



Allen Perkins
Superintendent

1275 Jordan Rd. Huntsville, AL 35811
(256) 852-2557
www.mcssk12.org

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Notice to Parents

Custodial 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.

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

Admission to School

To be eligible to attend Madison County Schools, the student's custodial parent(s) must reside in a zone served by the Madison County School system or they shall be wards of the courts and/or institutions of Madison County, except as provided for in other stated policies when approved by the Board.

The student must attend the school serving the attendance zone in which his/her custodial parent's domicile is located. It is the parent's responsibility to furnish correct and complete residential information so that the proper attendance zone can be determined. Principals shall deny admission to students not having domicile in the attendance zone served by that school without permission from the Superintendent or designee, as provided by policy.

Custodial parents shall furnish all required information to include enrollment forms, immunization card, birth certificate, documentation of legal residence, and proof of custody, when enrolling their student(s). A Social Security card or number is requested but not required for school enrollment.

Students transferring from another public school system, private, parochial, virtual, home, or other schools will not be permitted to enroll if they are under a suspension or facing a pending disciplinary or expulsion hearing until the student has satisfied the conditions for readmission set by the suspending board of authority. Students who were expelled from a previous district are not eligible to enroll in Madison County Schools until the expulsion period ends. Madison County Schools does not operate an in lieu of expulsion program. Students who enroll from a district who have been assigned to an alternative school program for disciplinary reasons must attend Madison County Schools' Alternative Program for the time assigned by the previous district at a minimum.

Additionally, students may not be eligible to attend Madison County Schools if they have been indicted on charges of committing a criminal offense until such time as their case has been settled in court (additional regulations may apply for students who qualify for special education or 504 services). In addition, those students may be required to temporarily attend the Alternative School.

Knowledge and Observation of Rules of Conduct

The Board expects each student to know all policies of the Board and rules and regulations of his/her school. The Principal is responsible for carrying out Board policy, rules, regulations, and procedures. Each student is to receive each year and upon enrollment a copy of the Madison County Schools' Code of Conduct, and sign the appropriate form indicating receipt of such document. In cases where parent signature is required, the Principal will ensure signature is obtained. The signed receipt will be filed in the student's permanent record folder each year.

Attendance

Philosophy

The Madison County Board of Education believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, the Board equates attendance with academic achievement, and establishes policies and procedures designed to encourage and require students to be in school.

Compulsory Attendance for All Students

Every child between the ages of six (6) and 17 shall be required to attend school. Any student enrolled in the Madison County School System is required to be in school each day, regardless of the student's age. All students enrolled in the Madison County School System are subject to the regulations of this policy.

The parent or custodian of a child who is six (6) years of age, may opt out of enrolling their child in school at the age of six (6) by notifying the Madison County Schools' Department of Student Services, in writing that the child will not be enrolled in school until he or she is seven (7) years of age.

The Attendance Staff will investigate all cases of non-enrollment or non-attendance. In all cases investigated, the Attendance Staff shall provide the parent written notice, which shall require the attendance of the child in school within three days from the date of the notice. The investigation may also require the Attendance Staff to conduct a home visit and/or bring criminal prosecution against the parent or custodian.

Absence from School (*Code of Alabama (1975) § 16-28-15*)

Every parent or custodian of any child required to attend school, shall, within three school days, explain the cause of any absence of the child. Failure to furnish explanation shall be admissible as evidence of the child being truant. A good cause or valid excuse explanation is outlined below:

Excused Absence

PE – Parent Excuse

Elementary, Intermediate, and Middle School Students – A maximum of eight (8) absences for the school year shall be coded as an excused absence when a valid excuse is provided by the parent or custodian.

High School Students - A maximum of four (4) absences per semester shall be coded as an excused absence when a valid excuse is provided by the parent or custodian.

DE - Doctor Excuse- Doctor, dental, or other medical excuse for the child

RO -Religious Observance- Death in the immediate family (Parents, Grandparents, and Siblings) - A maximum of two (2) excused days or three (3) if the memorial service is beyond a radius of 100 miles from the local school.

X – Emergency School Closure- Inclement weather or other which would be dangerous to the life and health of the student as determined by the principal.

LG - Legal - required court appearance as ordered by subpoena or other court document.

AA - Administrator Approved- Prior permission of the principal upon request of the parent or custodian. According to MCBOE approved guidelines.

COVQE or COVQP – Legal quarantine due to positive diagnosis or exposure – Medical documentation required.

Unexcused Absence

UA – Any absence for which a valid written explanation is not provided within three (3) school days shall be coded as unexcused. Any absence beyond the eighth for elementary, intermediate, or middle school or fourth per semester for high school, shall be unexcused unless the written explanation meets an excused absence category. Any student having an unexcused absence will be considered truant as defined by the Alabama Administrative Code, Chapter 290-3-1-.02(7) (c). (See section within this policy on Truancy).

Administrator Approved (AA) Absence Guidelines

All requests must be submitted to the Principal on the approved request form at least 20 days prior to the date of the requested absence. Students may not exceed five (5) Administrator Approved (AA) excuses per school year. The following reasons may be coded using (AA).

- a) Military circumstances related to the deployment or return of a parent/custodian
- b) Accompany parent/custodian on an overnight school trip that involves a sibling (i.e. cheer competition, band trip, etc.)
- c) Visit to college/university campus
 - i. Limit of 2
 - ii. A third visit may be approved for an exceptional circumstance (i.e. athletic scholarship, academic scholarship, etc.)
- d) Obtaining a driver's permit or license
- e) Legislative Page or other opportunity to participate in an operation of one of the three branches of government
- f) Parent or sibling graduation from college or a military ceremony
- g) Military Entrance Processing Station (MEPS) scheduled by recruiter
- h) Religious Holidays with supporting documentation
- i) *If bus fails to run or pick child up and parent has no means of transportation (must verify with bus driver or transportation department)
- j) *Catastrophic event (fire, flood (not weather-related), eviction) that results in loss of housing or a temporary change of housing
- k) *Extenuating Safety Threat (escaped prisoner, threat of school shooting, etc.)
*20 Day Prior Permission not required

Any absence not identified in the above list should be decided on a consistent case-by-case basis by the Principal. Principals in feeder patterns should consult with one another before a decision is made when siblings are involved.

*Note: Individual schools within the Madison County School System do not offer a remote or virtual learning option for students. Students in grades 4 through 12 who wish to attend school in an online learning environment may withdraw from their current school and enroll in the Madison County Virtual Academy.

Tardiness to School

Students, who consistently arrive late to school, may be referred to the District Attendance Staff to assist with a plan designed to ensure the student arrives on time, which may include a meeting with the parent, student, principal and attendance staff and use of the district's bus transportation system. A district social worker may conduct a home visit to assist families who are consistently tardy to school.

Instructional Expectations

To properly carry out its belief that attendance equates with academic achievement, the Board expects the following:

- 1. Principals and teachers will mutually plan and ensure that each student receives instruction each day, each period, and in every subject.
- 2. Every student in attendance in school will receive academic credit for each period and each class of every instructional day by one or more of the following methods as determined by the teacher:
 - a. Completing and handing in homework or class work
 - b. Taking a daily test, for which the student will receive a grade based on the results of the test
 - c. Participating in class discussion, class work, and/or other participation as determined by the teacher
- 3. At the end of each grading period, each student will be given a daily average grade based on the criteria set forth in #2 above.
- 4. At the end of each grading period, daily grades received by a student in attendance will be averaged with test grades to determine the final grade.

Make-up of Work, Tests, and Other Assignments

Grades should reflect a student's academic performance. Students are expected to complete, to the best of their ability, all work, tests, and other assignments given by their teachers. Students are expected to attend school on a daily basis, but the Board recognizes there may be times when a student may be absent from school. While the absence counts against the student's attendance record, it should not prohibit the student from obtaining and completing their assignments. The following options are available for teachers, students, and their parents to ensure education is uninterrupted due to an absence.

Excused Absences

Students are permitted to complete work, tests, and other assignments when absences are for excused reasons. The teacher(s) will give students the number of days equal to the number of days absent to complete the assignments. It is the responsibility of the student or parent to request and obtain assignments from the teacher(s) through normal school channels (in person, by telephone, email, learning management system, etc.)

In cases of extreme or extenuating circumstances based on the nature of the absence, the teacher(s) may grant additional days to complete and return assignments or take tests, not to exceed two weeks beyond the student's date of return to school.

Unexcused Absences

Students are permitted to complete work, tests, and other assignments when absent for unexcused reasons. The teacher(s) will give students the number of days equal to the number of days absent to complete the assignments. It is the responsibility of the student or parent to request and obtain assignments from the teacher(s) through normal school channels (in person, by telephone, email, learning management system, etc.)

Administration of tests given during the unexcused absence period will be scheduled by the teacher(s) within the required period as determined by the number of days absent and at a time, which does not interfere with the normal instructional day. The teacher(s) will notify the student and parent when this is to occur.

After the accumulation of three (3) unexcused absences (not including suspensions), please refer to the truancy policy.

Absences Due to Out of School Suspension

Students who are suspended out of school are expected to complete work and other assignments during their suspension period. At the student or parent's request, teacher(s) will provide assignments given during the suspension period. It is the responsibility of the student or parent to request and obtain assignments from the teacher(s) through normal school channels (in person, by telephone, email, learning management system, etc.) The student is expected to complete all assignments provided and turn the assignments into the teacher(s) on the day they return to school from their suspension or before if possible.

Tests will be administered on the day the student returns to school from their suspension at a time of day that does not interfere with the normal instructional day, which may include before or after school hours.

If a suspension occurs after the start of the school day, the student will have the suspension day and the day immediately following the suspension to make up any missed assignments for classes (periods) missed due to the suspension.

Due to the timing or length of a suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

Checking Students Out of School

Only custodial parent(s) will be allowed to check a student out of school, unless the custodial parent(s) has specifically designated someone else to check the student out of school. School officials will keep accurate records as to whom, what time, and for what reason students are checked out of school.

Away from School Due to School-Sponsored/Authorized Activities

Students who participate in school-sponsored or school-authorized activities and are thereby away from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. Absences due to these activities should be indicated with proper coding to indicate the absence was due to such activities.

The school may require appropriate documentation to support any absence coded in this category. Failure to provide the requested documentation may result in an unexcused absence.

Truancy

If a parent/custodian does not explain in writing within three (3) days of a student's return to school after being absent, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/custodian's written explanation.

The Code of Alabama requires schools to notify parents of their student's unexcused absences, and to inform parents of Alabama's compulsory school attendance laws and be advised of the penalties that can be applied if the student continues to be truant from school. It is advised that schools notify parents after the student's first unexcused absence from school. Please understand that the Early Warning Notice is intended to correct any error and/or to remind parents of Alabama's Compulsory Education Law. Upon the accumulation of an unexcused absence, the student is considered truant from school, and consequently in violation of state law and the Board's attendance policy.

State law requires that parents ensure their child has good attendance in school, and further states that failure to do so could lead to prosecution of the parents and/or child for failure to comply with the law. School officials are required to report to juvenile authorities those students and parents who are in violation of the law. It is at five unexcused absences that a student is considered seriously truant and parents are required to participate in the Early Warning Program to prevent further unexcused absences.

