at the discretion of the principal or his/her designee may be used for the Class III offenses.

In addition, special circumstances may warrant a recommendation to the Disciplinary Committee for an alternative educational program apart from the normal setting.

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

Class IV Offenses: Major Offenses (SIR Codes)

- 4.01 Alcohol Possession
- 4.02 Alcohol Sale
- 4.03 Alcohol Use
- 4.04 Arson
- 4.05 Assault
- 4.06 Bomb Threat
- 4.07 Burglary
- 4.08 Criminal Mischief
- 4.09 Defiance
- 4.10 Disobedience
- 4.11 Disorderly Conduct
- 4.12 Disruptive
- 4.13 Drugs, Possession
- 4.14 Drugs, Sale
- 4.15 Drugs, Use
- 4.16 Unauthorized Communication Device
- 4.17 Fighting
- 4.18 Fire Alarm Abuse/Tampering
- 4.19 Gambling
- 4.20 Harassment
- 4.21 Homicide
- 4.22 Inciting a Disturbance
- 4.23 Kidnapping
- 4.24 Theft/Larceny
- 4.25 Theft/Motor Vehicle
- 4.26 Profanity/Vulgarity
- 4.27 Robbery
- 4.28 Sexual Battery
- 4.29 Sexual Harassment
- 4.30 Sexual Offenses, Other
- 4.31 Threat/Intimidation
- 4.32 Tobacco, Possession
- 4.33 Tobacco, Sale
- 4.34 Tobacco, Use
- 4.35 Trespassing
- 4.36 Unauthorized Absence
- 4.37 Handgun, Possession
- 4.38 Handgun, Sale
- 4.39 Handgun, Use
- 4.40 Rifle/Shotgun, Possession
- 4.41 Rifle/Shotgun
- 4.42 Rifle/Shotgun, Use
- 4.43 Firearm Component, Possession
- 4.44 Firearm Component, Sale
- 4.45 Firearm Component, Use
- 4.46 Explosive/Poison Gas, Possession
- 4.47 Explosive/Poison Gas, Sale
- 4.48 Explosive/Poison Gas, Use
- 4.49 Other Weapon, Possession
- 4.50 Other Weapon, Sale

- 4.51 Other Weapon, Use
- 4.52 Knife, Possession
- 4.53 Knife, Sale
- 4.54 Knife, Use
- 4.55 Other/Unknown Weapon, Possession
- 4.56 Other/Unknown Weapon, Sale
- 4.57 Other/Unknown Weapon, Use
- 4.58 Other Incident

The disciplinary action for such offenses will be 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 IV 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 on the student server.
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.

STUDENT USER AGREEMENT:

As a user of the Boaz City School System's technology resources, I agree to comply with the statements and expectations stated in the Acceptable Use document and outlined above and to honor all relevant laws and restrictions. *(Check one or both boxes and sign)*

_____ agree to use the network responsibly within the guidelines listed

_____ grant permission to have my work/pictures published to the World Wide Web

_____ Signature _____
Date

PARENT/GUARDIAN PERMISSION:

All students are provided with access to Boaz City Schools' technology resources. In addition to accessing the technology resources, as the legal parent/guardian, I grant permission for the above student to: (Check one or both boxes and sign)

_____ access the Internet and e-mail

_____ have their work/pictures published to the World Wide Web without identifying personal information

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations of the Acceptable Use document. I understand that some material on the Internet may be objectionable and that even though the Boaz City School System will take all measures possible to filter objectionable content, it is my responsibility for providing guidance for Internet use – setting standards for my son/ daughter to follow when selecting, sharing, or exploring information and media.

_____ Signature _____ Date _____

_____ Student Name _____ Teacher _____ Grade _____

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 21st 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 BCCS resources is intended for educational purposes.
2. BCCS personnel have the right to review any material sent, emailed, accessed, or stored through BCCS technology or an BCCS 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. BCCS 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. BCCS makes every effort to protect students from inappropriate material on the Internet, but no system is foolproof. BCCS will not be held accountable for any harm or damages that result from the use of BCCS technologies. User of BCCS resources are expected to notify a teacher, administrator or IT staff immediately of any concerns for safety and/or security
7. BCCS 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 BCCS technology resources.
9. BCCS accepts no liability for student-owned technology resources used on BCCS property.
10. BCCS 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.

STUDENT USER AGREEMENT:

As a user of the Boaz City School System's technology resources, I agree to comply with the statements and expectations stated in the Acceptable Use document and outlined above and to honor all relevant laws and restrictions. *(Check one or both boxes and sign)*

_____ agree to use the network responsibly within the guidelines listed

_____ grant permission to have my work/pictures published to the World Wide Web

_____ Signature _____
Date _____

PARENT/GUARDIAN PERMISSION:

All students are provided with access to Boaz City Schools' technology resources. In addition to accessing the technology resources, as the legal parent/guardian, I grant permission for the above student to: (Check one or both boxes and sign)

_____ access the Internet and e-mail

_____ have their work/pictures published to the World Wide Web without identifying personal information

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations of the Acceptable Use document. I understand that some material on the Internet may be objectionable and that even though the Boaz City School System will take all measures possible to filter objectionable content, it is my responsibility for providing guidance for Internet use - setting standards for my son/ daughter to follow when selecting, sharing, or exploring information and media.

_____ Signature

_____ Date

_____ Student Name

_____ Teacher

_____ Grade

NOTICE OF RECEIPT

I have read the above letter and the **Boaz City Schools Parent-Student Handbook and Student Code of Conduct**, and I am fully aware of the policies and procedures, including Child Find and restraint policy guidelines and release of directory information as set forth by the Boaz City Board of Education.

SCHOOL _____

STUDENT'S NAME _____

TEACHER _____

SIGNATURE OF PARENT _____

DATE _____