The following guidelines will be used and steps will be taken to handle truancy by students of Madison County:

1. Upon the first unexcused absence, a warning will be issued as follows:
 - a. Parent/custodian will be notified by Principal (or designee) that the student is truant and the date(s) of truancy via School Messenger or letter.
2. Upon the third (3rd) unexcused absence, the school will contact the parent/custodian to participate in a pre-early warning conference.
3. Upon the seventh (7th) unexcused absence, the parent, custodian, or person having control of the child, shall do the following:
 - a. Receive a Notice of Violation of the Compulsory Attendance Law from the District Attendance Staff
 - b. Participate in the early warning program
 - c. Participate in a home visit conducted by a district social worker to discuss attendance requirements.
4. Upon the tenth (10th) unexcused absence, and no later than ten (10) school days after the tenth (10th) unexcused absence, the Attendance Staff (District Social Worker) will meet with the student, parent, and Principal (or designee) to discuss attendance violations. Failure to participate in the conference within the specified period may result in a complaint/petition being filed with the Court against the parent/custodian, under Code of Alabama (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
5. Any unexcused absences following the parent meeting in number three (3) above will result in a complaint/petition being filed with the Court against the parent/custodian or the child, whichever is appropriate.

Withdrawal of Students with Excessive Unexcused Absences

The district level attendance staff (Social Workers) should be notified of any student between the ages of six (6) and seventeen (17) who has accumulated ten (10) consecutive unexcused absences. The attendance staff will work with the school, parent, and student to address the absenteeism. Only the Department of Student Services can authorize a withdrawal for excessive unexcused absences.

Withdrawal of Students over the Age of 17

A child over the age of 17 may be withdrawn from public school prior to graduation if both of the following circumstances exist:

1. Written consent is granted by the child's parent or legal custodian, and
2. An exit interview is conducted where the student and the student's parent or legal custodian have been advised that withdrawal from school shall likely reduce the student's future earning potential and increase the student's likelihood of being unemployed in the future. During the exit interview, the student who is withdrawing from school shall be given information that has been prepared and supplied by the State Department of Education regarding the detrimental impacts and effects of early withdrawal from school along with any available training and employment opportunity programs, provided such information is available.

Denial of Driving Privileges Due to Attendance

The Madison County Board of Education is required to report, upon request, documentation of enrollment status of any student fifteen years of age or older who is properly enrolled in a school under the jurisdiction of the Board. Such information is provided to the Department of Public Safety on a student in this category on application for, or renewal or reinstatement of, a driver's license or a learner's license to operate a motor vehicle. For students sixteen years of age or older who withdraw from school, the Supervisor of Attendance notifies the Department of Public Safety of the withdrawal. Withdrawal is defined by Code of Alabama as more than 10 consecutive or 15 days total unexcused absences during a single semester.

The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of the state of Alabama, or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state; (3) is participating in a job training program approved by the State Department of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his/her control as provided in Alabama Code 16-28-40 (1975).

Virtual Academy Attendance Requirements

Students attending the MCSS Virtual Academy must meet the following attendance criteria:

1. Students must adhere to the Madison County Schools Attendance Policy
2. Students must attend class each day (as monitored by the virtual school staff) and keep up with course assignments/pace
3. Log in to courseware daily to document attendance
4. Physical attendance when directed by virtual staff

The school system reserves the right to set specific attendance requirements for each virtual course. The superintendent or his/her designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation and/or a charge of truancy.

Student Driving Privileges

Students who drive automobiles on school campuses will be responsible for all accidents, injury or damage caused by their driving of automobiles on school campuses. In order to supervise student drivers, Principals shall obtain completed student parking permit applications before issuing a parking decal to a student. The student parking permit application shall require the following information: student's name; student's grade; student's homeroom; student's home phone number, student's driver's license number; student's car tag number; make, body style, year and color of student's automobile; and, student's liability insurance carrier and policy number. Students shall be required to provide the school with information regarding part-time employment.

All students who drive on campus shall be required to follow the following school parking regulations:

1. Students who drive more than one vehicle on campus must have each vehicle registered with the school and covered with liability insurance;
2. All automobiles parked on the school grounds must be registered with the school and must display the current decal on the rear opposite driver's side;
3. Parking is strictly limited to the student parking area (faculty parking is marked accordingly);
4. To facilitate identification, automobiles are to be parked front end in first;
5. All students must be licensed and covered by liability insurance (the school is not responsible for the automobile or its contents);
6. There is to be no loitering in the parking lot or visitation of same, without permission;
7. There will be no speeding, over five (5) miles per hour, or any form of reckless driving on the school grounds;
8. Flying any flag, or any other item deemed a distraction by administration, on or from your vehicle is strictly prohibited; and
9. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds and suspension of driving privileges or suspension from school may occur when violation of these regulations occur.

Students applying for and receiving decals must fully understand their responsibility to follow these rules. In addition, the signature of the parent/guardian will be required on the Student Parking Permit Application.

Riding a School Bus

The Madison County Board of Education provides bus transportation to students who are eligible to ride based on State and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to strictly follow all rules and regulations regarding school buses. The Principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safe transportation of students.

School officials may impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus rules and regulations adopted by the school. School rules are applicable to the bus. In addition, students are to obey the following bus rules:

1. Stay seated properly in seats.
2. Listen to and obey bus drivers.
3. Keep the aisles clear of feet, books, bags, etc.
4. Keep buses free of litter.
5. Keep conversations at a low volume, no loud or boisterous talk.
6. No use of profanity, obscene, or vulgar language.

Consequences

1st violation = Conference with student, Parent Contact, AND Assigned Seat

2nd violation = removal from bus up to 5 days

3rd violation = removal from bus up to 10 days

4th violation = removal from bus for up to 20 days (or remainder of semester)

Note: In addition to the above identified bus consequences, if offense rises to a Class II violation or above, the offense will be treated as such per the MCSS Student Code of Conduct.

Student Dress Code

The Madison County Board of Education believes good grooming and personal appearance are essential elements in the teaching and learning process. Students are expected to dress in a manner to ensure their health and safety.

- Students must be neatly dressed, clean, and well groomed.
- Student dress must not distract or interfere with the educational opportunity of other students.
- A student's appearance that draws excessive or unnecessary attention to the extent it is disruptive, potentially disruptive, or suggestive of disruption or violence, is not allowed.
- Principals and other administrators have the authority to use discretionary judgment to prohibit such dress based on past or current circumstances. Unless otherwise specifically stated or addressed, rules and regulations contained in the Dress Code apply to normal school hours; however, such rules and regulations may be enforced at any school function or activity where the wearing of such dress is inappropriate for the type of activity, or such dress is determined to be potentially disruptive or dangerous. The Dress Code additionally applies at any school-sponsored activities at any hour or location in which students are direct participants, representing the school, and/or recipients of recognition. However, other dress requirements may be specified and enforced at any school function or activity where the Dress Code for normal school hours is not appropriate for the type activity or is determined by the Principal to be potentially disruptive or dangerous.
- Rules and regulations of the dress code apply to all students, unless exceptions are granted due to a student's disability, medical condition, or other exceptions approved by the Principal.

Coats and Outer Garments

- K-12 Heavy coats and excessively bulging outer garments are not to be worn inside school buildings. Garments to be removed include overcoats, trench coats, bulky and/or oversized jackets or oversized pullovers. Garments that equate to a lightweight windbreaker or sweater are permissible. Parents and students should assure that student attire provides for adequate comfort indoors without the wearing of outdoor garments.

Jewelry and Body Piercing

- K-12 Piercings are allowed as long as they are not hazardous or unsafe and do not distract or draw unnecessary attention.
- K-12 Jewelry should be removed during physical education classes or other school activities when requested.
- K-12 Jewelry must not include pictures, writings, symbols, etc., promoting, acknowledging, or suggesting drugs, drug paraphernalia, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment.
- K-12 Wallet chains and/or oversized chains are not allowed at school or on school buses.

Pants, Shorts, Dresses and Skirts

- K-12 Appropriate dress that does not reveal the body in an inappropriate manner, e.g. clothing must not be too tight, too short, or bare at the midriff or sides. Sundresses, off the shoulder tops, spaghetti straps, tank tops, sheer or see-through clothing, and clothing with holes above the knee, may not be worn.
- K-12 Clothing, pants, or shorts which are excessively baggy and/or which are worn so as to expose underwear or body above or below the waist, and/or which drag on the floor will not be permitted.
- K-12 Prohibited items of clothing include, but are not limited to, clothing with holes above the knee or other exposure, or clothing that is too short. Generally, the length of the clothing should fall below the tips of the fingers when arms are fully extended to the side; however, due to physical differences in some students, this guide may mean some items are still too short. The Principal has the authority to make the final decision regarding the appropriateness of the garment length.
- K-12 Leggings, jeggings, and yoga pants must be covered by garments that fall to mid-thigh and are an appropriate length for the wearer as described above and as determined by the Principal.

- 6-12 Pajama pants and sleepwear are not acceptable.

Shirts, Blouses, and Tops

- K-12 Clothing must not include pictures, writings, symbols, etc., promoting, acknowledging, or suggesting drugs, drug paraphernalia, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment.
- K-12 Prohibited items of clothing include, but are not limited to, off-the shoulder tops, tank tops, halters, sheer or see-through clothing, clothing with holes or other exposure. Such garments are not to be too tight, oversized, or bare at the midriff or sides.

Book and Athletic Bags

- K-12 Book bags are allowed in all grades, but must be used strictly for the purpose of transporting books, school supplies and student personal items to and from school and classes.
- K-12 Athletic Bags are allowed, but must be used only for the purpose of transporting athletic material. They are not to be used as a normal method of transporting regular school supplies on school campuses.

In compliance with established procedures for searches outlined in the Code of Conduct, school officials have the authority to search book and athletic bags, and any other containers, when they have reasonable suspicion to believe a bag contains dangerous, illegal, or other unauthorized material.

Footwear

- K-12 Shoes or sandals must be worn and properly laced or fastened. House shoes or slippers are prohibited. Foot apparel determined by the Principal or other administrator to be dangerous or a safety hazard may not be worn.

Head/Face Coverings and Sunglasses

- K-12 Hats, caps, bandanas, and other head coverings, except for religious reasons, are not permitted in the school during regular hours or on school buses. During inclement weather, head coverings may be worn for purposes of protecting against such weather, but are not to be worn in school buildings.
- K-12 Face coverings, including but not limited to, face masks, neck gaiters, or any other face covering intended for the sole purpose of practicing safe hygiene must be compliant with the dress code policy as it relates to "A student's appearance that draws excessive or unnecessary attention to the extent it is disruptive, potentially disruptive, or suggestive of disruption or violence, is not allowed."
- K-12 Sunglasses are not to be worn in the school or on school buses.

Tattoos

- K-12 Tattoos with pictures, writings, symbols etc., promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities or anything of a sexual nature, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment must be kept covered by the student's clothing, and not otherwise displayed in the overall school environment during the normal school day or any school sponsored activity.

Hair

- K-12 Hair must be clean and worn so that it does not impair vision and is not considered unsafe or hazardous.

Additional

- K-12 The Principal may allow exceptions in dress for a specific activity, e.g., athletic events, drama productions, etc., but such exceptions are only for those activities. Exceptions that compromise the Dress Code's intent to ensure the safety of students and employees are not permitted.

- K-12 Certified sponsors or coaches of school-sponsored activities may require a higher level of dress for sponsored activities whenever the school is being represented locally or away, to include in the school.

Use of Textbooks

1. All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period students are engaged in the course of study for which the textbooks are selected.
2. Textbooks issued to students may be used in the same manner and to the same extent as though such books were owned by the student, except that students must recognize their responsibility for the proper care of books checked out to them by observing the following practices:
 - a. Keeping the book clean outside and inside.
 - b. Refraining from marking the book with pen or pencil.
 - c. Keeping the pages free from fingerprints.
 - d. Avoiding turning down, tearing, or otherwise damaging pages.
 - e. Refraining from placing the book where it may become soiled or damaged by the weather.
 - f. Keeping the book protected with a book cover (optional).
3. Parents and students must accept liability for any loss, abuse, or damage in excess of that which would result from normal use.
 - a. For such loss or damage, the student will be assessed a variable of:
 1. Full price if new when issued.
 2. Seventy-five percent of full price for books except for first and last year of adoption.
 3. Fifty percent for books during the last year of their adoption.(Grammar edit)
 - b. No textbook will be issued to any student until all charges for lost or damaged textbooks have been paid.
4. All textbooks must be returned to the issuing school by the student when promoted or transferred or when he/she terminates attendance for any reason.
5. The use of textbooks is governed under the Code of Alabama - Title 16: Education - Section 16-36-69 - Use of Textbooks.

Return of School Property

Students, and parents of students, are responsible for returning all school property used by the student that is subject to being returned to the school at the conclusion of the activity, e.g. extracurricular activity uniforms, equipment, materials, etc. Principals, or his/her designees, are to give students specific instructions as to when school property is to be returned.

When school property is not returned by the student in a timely manner, the Principal will directly contact the parent and request that such material be returned. After contacting the parent if the property is not returned within seven (7) days, the Principal will submit in writing to the parents a letter requesting the property be returned and will inform the parent that failure to return the property will result in a referral of the matter by the Principal to law enforcement officials.

Visitors to the Schools

Under proper conditions and for specific reasons related to school operations, visitors are welcome to the campuses of Madison County Schools.

Since the Principal is responsible for all persons on a school campus, all visitors are required to immediately obtain permission from the Principal's office before visiting any school grounds. Visitors are required to provide a driver's license or government ID. Each visitor's ID will be scanned through a visitor tracking system. All visitors are required to have a computer-generated visitor badge when visiting during school hours.

The term "visitor" includes, but is not limited to: parents, interested citizens, invited speakers, salespersons, news media, former students, students from other schools, all persons other than school system employees and students.

Some activities during the school day may not be open to the general public, and in such cases, only those visitors with direct connection to the activity may be allowed to attend, e.g., parents and family of students participating in the activity. In cases where the general public is invited or public attendance is not restricted, no one will be denied attendance due to race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status except as provided by law or policy.

Principals are expected to set reasonable rules and procedures to maintain order and security at any and all activities sponsored by the school.

Release of Student Information/Compliance with Family Educational Rights & Privacy Act

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as necessary to comply with the Family Educational Rights and Privacy Act, Every Student Succeeds Act of 2015 (ESSA), and the Protection of Pupil Rights Amendment (PPRA). Certain information may be disclosed at the discretion of the Principal without prior consent of the parent, such as name, address, telephone number, electronic mail address, student photograph, parents'/custodians' names, grade level, participation in officially recognized activities, weight and height of members of athletic teams, awards, and honors, dates of attendance, dates and place of birth, most recent school attended.

High schools will comply with the requirement that student names, addresses, and telephone listings are disclosed to military recruiters when requested unless a parent chooses that such information not be disclosed. If parents do not consent to such disclosure, they should notify the school Principal in writing within fifteen (15) school days of receipt of this document.

Unless otherwise prohibited by court order or statute, all records and information pertaining to the child, including scholastic, athletic, and extracurricular shall be equally available to both parents, in all types of custody arrangements. (Code of Alabama, 30-3-154)

Assembly

The Board recognizes the need for occasional assemblies for students for purposes of special programs, disseminating information, and other needs as determined by the principal of the school. It is also necessary for students to assemble occasionally in small groups for purposes of conducting school-related activities and business. Student assemblies, and students meeting in groups, shall not be held without prior approval of the principal. Student assemblies and meetings are not permitted without approval of the principal. School-sponsored groups and organizations shall have a certified sponsor appointed by the principal, and that sponsor shall be present at all meetings held by that organization.

Participation in School Programs and Activities

The Board encourages students to participate in all programs and activities sponsored by the schools. Principals are expected to develop programs and activities in which all students will have the opportunity to participate. Each program and activity shall have guidelines by which students are to abide, to include requirements for being and remaining in the program. School-sponsored programs and activities are offered as a privilege to the students, and the privilege of being involved in such programs and activities is forfeited by not obeying the guidelines of the program or activity and the rules and regulations of the school. Disobeying school rules and regulations are grounds for removal from any school-sponsored program or activity at the discretion of the principals.

Moment of Silence

To comply with State of Alabama legislation, the Principals of each school will establish procedures so that at the beginning of each school day each teacher in charge of a group of students will conduct a brief period of quiet reflection for not more than 60 seconds with the participation of every student in the classroom. A brief period of quiet reflection for 60 seconds will also be held at the beginning of every school athletic event and graduation ceremony.

These activities are not intended to be and shall not be conducted as a religious service or exercise, but shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day.

Student Publications

The Board of Education authorizes school officials to allow students to have student-sponsored publications within the school, and expects the administration to monitor such publications to the extent that disruptions do not result from the contents. Student publications are subject to and will be expected to meet standards associated with responsible journalism. The principal and student publication sponsor are responsible for the content of such publications.

Student publications not approved by the Principal are not allowed, and the Principal shall not allow distribution of publications without prior approval. A certified person shall be appointed responsible for supervising student publications, and shall report directly to the Principal in the production of such publications.

Media Coverage of School Events

Occasionally, news media visit schools in Madison County to do special reports or follow up on certain news events. News media are allowed into the schools to cover certain events only with the permission of the Central Office and the principal. Precautions are always taken to protect the integrity and privacy of the school, staff, and students.

As a part of their coverage, media often film/video certain aspects of the school. Parents who have concerns about their child possibly being filmed or photographed by the media should contact the principal. Principals will make every effort to accommodate the wishes of the parent, but it should be understood that it is very difficult to foresee every possible situation that might occur from media coverage of the schools and school events.

Respect for Person, Privacy, and Property

The Board respects the rights of each student as it relates to person, privacy and property. The Board has an obligation to provide for the safety and well-being of its students and employees and for that reason authorizes school personnel to take appropriate action, when reasonable suspicion exists that a student is in violation of the Madison County Student Code of Conduct or possesses any item prohibited by law, Board policy, or school rules and regulations.

Interrogating/Questioning Students by Law Enforcement Officials

Students may be questioned at school by law enforcement authorities, with or without warrant or subpoena, under the following conditions:

1. The questioning shall be done in the presence of the Principal, or his/her designated administrative official.
2. If administratively possible, the child's parent or custodian should be contacted and the questioning done in their presence.

In no case should questioning of a student by law enforcement authorities be allowed unless at least one of these conditions is met.

Interrogating/Questioning Students by DHR

Schools will cooperate with the Department of Human Resources (DHR) in duties and responsibilities concerning child welfare and safety. Schools will abide by DHR guidelines and procedures in dealing with students on matters that fall within the jurisdiction of the agency. School officials should ensure that DHR officials present proper identification and/or documentation when contacting students within the schools.

General Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may conduct searches under the circumstances outlined below and may seize any illegal or unauthorized materials discovered in the search according to the guidelines outlined below. Law enforcement agencies are allowed, in cooperation with school administration officials, to make periodic visits to schools to detect the presence of illegal drugs, with such visits unannounced to anyone except the local Superintendent and/or Principal. (Unless otherwise impractical or impossible, such searches should be carried out by administrative personnel under the direct supervision of the Principal.)
[290-3-1-.02(3) (d)]

Personal Searches

Where reasonable grounds exist for suspecting a student is in bodily possession of substances or material prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcoholic beverages, guns, knives, weapons, incendiary devices, or any other material or substances of similar nature, certified school officials may conduct a search of the student's possessions, e.g., purse, school bag, wallet, and/or require the student to empty his/her pockets and remove shoes.

Bodily Searches

When conditions are such that a more intrusive search than that set forth under **Personal Searches** is required, the following guidelines shall be followed:

- a. If a "pat-down" search is necessary, the student's consent should be sought, but consent is not required to conduct such a search. If consent is not given, a "pat-down" search may be conducted when the measures used to conduct the search are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Searches should be individualized if at all possible, and the Superintendent or his/her designee should be contacted when personal searches of more than two persons are to be conducted.
- b. Strip searches, i.e., searches in which students are required to remove clothing, should not be conducted by school officials. Principals may request students to pull up pant legs, pull down socks, pull up shirts to expose midriff, or other moving of clothing that does not require removing clothing.
- c. Pat-down searches, if conducted, shall be made by persons of the same sex for all students.
- d. A search of the student's person and/or his/her personal belongings shall be conducted out of the presence of other students under the supervision of the Principal or Assistant Principal (determination of person making search may be determined by sex of person), and with at least one additional faculty member present as a witness.

Student Refusal to be Searched

If a student refuses to be searched, and the search cannot be made without the use of excessive intrusion upon the person of the student in light of the objective of the search and the age and sex of the student and the nature of the infraction, school officials shall:

- a. Notify parents
- b. Refer the case to the Superintendent or designee to initiate review for disciplinary action which may include expulsion, and
- c. Contact law enforcement authorities when conditions warrant at the discretion of school authorities. Probable cause must exist for search by law enforcement authorities, and such cause is determined by law enforcement authorities.

Locker Searches

Lockers are property of the school and under the control of the school. The student assumes full responsibility for the contents of the locker. School authorities have the right and responsibility to inspect student lockers when reasonable suspicion exists that a locker contains material illegal to the school under the following guidelines:

- a. When possible, lockers should be opened in the presence of the student.
- b. A member of the school faculty should be present as a witness with the Principal or Assistant Principal.
- c. If the student is not present, he/she shall be informed of the search within a reasonable time thereafter and informed of any contents taken from the locker.
- d. Any items that are specifically prohibited by law, board policy or school regulations, may be impounded. In cases where impounded material may be used in criminal prosecution, the Superintendent or designee should be notified.

Car Searches

Parking cars on school campuses is a privilege. The school retains authority to conduct routine patrols of student parking lots and inspect exteriors of cars and look through windows into cars. If during such inspection, items are observed that give school officials reasonable suspicion to believe the car contains illegal materials, school officials should secure student or parent permission for initiating a search of the inside of the vehicle. If permission to inspect the contents of the car is refused, the principal, or designee, should stand near the car to prevent any removal of contents from the car and call law enforcement authorities, who may, at their discretion, conduct the actual search of the car.

Prohibited Substances and Devices

The Madison County Board of Education prohibits certain substances from being in school, on school premises, on school buses, or at school-related activities away from the school. The following is a list of those substances and the action taken against those who violate this policy. This list is not a complete listing of items prohibited in school, but contains the ones most dangerous and most notable in society that should not be in schools. Other items may be prohibited at the discretion of the principal and according to other stipulations in the *Student Code of Conduct*.

Tobacco

Students shall not bring, possess, use, or sell tobacco in any form in school buildings, on school grounds, on school buses, or at any other school-sponsored function. Students shall not bring, possess, use, or sell an electronic cigarette; e-Cigarette, personal vaporizer, or electronic nicotine delivery system on school grounds, school buses, or at any other school-sponsored function. Students in violation of this policy will be subject to consequences under Classification of Violations and Consequences.

Drugs and Alcohol

Students are not to bring, possess, have in their personal belongings, in school buildings, on school grounds, on school buses, or at any school-sponsored activity, illegal drugs, oils, derivatives, synthetic drugs, prescription medication, over the counter medication, drug paraphernalia, electronic cigarettes, e-Cigarettes, personal vaporizers, or electronic nicotine delivery systems; drug seeds and/or residue, simulated drug substances, alcohol or products containing alcohol; nor shall students be under the influence of illegal drugs, simulated drug substances, medication not prescribed for use by the student (See Medication Policy for rules concerning prescription drugs and medicine), over the counter medication, alcohol or products containing alcohol on school grounds, on school buses, or at any school-sponsored activity, or have consumed illegal drugs, oils, derivatives, synthetic drugs, prescription medication not prescribed for use by the student, over the counter medication, alcohol or products containing alcohol while in route to school or to any school-related activity.

Students who violate this policy will be suspended from attending regular classes and a disciplinary or expulsion hearing will be conducted to determine if additional action is necessary. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Firearm Possession (Gun-Free Schools)

Any student bringing or having in his/her possession, either on his/her person or in his/her personal belongings, a handgun, firearm, rifle or shotgun, either on a school bus, school property or at a school event/activity, must be expelled from the Madison County School System for at least one calendar year. The Board has the authority to expel beyond one calendar year.

A gun or firearm is defined using Section 921 of Title 18 of the United States Code. (Definition available from the Madison County Schools Department of Student Services.)

1. Contact law enforcement
2. Contact parents
3. Suspend from school immediately pending investigation
4. Complete investigation as soon as possible to include written reports
5. Request an Expulsion hearing for the student according to Madison County School's procedure.

Following a student's expulsion by the Board of Education from school:

1. The expulsion will be recorded on the student's permanent record, and will be transferred to any other school, which the student seeks to enroll in.
2. The student cannot attend any regular public school for one calendar year following the expulsion or longer if determined by the Board.
3. If expelled, the student is prohibited from all Madison County School campuses and school sponsored activities for the duration of the expulsion.

Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Weapon Possession (to include Explosives, Incendiary Devices, or Poison Gasses)

A weapon is defined as a device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury. Any student bringing or having in his/her possession, either on his/her person or in his/her personal belongings, a weapon (to include explosives, incendiary devices, or poison gasses), either on a school bus, school property or at a school event/activity, may be expelled from the Madison County School System.

School administrators are to handle incidents involving a student possessing a weapon, as noted above in the following manner:

1. Contact law enforcement
2. Contact parents
3. Suspend from school immediately pending investigation
4. Complete investigation as soon as possible to include written reports
5. Contact the District Hearing Officer to discuss the facts of the case
6. Request a hearing for the student according to Madison County School's procedure.

When the hearing has been conducted, the following shall occur:

1. The disposition will be recorded on the student's permanent record, and will be transferred to any other school, which the student seeks to enroll.
2. The student must comply with the disposition as assigned by the hearing officer.
3. If expelled, the student cannot attend any regular public school for the duration of the expulsion period determined by the Board and the student is prohibited from all Madison County School campuses and school-sponsored activities for the duration of the expulsion.

Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Knife Possession

A knife may be considered a weapon. Students should not bring, possess, or have in their belongings, either on a school bus, school property or at school functions, a knife. If the knife is determined to be a weapon, see weapon possession above. If the knife is not determined to be a weapon, the school principal may handle it on a case-by-case basis depending on the circumstance. All incidents that involve a knife should be reported to law enforcement and should be discussed with the District's Hearing Officer.

Physical Harm or Threatened Physical Harm to Students or School Employees

The Madison County Board of Education prohibits any person from doing physical harm, or from threatening physical harm, to students or employees. School officials must treat it seriously when any person causes physical harm, or threatens to do physical harm, to students or school employees.

1. Each report of such actions will be investigated and appropriate action taken.
2. School administrators have the prerogative to take extenuating circumstances into account when deciding on a course of action when investigating such incidents.
3. If conditions warrant, the administrator may request a hearing to determine if additional action is necessary, and based on circumstances may recommend expulsion of a student from school.
4. Such decisions to suspend and/or expel must include a review and consideration of the student's exceptional status, if applicable, discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
5. Such actions by students, employees or outside individuals may necessitate the involvement of local law enforcement officials.

The Criminal Code of the State of Alabama (13A-10-15) makes it a Class C felony to threaten by any means to commit a crime of violence or damage any property by intentionally or recklessly:

1. Terrorizing another person
2. Causing the disruption of school activities
3. Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience

When matters of this or a similar nature are reported to law enforcement officials, school officials are removed from enforcement of criminal law. School officials may, however, take appropriate disciplinary action against a student for such violations. School officials are required to report all criminal matters to law enforcement immediately.

In the event a student violates this policy, he/she may not be readmitted to the public schools of this state until:

1. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and
2. The person has satisfied all other requirements imposed by the local board of education as a condition for readmission.
3. Students may be required to attend the Alternative School for a period of time following the disposal of charges by the appropriate authorities.

Persons found guilty of an offense involving drugs, alcohol, a handgun, firearm, rifle or shotgun, weapons, physical harm to a person, or threatened physical harm to a person, may be readmitted to school upon such conditions prescribed by the school system to ensure the preservation of the safety or security of students and employees.

- Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

SAFE-2-TELL

Madison County Schools works with the Madison County Sheriff's Department to provide a safe learning environment for our students and staff. Any person, who feels threatened or unsafe, has knowledge of weapons, drugs, violence, bullying, etc., in any of our schools is encouraged to use the anonymous SAFE-2-TELL tip line. Text or call 256-536-TELL (8355) or email 256TELL@madisoncountyal.gov. The tip line is provided and monitored by the Madison County Sheriff's Department.

Students, staff, parents, and community members are encouraged to report any threats or any other unsafe acts at or on school grounds/school-sponsored activities to the school principal. Any complaint of bullying and/or harassment should be documented on the Bullying/Harassment/Complaint form located on the Student Services page of our website and turned in to the school administrator/designee. For the district's Student Anti-Harassment Policy, see pages 34 through 37 of this Code of Conduct.

Vandalism, Property Destruction and/or Theft

Attempted or actual theft of and/or damage and/or willful vandalism to school and personal property is prohibited. In addition, knowingly possessing or utilizing stolen property, or being a bystander to damage or vandalism will also be seen as a violation of this policy. Students reported for participation in social media challenges that encourage property damage, and/or theft are subject to one or more of the following:

1. Prosecution for criminal charges and/or
2. Restitution of the costs for repair, replacement or recovery of the property(Alabama State Law Section 16-1-24.1) ; and/or
3. Disciplinary action via the student conduct process.

Classification of Violations and Consequences

Following is a list of local and State violations classified according to each one's seriousness. These lists are not intended to contain all violations of the Code of Conduct, or all the rules, regulations, crimes, and procedures of a school. School officials will use the list to handle violations and assign the appropriate resulting consequences. When violations occur in the school that are not found within any one classification, the principal of the school should contact the Student Services Department to classify them accordingly. All schools are required to follow the discipline policies and procedures outlined in this Code of Conduct book.

Local Code Violations

Code	Violation	Code	Violation
L58-1	Dishonesty or cheating To lie or be deliberately deceptive or any act to obtain, attempt to obtain, or aid another to obtain credit for work by dishonest or deceptive means	L11-1a	Minor disruption in a classroom Any minor behavior or actions that causes a disruption in the classroom
L16-1	Electronic Devices – unauthorized use The use or possession of any electronic communication device that is a violation of local board policy, the MCBOE acceptable use agreement, or legislation	L11 -1b	Minor disruption on a school bus Any minor behavior or action that causes a disruption on the school bus
L10-1a	Failure to follow appropriate directives from a local Board of Education employee Willfully not following appropriate directives	L10-1b	Non-conformity to dress code Failure to comply with the dress code outline in this handbook
L05-1	Inappropriate physical contact of another person, Any unsolicited or unwanted touching.	L36-1a	Tardiness (to School or to Class < 10 minutes) Any unexcused absence from class less than 10 minutes
<p style="text-align: center;">Consequences for Local Code Violations</p> <p style="text-align: center;">Parent Contact and one of the following consequences as determined by the Principal or his/her designee:</p> <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> Conference with the student Verbal reprimand Withdrawal of privileges Temporary removal from class (<i>less than a full day</i>) Removal from bus <ul style="list-style-type: none"> Detention Community Service Seizure of property (<i>to be returned to parent</i>) Restitution of property and damages (<i>where appropriate</i>) </div>			

Class I – Minor Violations

SIR Code	Violation	SIR Code	Violation
S58-1a	Dishonesty or cheating Repetitive - To lie or be deliberately deceptive or any act to obtain, attempt to obtain, or aid another to obtain credit for work by dishonest or deceptive means	S36-1a	Tardiness (to School or to Class < 10 minutes) Any repetitive unexcused absence from class less than 10 minutes
S10-1a	Failure to follow appropriate directives from a local Board of Education employee Repetitive - Willfully not following appropriate directives	S31-1	Threat/Intimidation (<i>low concern on threat assessment form</i>) Any communication (verbal, written, or gesture) to place another person in fear of bodily harm without displaying a weapon or subjecting the person to actual physical attack
S05-1	Inappropriate physical contact of another person Any repeated unsolicited or unwanted touching that may or may not involve physical harm or injury.	S36-1b	Unauthorized absence from class or school for part of a day (<i>skipping class ≥ 10 minutes</i>) Any unexcused absence from class 10 minutes or greater
S11-1a	Minor disruption in a classroom Any repetitive minor behavior or actions that causes a disruption in the classroom	S08-1	Vandalism – less than \$100 Inflicting damage to private or school property
S11-1b	Minor disruption on a school bus Any repetitive minor behavior or action that causes a disruption on the school bus	S16-1	Violation of Acceptable Use Policy (AUP) and Internet Safety - Minor) Failure to comply with the AUP outlined in this handbook
S10-1b	Non-conformity to dress code Repetitive - Failure to comply with the dress code outline in this handbook	S58-1b	Any other violation Any act that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
S26-1	Profane/obscene language or manifestations – non-direct use verbal, written, or gesture The use of obscene, abusive, vulgar, demeaning, or irreverent language on school grounds or at a school-related activity	S20-1	Harassment of another person: the intent to harass, annoy, or alarm another person with physical contact, abusive or obscene language or gestures, or electronic and/or other means of communication.
<p style="text-align: center;">Consequences of Class I – Minor Violations</p> <p style="text-align: center;">Parental contact AND the following consequence as determined by the Principal or his/her designee:</p> <ul style="list-style-type: none"> In-School suspension - up to 2 days 			

Class II – Intermediate Violations

SIR Code	Violation	SIR Code	Violation
S08-2	Criminal Mischief – less than \$100 The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it	S26-2	Profanity/obscene language or manifestation Directed use whether verbal, written, or gesture, to include that of a racially motivated nature
S10-2	Disobedience <i>(Refusal to follow appropriate directive from a local board of education employee)</i> Repetitive failure to follow directives that may impede the learning environment, or pose a threat to the health, safety, and or welfare of students, staff, or others	S29-2	Sexual Harassment Unwanted, verbal, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance
S11-2	Disorderly Conduct (Other Than Those Incidents Listed) Any act that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others	S31-2	Threat/Intimidation (medium concern on threat assessment form) Any communication (verbal,digital, written, or gesture) to place another person in fear of bodily harm without displaying a weapon or subjecting the person to actual physical attack
S12-2	Disruptive Demonstration Demonstrations of five or more participants who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance, or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law	S36-2	Unauthorized school absence Leaving campus without permission
S17-2	Fighting Any physical altercation between two or more individuals with an intent to harm	S35-2	Trespassing Knowingly entering or remaining unlawfully on any school premises
S19-2	Gambling – minor To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes are \$100 or less	S32-2	Tobacco Possession The possession, use, distribution, or sale/transfer of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation
S22-2	Inciting others – without injury Leading, encouraging, or assisting in a major disturbance causing destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function	S33-2	Tobacco Sale/Transfer The possession of tobacco products with the intent to distribute, sale, or transfer on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation
S52-2	Knife possession (Simple pocket knife or inadvertent possession) Possession of a knife or other blade less than three (3) inches long without intent to harm or intimidate others	S34-2	Tobacco Use The possession, use, or intent to use tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation
S24-2	Larceny/Theft/Possession of Stolen Property (less than \$100) The unlawful taking, carrying, leading, riding, or driving away of another person's property with intent to convert it or deprive the owner thereof	S16-2	Violation of Acceptable Use Policy (AUP) and Internet Safety – Intermediate Failure to comply with the AUP outlined in this handbook
S58-2a	Medication Policy Violation Failure to comply with the medication policy outlined in this handbook	S58-2b	Any other violation Any act that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
S05-2	Physical attack To intentionally inflict physical harm or cause minor injury to another individual.	S20-2	Harassment of another person: the intent to harass, annoy, or alarm another person with physical contact, abusive or obscene language or gestures, or electronic and/or other means of communication.

Consequences of Class II – Intermediate Violations

Parental contact AND one of the following consequences as determined by the Principal or his/her designee:

- In-School suspension - up to 3 days
- Out-of-School suspension - up to 3 days

Class III – Major Violations

SIR Code	Violation	SIR Code	Violation
S01-3	Alcohol Possession (<i>refer to page 17 Drugs and Alcohol</i>) Possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated or under the influence of alcohol at school, school-sponsored events, and on school-sponsored transportation	S22-3	Inciting Others – with injury/damage Leading, encouraging, or assisting in a major disturbance using any form communication including virtual transmissions causing destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function
S02-3	Alcohol Sale/Transfer Alcohol definition + Sale/transfer includes, but is not limited to, giving away, furnishing, and distributing	S52-3	Knife Possession Possession of a knife or other blade with or without intent to harm, intimidate others or inflict damage to property
S03-3	Alcohol Use Alcohol definition + Use includes individuals caught in the act of using, are tested and use found by an officer during/after arrest, or discovered in the course of investigating the incident to have used alcohol	S53-3	Knife Sale/Transfer Possession of a knife or other blade with intent to distribute, sell, or transfer
S05-3	Assault (<i>bodily harm- 3rd Degree</i>) Any intentional touching or striking of another person against his or her will that causes bodily harm to an individual.	S24-3	Larceny/Theft/Possession of Stolen Property (<i>greater than \$100</i>) The unlawful taking, carrying, leading, riding, or driving away of another person's property with intent to convert it or deprive the owner thereof
S08-3	Criminal Mischief (<i>less than \$500</i>) The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it to include participation in social media or other challenges that encourage the destruction or theft of school and/or personal property.	S25-3	Motor Vehicle Use – Unauthorized The unlawful use of any school vehicle
S09-3	Defiance of Authority (<i>Persistent and intentional refusal to follow appropriate directive from a local board of education employee</i>) Repetitive and persistent disobedience that may impede the learning environment, or pose a threat to the health, safety, and or welfare of students, staff, or others	S26-3	Profanity/obscene language or manifestations Directed use towards a Board of Education employee
S11-3	Disorderly Conduct (<i>with arrest by law enforcement</i>) Any act that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.	S58-3a	Refusal for drug or weapon search Any refusal to submit to a search of person or property when reasonable suspicion exists about possession of substances/material prohibited by school policy or state law
S13-3a	Drug Possession (<i>refer to page 16 Drugs and Alcohol</i>) The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of or possessing drugs or substances represented as drugs on school transportation, at school-sponsored events, or on school property	S29-3	Sexual Harassment Unwanted, repeated, verbal, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance
S13-3b	Drug Paraphernalia (<i>refer to page 17 Drugs and Alcohol</i>) Possession of equipment and/or devices used for preparing or taking drugs or narcotics	S30-3	Sexual Offenses Any sexual contact or other behavior/conduct intended to result in sexual gratification. Includes exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place and/ or conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness.
S14-3	Drug Transfer (<i>refer to page 17 Drugs and Alcohol</i>) Drug Definition + transfer or intent to transfer to or from an individual. This includes individuals caught in the act of transfer or that are discovered to have transferred in the course of investigating the incident	S31-3	Threats/Intimidation (<i>Other Than Bomb – repeated or high concern on threat assessment form</i>) Any communication (verbal, digital, written, or gesture) to another individual that causes reasonable fear of bodily harm with or without subjecting the person to actual physical attack.

S15-3	Drug Use (refer to page 16 Drugs and Alcohol) Drug definition + Use includes individuals caught in the act of using, are tested and use found by officer during/after arrest, or are discovered to have used in the course of investigating the incident	S16-3	Violation of Acceptable Use Policy (AUP) and Internet Safety – Major Failure to comply with AUP as outlined in this handbook.
S17-3	Fighting – repeated or with serious injuries Any physical altercation between two or more individuals with an intent to harm	S49-3	Weapon Possession Possession of any instrument or object designed to inflict harm on another person, or to intimidate any person. This includes fireworks and any instrument not being used for the purpose for which it was normally intended and is capable of harming an individual.
S18-3	Fire Alarm/False Alarm (Tampering With or Setting Off) Rendering a false fire alarm occurs when a person knowingly causes a false fire report to be transmitted to or within an official or volunteer fire department or a false alarm to any other governmental agency	S50-3	Weapon Sale/Transfer Possession, distribution, sale, or transfer of any instrument or object to inflict harm on another person, or to intimidate any person
S19-3	Gambling - major To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes are \$100 or more	S58-3b	Any Other Violation (Must be approved by Hearing Officer or designee) Any act that the hearing officer may deem reasonable
S20-3	Harassment (Bullying or Hazing reported here) Any intentional abusive behavior that takes place on school property, on a school bus, or at a school-sponsored function, including, but not limited to, written, electronic, or verbal communication and/ or physical acts or contact that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic as identified in Madison County Board policy.		* Note: <i>Students assigned to an alternative placement are not allowed to attend any school function nor be on any other Madison County School System property besides the PACE Academy for the duration of the placement period. Any violation of this guideline could result in a report to law enforcement authorities and/or arrest.</i>
<p style="text-align: center;">Consequences of Class III – Major Violations</p> <p>Parent Contact AND one of the following consequences as determined by the Principal or his/her designee:</p> <ul style="list-style-type: none"> • In-School Suspension up to 5 days AND Referral for Disciplinary Hearing • Out-of-School Suspension up to 5 days AND Referral for Disciplinary Hearing 			

Any student charged with a Class III violation and confirmed through the hearing process may be assigned an alternative school placement at PACE Academy for up to 90 days. The PACE Academy is located at 1275 Jordan Road, Valiene C. Battle Building, Huntsville, AL 35811. It is the parent's responsibility to transport the student to and from the PACE Academy during the assigned period. The base school will provide all assignments and record grades and PACE Academy faculty will provide instruction while the student attends PACE Academy.

Class IV - Criminal Violations

SIR Code	Violation	SIR Code	Violation
S04-4	Arson Intentionally damaging a building or structure or puts a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. Fireworks are included in this category if they are contributing factors to a damaging fire.	S21-4	Homicide Murder, non-negligent manslaughter, killing of one human being by another, or killing a person through negligence
S05-4	Assault (<i>serious bodily harm-1st or 2nd degree</i>) An actual and intentional touching or striking of another person against his or her will or intentionally causing serious bodily harm to an individual, to include a Board Employee	S23-4	Kidnapping The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian
S06-4	Bomb Threat To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists	S54-4	Knife Use The use, intent to use, or possession of a knife, with the intention to inflict harm on another person or to intimidate any person
S07-4	Burglary The unlawful entry into a building or other structure with the intent to commit a crime	S25-4	Motor Vehicle Theft The unlawful taking, riding, or driving away of another person's motor vehicle
S08-4	Criminal Mischief (<i>greater than \$500</i>) The willful and/or malicious destruction, damage, or defacement to include hate speech or racially motivated language or symbols of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.	S27-4	Robbery The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
S14-4	Drug Sale (<i>refer to page 17 Drugs and Alcohol</i>) The exchange of, or the intent to exchange, drugs for money or other possessions	S28-4	Sexual Battery Any oral, anal, or vaginal penetration by, or union with, the sexual organ of another, or the anal or vaginal penetration of another by any other object, or attempts forcibly and/or against the person's will
S46-4	Explosive Possession <i>(Including Incendiary Devices or Poison Gas)</i> Possession of a destructive device (bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive) that is designed to explode and is capable of causing bodily harm or property damage	S30-4	Sexual Offenses Any unlawful sexual behavior intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent
S47-4	Explosive Sale/Transfer Possession of a destructive device (bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive) that is designed to explode and is capable of causing bodily harm or property damage with the intent to distribute, sale or transfer	S31-4	Terroristic Threat Any threat to commit a crime of violence or damage to school property causing the disruption of school activities
S48-4	Explosive Use/ Intent to Use Possession and use (or intent to use) a destructive device (bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive) to cause bodily harm or property damage	S16-4	Violation of Acceptable Use Policy (AUP) and Internet Safety – Criminal Failure to comply with the AUP outlined in this handbook.
S43-4	Firearm Possession Possession of a firearm of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive	S51-4	Weapon Use/ Intent to Use Possession and use (or intent to use) any instrument or object designed to inflict harm on another person, or to intimidate any person. This includes any instrument not being used for the purpose for which it was normally intended and capable of harming an individual
S44-4	Firearm Sale/Transfer Possession and intent to distribute, sell, or transfer a firearm of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive	S58-4	Any other violation (<i>Must have Superintendent or designee approval</i>) Any act that the Superintendent may deem reasonable
S45-4	Firearm Use/Intent to Use Possession and use (or intent to use) a firearm of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive		

Consequences of Class IV - Criminal Violations

Parent Contact **AND** the following consequences:

Out-of-School Suspension up to 10 days **AND** Referral for Expulsion Hearing

Any student charged with a Class IV violation and confirmed through the hearing process may be expelled from Madison County Schools. If the student is expelled, it is the parent's responsibility to continue the student's education during the expulsion period if the student is between the ages of 6 and 17. * **Note:** *Students who are suspended out of school or expelled from the Madison County School System are not allowed to attend any school function nor be on any of the Madison County School System properties during the duration of the out of school suspension or expulsion. Any violation of this guideline could result in a report to law enforcement authorities and/or arrest.*

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:

School level (teacher-initiated referral):

1. The teacher will submit the referral form to the administrator
2. The administrator will investigate the referral
 - a. The student will know what has occurred
 - b. The student will know the evidence to support the violation
 - c. The student will be allowed to give an explanation
3. Discipline alternatives will be discussed
4. When possible, the student will be allowed to choose a discipline method from those offered to the student. If a parent(s) disagrees with the decision, he or she may appeal in writing to the school principal.
 - a. Appeal should identify the student
 - b. Reason for appeal
 - c. Indicate what he or she would like to happen in order to resolve the issue

District level (principal-initiated disciplinary hearing)

1. The school level referral process will occur.
2. If the evidence supports a Class III violation, the school administrator will submit a hearing packet to the Student Services Department for review. If a hearing is warranted, the follow procedure will occur:
 - a. Date and time of hearing will be set by the Student Services Department
 - b. Hearing will normally be held at the Central Office within 10 school days.
 - i. Administrator will review statements and evidence
 - ii. Student and parent/custodian will be given an opportunity to address hearing officer and present evidence
 - iii. Grades, attendance, and discipline will be reviewed
 - iv. Parent/Custodian will be notified in writing of the decision of the hearing officer within 24 hours.
3. If the parent/custodian disagrees with the decision, he or she may appeal in writing to the Superintendent.
 - a. Appeal should identify the student
 - b. Reason for appeal
 - c. Indicate what he or she would like to happen in order to resolve the issue
 - d. All decisions by the Superintendent are final.

District level (principal-initiated expulsion hearing)

1. The school level referral process will occur.
2. If the evidence supports a Class IV violation, the school administrator will submit a hearing packet to the Student Services Department for review. If a hearing is warranted, the follow procedure will occur:
 - a. Date and time of hearing will be set by the Student Services Department
 - b. Hearing will normally be held at the Central Office within 10 school days.
 - i. Administrator will review statements and evidence
 - ii. Student and parent/custodian will be given an opportunity to address hearing officer and present evidence
 - iii. Grades, attendance, and discipline will be reviewed
 - c. Parent/Custodian will be notified in writing of the decision of the hearing officer within 24 hours.

3. If the hearing officer confirms the expulsion recommendation, the review committee and the Superintendent will review the case and make a recommendation to the Board of Education
4. Only the Board of Education can expel a student from school; therefore, the expulsion hearing will be conducted at the next scheduled board meeting after the hearing.
5. The decision of the Board of Education is final

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.

Corporal Punishment

The Board does not permit the use of corporal punishment, which is defined by the Board as bodily punishment restricted to the use of a paddle on the buttocks, as a consequence for inappropriate behavior.[Reference: ALA. CODE §16-28A-2 (1975)]

Unsafe School Choice Option

The Madison County Board of Education complies with the Alabama Unsafe School Choice Option as developed by the State Department of Education in compliance with the Every Student Succeeds Act of 2015. As a result, students in Madison County Schools are offered a transfer option when for three (3) consecutive years a school in which a child is enrolled becomes a persistently dangerous school by having expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. For purposes of this policy, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

Seclusion and Physical Restraint for All Students

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is in an immediate danger to himself or others and the student is not responsive to reasonably implemented and less intensive behavioral interventions such as verbal directives and other de-escalation techniques. Physical restraint is 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 law enforcement. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), written notice will be provided to the parent or legal custodian.

Medication Policy

Students are not to have prescription or over-the-counter medications (OTC) in their possession during the school day or during school sponsored events. Students must take medication only in the presence of the licensed nurse, trained Medication Assistant or parent/custodian unless authorized to self-administer by a licensed provider. A medication patch prescribed by the licensed Medical Provider may be worn during the school day.

Prescription medications will be administered only if a properly completed *School Medication Prescriber/Parent Authorization Form* (PPA) is thoroughly completed and signed by the licensed prescriber and parent/custodian.

The parent must provide OTC medicine in the original, unopened, sealed container with specific instructions as to when or why such medicines may be necessary. The delegating RN must evaluate and approve all OTC medicines and parental instructions. The delegating RN will determine if the OTC medicine is appropriate and whether a provider order is also necessary. OTC medications will be administered in accordance with manufacturer recommendations for dosage by age and/or weight only. The licensed school nurse or trained Medication Assistant will notify a student's parent if the student requests to take his/her OTC medication only as necessary - when taken ten or more days during a one month period of school. Per direction from the Alabama Board of Nursing and the Alabama State Department of Education, schools are prohibited from keeping a stock supply of any OTC medication. Instructions for the delivery of medication to the school nurse or trained Medication Assistant are included below.

Procedure for Administering Medication to Students

1. Where required by Policy and Procedure Governing Student Medications, a properly completed *School Medication Prescriber/Parent Authorization Form* must be kept on file.
2. Prescription medications must be kept in a current pharmacy labeled container marked with the student's name, dosage, name of drug and directions for administration. All over-the counter medication must be delivered in a sealed manufacturers' labeled container with the student's name written in indelible ink on the container. No expired (by date on label &/or packaging) medications will be administered in the school setting.
3. Students are not allowed to transport any type of medication to and from the school. Medication must be transported by the parent/custodian unless other arrangements have been approved by the principal and school nurse, (exceptions: asthma inhaler, insulin/diabetic supplies, and EpiPen, only when so authorized by the prescriber/physician and parent/custodian). The trained Medication Assistant or licensed nurse will record the date and amount of medication received on the backside of the Medication Administration Record (MAR) form. School personnel and parent/custodian will sign the entry in the space provided.
4. All medication must be stored so that each medication is in an individual compartment and locked times two.
5. Students will be allowed to carry (on their person) and/or self-administer medications prescribed for treatment of chronic health conditions only when the prescriber and custodial parent have so indicated and signed on the *School Medication Prescriber/Parent Authorization Form*.
6. Any change in medication, medication orders, to include a change in the medication prescribed, or a change in the existing medication dosage amount or schedule, etc. must be documented on a new medication authorization form, signed by the licensed prescriber/physician and parent/custodian. Medication discontinuation orders, to include the effective date, must be documented in writing by the prescriber. The custodial parent must sign out and pick up any remaining doses of the discontinued medication stored at the school. The form can be faxed from the licensed prescriber's office to expedite the process. The stop date of the original medication order will be documented on the original authorization and daily medication record. The start date of the new medication order will be documented on the newly completed authorization form and daily medication record.
7. If an error in medication administration is made, the Medication Assistant or licensed nurse will do the following:
 - Locate and have the student brought to the office for assessment and observation.
 - Notify school administrator and Lead Nurse
 - Contact prescriber and/or Poison Control and follow instructions as provided
 - Contact parent and relay instructions provided and steps taken as directed by prescriber and/or Poison Control.
 - In the event a prescribed dosage of medication is omitted, contact the parent to advise him/her that particular dosage was omitted. At no time is it permissible to administer dosage upon parent authorization only.
 - Complete and sign the *Unusual Occurrence Form*.
 - Forward the completed form onto the Lead Nurse.
8. Unused portions of medication must be picked up from school by the custodial parent at the end of the school year. Unused portions not picked up will be disposed of by school personnel in the presence of a witness and documented on the back of the Medication Administration Record (MAR) Form.
9. All medication documentation must be maintained until the individual student reaches the age of 21 (per the Functional Analysis and Record Disposition Authority document) and stored in the nurse's office, school's record room or school office in a secure area that is locked times two.
10. The on-site nurse or delegating nurse must periodically monitor and document the trained Medication Assistant's skills and retain the responsibility for all outcomes concerning the administration of the student medication. The delegating nurse will complete and submit to the Lead Nurse annually a copy of the ABN/SDE *Delegation to Unlicensed School Personnel Assisting with Medication* form.
11. Procedure for the application and removal of a medication patch:
 - Treat medication patch as a topical route of administration.
 - Patch requires a completed *School Medication Prescriber/Parent Authorization Form* with times noted for application and removal of the patch
 - If the patch should fall off during the school day, the student must bring the patch to the nurse for disposal and to

- complete a thorough hand washing.
 - The trained Medication Assistant or licensed nurse can apply or remove the patch
 - Gloves must be worn during application and removal of patch
 - Dispose of used patch in a lidded container in the presence of a witness and document.
12. Licensed School Nurses or trained unlicensed school personnel will administer epinephrine to students via single dose auto-injectors as prescribed by individual students' healthcare providers or from unassigned school doses in accordance with the Madison County *Anaphylaxis Preparedness Program* protocol.

Communicable Diseases

A student may be excluded from school if he/she is known to have a communicable disease or parasite known to be spread by any form of casual contact and considered to be a health threat to the school population. To help maintain a safe and healthy learning environment, the local health department recommends that students with an oral temperature of 100 degrees or higher be excluded until fever-free for twenty-four hours, without fever controlling medication. Additionally, it is recommended that students with gastrointestinal symptoms be excluded for a twenty-four hour period following the last episode of vomiting and/or diarrhea. The School Principal and/or School Nurse shall report to the local Health Department all incidents of potential and confirmed cases of communicable disease, in accordance with the state's Notifiable Disease Law. The Superintendent shall have the authority to exclude any student, and such exclusion shall be for a period of time as may be prescribed by the local health department, school nurse, or physician. In all such cases, a statement of clearance from the Department of Health, school nurse, or a physician shall be required before the student may re-enter school.

Body Fluid Procedures

It is the position of the Madison County School system that a student entering Pre-K/K programs shows independence and self-care skills, specifically in the area of toileting. It is considered age appropriate behavior upon school entry to expect "toileting independence". If a student has special needs and requires assistance with diapering or toileting, this should be discussed with the teacher and school nurse. Toileting needs will be addressed both during the time period the student is being evaluated for services, and after he/she is found to qualify, in his/her Individualized Education Plan (IEP) or Section 504 Plan. Every effort will be made to meet these needs in the least restrictive environment. In the best interest of both the student and the employee, the school nurse or other school staff member designated to assist the student with toileting needs will do so in the presence of another staff member whenever possible.

Environmental/Safety Concerns

Exposure to body fluids is not safe practice. All body fluids are considered potentially infectious and can transmit a variety of communicable diseases. Therefore, it is not viewed as staff responsibility to change or clean a student if feces and/or urine are involved. In the case of stomach contents (vomit), the school custodian has been instructed in the proper procedure for cleanup. If a student vomits, the parent will be notified to pick the student up from school.

Parent Responsibility-General Education Classes

If a student does not make it to the bathroom and soils his/her clothes with urine or feces, the parent will be called to come to the school to clean the student, dress the student in clean clothes and take the soiled clothing off-campus. Once cleaned, the student may return to the classroom. In cases where the student self-cleans, the same procedures apply.

Soiled clothes must be stored in a plastic bag until the items can be picked up by the parent. Clothing soiled with the body fluids cannot be transported via the school bus and will be available for parent pick up for one additional day after the incident has occurred. Otherwise, the soiled clothing will be discarded.

Pediculosis (head lice)

According to The Alabama Department of Public Health (ADPH), head lice is not a disease and does not require that a student with nits be denied attendance in school. This position is supported by the Center for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses. Children found with live head lice or nits will be referred to parents for treatment. The school nurse, being the most knowledgeable professional in the school community, will provide education and guidance to parents/guardians regarding "best practices" for Pediculosis (head lice) management.

Acceptable Use and Internet Safety Policy

The Madison County Schools' electronic network is available to students and employees, and the goal is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. As the technological environment is large and varied, the use of technology by students and employees must be legal and ethical; and it should be consistent with the educational vision, mission, and goals of the Board of Education.

The use of the Madison County Schools' network is a privilege, not a right. Each user is expected to abide by the generally accepted rules of network etiquette and the provisions in this document. Violations of these provisions, or applicable laws and regulations, may result in the loss of computer services, disciplinary action to include termination of employment and/or appropriate legal action, and/or assessment of the cost of damages to hardware/software.

Violations

S16-1 Violation of Acceptable Use Policy (AUP) and Internet Safety - Minor

- a. Accessing another individual's materials, information, or files without the permission of that person;
- b. Violating copyright or otherwise using the intellectual property of another individual or organization without permission
- c. Using passwords other than one's own.
- d. Giving out personal information on-line such as full name, home address, phone number, etc.;
- e. Using software which has not been assigned or approved by staff
- f. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff
- g. Seeking to gain or gaining unauthorized access to information resources or other computing devices
- h. Harassing, insulting, or attacking others in person or through the virtual classroom setting
- i. Accessing chat rooms, and sites selling term papers, book reports and other forms of student coursework

S16-2 Violation of Acceptable Use Policy (AUP) and Internet Safety - Intermediate

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Transmitting obscene, abusive, sexually explicit, or threatening images and/or language;
- c. Using the network for commercial purposes
- d. Harassing, insulting, or attacking others in person or through the virtual classroom setting
- e. Altering the setup of computers as set by the system administrator

S16-3 Violation of Acceptable Use Policy (AUP) and Internet Safety – Major

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Transmitting obscene, abusive, sexually explicit, or threatening images and/or language of an extreme nature;
- c. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses
- d. Gaining unauthorized access ("hacking") to resources or entities
- e. Invading the privacy of individuals
- f. Using personal devices (Hotspots, MiFi) to circumvent the MCSS Network

S16-4 Violation of Acceptable Use Policy (AUP) and Internet Safety – Criminal

- a. Any of the uses named above that violate any local, state, or federal statute

The school district maintains the right to limit the content of material that students read due to legitimate pedagogical concerns.

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student/employee may encounter. Therefore, before using the district's on-line resources, each student/employee (and the parents/guardians of the student) shall sign and return an Acceptable Use Agreement. Students/Employees and parents/guardians shall agree to not hold the district responsible for materials acquired on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users.

There have been cases of the Internet being used as a tool in credit card fraud, electronic forgeries, and other forms of illegal behavior. Students and employees should be aware that these activities exist, and should exercise extreme caution to prevent themselves from becoming a victim of such scams. Although the staff will supervise student use of the Internet while at school, we encourage parents to have a discussion with their children about values and how those beliefs should

guide student activities while using the Internet

Internet Safety

General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for 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 of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

Personal Safety. Be safe. In using the computer network and the Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

“Hacking” and Other Illegal Activities. It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Online Behavior Education. All students will receive education about appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social networking sites and chat rooms. This education will be provided through the implementation of the Technology Course of Study, through Internet Safety awareness and education programs at each school. In addition, educational materials and links regarding cyber bullying as well as safe and appropriate behavior will be placed on the System’s website for access by parents and students. In the event classes are held virtually, positive online behavior is expected. All classroom rules and expectations are to be followed according to the Student Code of Conduct. Violation of the Acceptable Use Policy will be enforced and may result in the loss of privileges.

Internet Filtering

Madison County Schools, either by itself or in combination with the Internet Provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students through direct observation or technological means. Any time a student is logged into Google Chrome while on their school-owned account, whether on a school-issued or personal device, they may be monitored to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. This monitoring can include web searches, social media, videos, or Google products.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

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,
- an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Electronic Mail (Email)

Madison County Schools provides access to electronic mail for all employees and for specific and selected student use. Such access is for his/her use in any educational and instructional business that they may conduct. Limited personal use of electronic mail is permitted as long as it does not violate Madison County School’s policy and/or adversely affect others. Electronic mail shall not be used to promote political, religious, and/or personal gains.

The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. Network administrators can review e-mail, file folders, and communications to maintain system integrity and ensure that users are using the system responsibly.

Network Etiquette

Users of E-mail and other network services should be aware of the common expectations or network etiquette that users expect from one another.

- E-mail messages are not guaranteed to be private.
- When sending email, make your "subject" as descriptive as possible.
- Do not post the personal address or phone numbers of students or colleagues.
- Check your email frequently and delete it after reading it.
- Proofread and edit messages before they are sent, but be tolerant of errors in messages from others.
- Be careful when using sarcasm and humor: without face-to-face communications, a joke may not be taken the way it was intended.
- Do not publicly criticize or inflame others.
- Protect the privacy of other people.
- Messages written in all capitals are difficult to read and are the network equivalent of shouting.

Internet Publishing

Design and Development:

Project pages and other documents for publication may be designed and developed as desired by individual students, teachers, or groups as appropriate. The content of the school's/department's home page is left to the discretion of the school/department except for the required elements listed above.

Approval and Implementation:

The school principal/department supervisor is responsible for implementation of the homepage and the documents maintained on the server. The principal/supervisor is also responsible for maintaining a backup of the information so that a prompt recovery can be made in the event of corruption or loss.

Maintenance:

School principals/department supervisors are responsible for ensuring that all publications implemented by their respective areas are updated as necessary to maintain accurate and current content. This includes the regular review, testing, and modification of all links and the withdrawal of any documents that become inaccurate or irrelevant.

The Webmaster

The Webmaster will provide assistance as requested in the design and development of electronic documents. In addition, the Webmaster will monitor all Madison County Schools' publications. Internet documents published by students and employees will normally reside on the system's server or a school or project server maintained by an individual school. As school principals/department supervisors are responsible for ensuring the integrity and recoverability of their respective servers, the Webmaster's role in implementation is limited to advising and assisting as requested.

Web Pages

The Internet is a worldwide system of networks, which makes a vast quantity of information and resources available to anyone who has a computer, a modem, and an Internet access account. Examples of documents, which Madison County Schools' students and employees might publish on the Internet, include job vacancies, school assignment information, bus routes, student project information and other information of public interest. All web pages created by students and student organizations on the district's computer system will be subject to treatment as a district-sponsored publication. Accordingly, the district reserves the right to exercise editorial control over such publications.

Content published via Madison County Schools network must comply with the following regulations:

- All publications must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property and use of computers.
- All Madison County Schools publications should reside on the district's communication network. Any exceptions must be approved by the Director of Technology.
- All content must be appropriate, decent, in good taste, and not intended to harass or demean individuals or groups.
- Correct grammar and spelling should be used.
- Publications must include a statement of copyright, when appropriate, and indicate that permission has been secured to include copyrighted materials.

- Factual information must be documentable.
- Links to other sites should be scrupulously researched to make sure that the linked site is free from objectionable material. The following disclaimer should be posted on the school's web page; "The links in this area will let you leave the school and school district site. The linked sites are not under the control of the school/district, and the school/district is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. The school/district is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the school/district".
- Publications must identify affiliation with Madison County Schools.
- All publications must provide a link to the Madison County Schools home page.
- The date of creation and the date last updated are required on all publications.
- All publications must include the e-mail address of the person maintaining the page.
- All publications must include the statement, "Madison County Schools does not discriminate in admission, treatment, or access to program or activities on the basis of race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status, except as provided by the law or policy."
- Commercial use (advertisements, business logos, etc.) is prohibited. (A listing of school adopters is permitted)
- Documents should be high quality and structured for clarity and readability.
- All publications must be reviewed and approved as described below.
- Written permission must be on file for all students/employees pictures to be placed on the page.
- Permission must be granted, and on file, for all original work (poems, stories, artwork, etc.) done by students/employees that is posted on the page.
- As defined by the Federal Family Educational Rights and Privacy Act (FERPA), directory information is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. In accordance with FERPA, parents and guardians may opt out of having Madison County Schools release their student's directory information and/or photos.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Madison County Schools network, please contact Computer Services. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to login to any system, program, or network as an administrator may result in cancellation of user privileges.

Occasionally, individuals are issued passwords in order to access programs as part of the tasks they perform. It is each individual's responsibility to protect the integrity of those passwords, and password sharing is strictly prohibited.

Any individual identified as a security risk or having a history of problems with other computer systems may be denied access.

Data Governance

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

Copyright Restrictions

All copyright laws and regulations, in all formats, including electronic-based works or processes will be enforced.

Material that may be copyrighted: "Any tangible medium of expression now known or later developed, which can be perceived, reproduced, or otherwise communicated either directly or with the aid of a machine, i.e. books, videos, pictures, etc." (Public Law 94-553 [U.S. Code 17] January 1, 1978).

Public or private educational institutions must comply with copyright laws. A 1980 amendment to the 1976 Copyright Act gives computer programs the same basic protection as other original works of authorship. All material, including graphics,

available on the Internet is copyright protected unless otherwise stated. It is illegal to make or distribute copies of copyrighted material without proper authorization.

Madison County Schools licenses the use of copies of computer software from a variety of outside companies. Madison County Schools does not own the copyrighted software or its related documentation and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not typically have the right to reproduce it for use on more than one computer, unless district licenses have been obtained.

Madison County Schools' students/employees are not permitted to install their personal copies of any software on the system's computers unless specifically authorized by the licensee. Madison County Schools' students/employees are not permitted to copy software from the system's computers and install it on home or any other computers unless specifically authorized by the licensee.

Madison County Schools' employees learning of any misuse of software or related documentation within the school system shall notify the Computer Services Department. Unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages up to \$100,000 per title copied and criminal penalties including fines up to \$250,000 per title copied and imprisonment up to five years per title copied.

Any Madison County Schools employee, who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to Madison County Schools or who places or uses unauthorized software on the system's premises or equipment shall be subject to disciplinary action, as appropriate.

Madison County Schools does not condone and specifically forbids the unauthorized duplication of software.

Electronic Communication Devices

Students are permitted to keep personal wireless devices only in locations approved by the principal or his/her designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device.

The principal or his/her designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety, instructional, and/or convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Student Code of Conduct, or other school rules.

Violations of this policy will be handled the same as other similar violations of policies, rules, and procedures by students in school. Personal, wireless communication devices may be confiscated from students who violate this policy and will be returned only to parents.

Alabama State Department of Education Suggested Guidelines for the Search of Digital Devices Seized During the Administration of a Secure Test

Please note that these guidelines were created with the assumption that students (and preferably parents) have been notified (verbally and in writing when at all possible) that: (1) the possession of a digital device is strictly prohibited during the administration of a secure test; (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to a search; and (3) if the device is used during the administration of a secure test, the student's test will automatically be invalidated.

The suggested guidelines are as follows and are subject to change as testing requirements change:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smartphones" and wearable devices should temporarily be turned off to help prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purpose of determining whether a search of a digital device should take place, the school administrator should:

- a. Learn the facts regarding the seizure of the device from the test administrator, and
 - b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the school system's policy.
 6. If the school administrator believes that it is reasonable to suspect the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
 7. If no wrongful activity is discovered on the device then it may be returned to the student in accordance with the school system's policy.
 8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
 9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
 10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
 11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
 12. In any situation involving the search and seizure of a student's property, a school administrator should consult with his or her supervisor in accordance with the school system's policy.

Public Notice Statements

Equal Educational Opportunities

No student will be unlawfully excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity offered or sponsored by the Madison County Board of Education on the basis of race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status. Students with disabilities will be provided with the same needed supports and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity.

The Madison County Board of Education does not discriminate on the basis of disabilities in its admission, access, treatment, or employment in its programs and activities related to students, employees, and applicants. It is the policy of the Board to provide a free and appropriate public education to each student with disabilities within the system's jurisdiction, regardless of the nature or severity of the disability. Due process rights of students with disabilities and their parents under Section 504 of the Rehabilitation Act and Individuals with Disabilities Education Act will be followed.

The Section 504 and the ADA Compliance Officer's contact information: Mrs. Jennifer Whitt, Supervisor of Student Services; 1275 F Jordan Road, Building B; Huntsville, AL 35811; Telephone: 256.852.2557 extension 61715; Email address: jdw hitt@mcssk12.org.

The Title IX Compliance Officer's contact information: Mrs. Jennifer Whitt, Supervisor of Student Services; 1275 F Jordan Road, Building B; Huntsville, AL 35811; Telephone: 256.852.2557 extension 61715; Email address: jdw hitt@mcssk12.org.

The Board complies with and adheres to the policies and procedures of the following regulations:

Response to Instruction

Response to Instruction (RtI) integrates core instruction, assessment, and intervention within a multi-tiered system to maximize student achievement and reduce behavior problems. Through the implementation of RtI, schools identify and monitor students at risk, use problem-solving and data-based decision making to provide research-based interventions and adjust the intensity of interventions based on the student's response.

Response to Instruction done well at the classroom level will provide data from which educators can make instructional decisions for individuals and groups of students. Given high-quality decisions, RtI shows promise in supporting all

students, especially those at risk of failing to achieve state performance standards. For further information, please contact your child's school.

Americans with Disabilities Act (ADA)

The Board complies with and adheres to the provisions of the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009.

Madison County Schools does not discriminate in admission, treatment, or access to program or activities on the basis of race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status. Students with disabilities will be provided with the same needed supports and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity.

For more specific information concerning ADA and its provisions, please contact the ADA Coordinator for the Madison County Board of Education: Mrs. Jennifer Whitt, Supervisor of Student Services; 1275 F Jordan Road, Building B; Huntsville, AL 35811; Telephone: 256.852.2557 extension 61715; Facsimile: 256.852.1038; Email address: jdwhitt@mcssk12.org.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as walking, seeing, hearing, speaking, breathing eating, and working, etc.);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Board recognizes the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any programs and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any programs and practices of the school system.

The Board has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, determine eligibility, and afford appropriate educational services if a student is determined eligible.

For more specific information concerning Section 504 or its provisions, contact the 504 Coordinator of the Madison County Board of Education: Mrs. Jennifer Whitt, Supervisor of Student Services; 1275 F Jordan Road, Building B; Huntsville, AL 35811; Telephone: 256.852.2557 extension 61715; Facsimile: 256.852.1038; Email address: jdwhitt@mcssk12.org.

The Madison County Board of Education has an established Grievance Policy related to Section 504 and Americans with Disabilities Act (ADA).

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federally funded statute whose purpose is to provide financial aid to states in their efforts to ensure adequate and appropriate services for school-aged children who fall within one of the following specific disability categories, and who because of the disability, need special education (specially designed instruction).

Disabilities include:		
•Intellectual Disability	•Autism	•Deaf/Blindness
•Orthopedic Impairments	•Speech or Language Impairment	•Other Health Impairment
•Emotional Disturbance	•Visual Impairments (including blindness)	•Multiple Disabilities
•Traumatic Brain Injury	•Hearing Impairments (including deafness)	
•Developmental Delay	•Specific Learning Disabilities	

Disabled students are those (ages 3-21) with one or more disabilities who need special education and related services to meet their unique needs and to receive a free, appropriate public education. All individuals who are disabled under IDEA

are protected under Section 504 of the Rehabilitation Act.

For more specific information concerning IDEA and its provisions, contact the Director of Special Education at the Madison County Board of Education, Ms. Mary Stump, at 256-852-7073 extension 62257; or to make a referral, please contact the Child-Find Coordinator at 256-852-7073.

Gifted Program

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

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

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

To make a referral, contact the counselor at your child's school.

Discrimination and Harassment

The Madison County Board of Education is committed to having a positive learning environment for its students free of discrimination or harassment. It is for this purpose the Board expects students to abide by policy prohibiting such actions. Such policy is to ensure the system's compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational institutions, and to prohibit discrimination or harassment.

Madison County Schools does not discriminate in admission, treatment, or access to program or activities on the basis of race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status. Students with disabilities will be provided with the same needed supports and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity.

Student Anti-Harassment & Anti-Bullying

Harassment, Sexual Harassment, Bullying, Violence, Threat of Violence, Intimidation, Discrimination, and Threat of Suicide Prohibited

No student shall engage in or be subjected to harassment, sexual harassment, bullying, violence, threat of violence, intimidation, or discrimination by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions and may be referred to an outside agency as applicable by law.

No student shall be subjected to harassment, sexual harassment, violence, threat of violence, intimidation, or discrimination by any employee or third person that is based on any of the specific characteristics that have been identified by the Board in this policy. Employees who violate this policy will be subject to disciplinary sanctions. Referral to an outside agency may be applicable by law.

If a student threatens to harm themselves or commit suicide, their parents will be notified and the student should speak with the school counselor or school administrator and may be referred to an outside agency for additional services.

Definitions

- a. The term "harassment" as used in this policy means an intentional abusive behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal communication and/or, or physical acts or contact that are reasonably perceived as being motivated by any characteristic

of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth below. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student or employee in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. The term “bullying” means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property;
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school whether the conduct occurs on or off school property, online, or electronically;
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- c. The term “sexual harassment” is defined in 6.11.2.
- d. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- e. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.
- g. The term “threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- h. The term “threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- i. The term “student” as used in this policy means a student who is enrolled in the Madison County School System.
- j. The term “hostile environment” as used in this policy means harassment objectively severe or pervasive enough to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by a school for purposes of Section 504 or Title II.

Description of Behavior Expected of Students

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, sexual harassment, bullying, violence, intimidation, or discrimination; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student and (3) refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- b. Bullying, harassment, sexual harassment, violence, threat of violence, intimidation, and discrimination are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race, religious preference, disability, age, gender, sex, national origin, citizenship, non-English speaking ability, or homeless status.

Consequences of Violation

The extent of the action taken will be determined by the degree and nature of the bullying or harassment. A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy. In certain circumstances, law enforcement or other appropriate government agencies may be contacted.

Reporting, Investigation, and Complaint Resolution Procedures

- Complaints alleging violations of this policy can be filed orally and/or in writing to the principal and/or counselor. The complaint will be documented on the [Madison County Schools Bullying and Harassment Complaint Form](#), available on the [district webpage](#) and at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation; by the student's parent or legal custodian. At the request of the complaining student or the student's parent or legal custodian, incidental or minor violations of the policy may be presented and resolved informally.
- Upon receipt of the complaint form, and evidence, if applicable, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in the following manner.
 - The principal or the principal's designee shall investigate all complaints within ten (10) school days of the date of receipt of the complaint.
 - The Principal or the principal's designee shall use the [Referral Action Form](#) to document actions taken throughout the investigation within twenty (20) days following the investigation.
 - The Principal or the principal's designee, within thirty (30) school days of the receipt of complaint, shall complete Investigative Summary Report and mail to the parents of the complainant and the alleged perpetrator.
- If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.
- Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Board's website, the Student Code of Conduct, Student Handbooks, or from the District's Title IX Coordinator, Mrs. Jennifer Whitt, 1275 F Jordan Road, Building B, Huntsville, AL 35811, 256-852- 2557. Copies will be available at each school office.

Student Sexual Harassment

Sexual Harassment Prohibited

Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

Definitions

Title IX regulations define sexual harassment to include one or more of the following:

- a. An employee conditioning the provision of an aid, benefit, or service of the school/school district on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school/ school district's education program or activity; or
- c. Sexual assault, dating violence, domestic violence, or stalking, as each of those terms is defined by federal statutes enumerated in the Title IX regulations, 34 C.F.R. § 106.30(a).

The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:

- a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitations of sexual activity or sexual contact;
- c. Unwelcome, inappropriate sexual touching;
- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

Sexual Harassment Complaint Procedures Authorized

The Superintendent is authorized and directed to establish, implement and revise more detailed sexual harassment complaint procedures in compliance with Title IX that are designed to provide students who believe that they are victims of unlawful sexual harassment with a thorough, discreet, and prompt internal procedure for investigating and resolving sexual harassment complaints. The process and procedures will be drafted so as to provide supportive measures, facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint. The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to comply with federal regulations, and to be understandable and accessible to all student population groups and ages.

Initial Confrontation of Accused Harasser Not Required

A student who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Students will be permitted to report allegations of suspected harassment to any appropriate Board administrator, teacher, counselor, or employee, and such persons have a duty to promptly refer such allegations to the Title IX Coordinator or to take such action as may be required by the procedures established under "Sexual Harassment Complaint Procedures Authorized" above. In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decision-making responsibility in connection with the processing of the complaint.

Notice of Policy to be Promulgated

The Superintendent will promulgate and disseminate this policy and the complaint procedures to applicants for admission and employment, the schools, parents and legal guardians, unions and professional organizations, and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to students who believe that they have been subjected to sexual harassment.

Confidentiality

To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

Retaliation Prohibited

No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or improper reasons may result in disciplinary action.

Penalties for Violation

Any student who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action.

Non-Discrimination Policy

Madison County Schools does not discriminate in admission, treatment, or access to program or activities on the basis of race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status. Students with disabilities will be provided with the same needed supports and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity.

ADA & Title IX Compliance Officer's Contact Information

*Mrs. Jennifer H. Whitt
Supervisor of Student Services
1275 F Jordan Road, Building B
Huntsville, AL 35811
Telephone: 256.852.2557 extension 61715
Email address: jdwhitt@mcssk12.org*

Parents and students should complete and sign the following forms online during the enrollment process.

- 1. Notice of Consent of Receipt of the Student Code of Conduct for the 2022-2023 school year**
- 2. Parent's Annual Opt Out Form, as necessary**

Teacher _____ Grade _____

NOTICE OF RECEIPT

(Please print)

_____, a student enrolled in
(Name of Student)

(Name of School) School

and parent, _____
(Name of Parent)

hereby acknowledge by our signatures that we have received and read, or had read to us, the Madison County Board of Education Student Code of Conduct, to include the system's policy on Harassment, Sexual Harassment, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, Acceptable Use and Internet Safety Policy, Bring Your Own Technology (BYOT). Also, we have read and understand the Attendance Policy, and that it applies to any student enrolled in any grade in Madison County Schools. We understand that all policies apply to all students and parents in the public schools, to school campuses, school buses, or other school-owned/operated vehicles, and school-related activities and events.

Student Signature _____
(Grades 5-12 ONLY)

Date _____

Parent Signature _____

Date _____

Parent Signature _____

Date _____

NOTE: Only students in grades 5-12 are to sign the above statement. If the student lives with both parents, both are to sign the statement. If the student lives with only one parent, only one is to sign.

A separate statement is to be signed for each student in the household.

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

Madison County School System

Bring Your Own Technology (BYOT) Annual Student User Agreement

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students in select classes on Madison County School System campuses may now “Bring Your Own Technology” (BYOT).

Definition of “Technology”

For purposes of BYOT, “Technology” is privately-owned wireless and/or portable electronic hand-held equipment or device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. (ex. laptop, netbook, tablet, smartphone, etc.)

Agreement:

- I understand that my computer use is not private and that the school district will monitor my activity on the computer system.
- I have read the school district's electronic network and Internet policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Guidelines:

1. Any student who wishes to use a personally owned electronic device within the Madison County School District must read and sign this agreement and submit to the building principal or designee.
2. The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school/district is not responsible for the security of the device.
3. The student is responsible for the proper care of their personally-owned device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school/district reserves the right to inspect a student's personally-owned device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personally owned device.
5. The use of personal devices to support the educational experience is *not a necessity but a privilege*. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The technology is allowed for educational purposes and only to enhance the classroom experience. Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computers or Internet sites, which are relevant to the classroom curriculum.
7. Personally-owned devices shall be fully charged prior to bringing to school and shall be capable of running off battery while at school.
8. The student may not use the device to record, transmit or post photos or video of a student or students on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permissions of a teacher/principal.
9. The student should only use their device to access relevant files. District-owned software/apps will not be loaded on personally-owned devices.
10. Printing and scanning from personal devices will not be possible at school.
11. The student will use the *Student BYOT* wireless network. The use of 3G or 4G, or similar wireless connections is not allowed.

As a student, I understand and will abide by the above policy and guidelines. I will also abide by the Madison County Schools' Internet Safety and Acceptable Use Policy. I further understand that using the district's computer network is a privilege and any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines along with the Madison County Schools' Internet Safety and Acceptable Use Policy. I have read and discussed them with him/her and they understand the responsibility they have in the use of their personally owned device. I hereby release the school district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, inability to use, the system, including, without limitation, the types of damages identified in the school district's policy.

I understand that if I do NOT wish for my student to use the district's network in compliance with BYOT, that I will complete the Opt Out form and return it to the school within five (5) days of receipt of the Code of Conduct.

MADISON COUNTY SCHOOLS

PARENT'S ANNUAL OPT OUT FORM

School_____

Student's Name_____

Homeroom Teacher_____Grade_____

Madison County Schools strives to provide current technologies in the classroom to support student learning in an ever-changing world and uses the Internet to provide such access. We adhere to strict Child Internet Protection Act policies and other Federal regulations to keep our students safe. Therefore...

- I understand that the school wishes to publish photographs of students on an Internet accessible World Wide Web server.

_____I would prefer that my child's photograph **NOT** be published on the Internet.

- I understand that the school wishes to publish examples of student projects, and other work on an Internet accessible World Wide Web server.

_____I would prefer that my child's work **NOT** be publicly published on the Internet.

- I understand that my child's computer use is not private and that the school district will monitor any activity on the computer system.

Parent's Name (print): _____

Parent's Signature: _____

Date: _____

Bullying & Harassment Complaint Form will be added here in the FINAL PDF Draft