

**STUDENT HANDBOOK
GRADES PRE K-12
2011-2012**



**Boaz City Schools
126 Newt Parker Drive
Boaz, Alabama 35957**

(256) 593-8180

**Mr. Mike Lindsey
Superintendent**

www.boazk12.org

BOARD OF EDUCATION

Mr. Alan Davis, President
Mrs. Fran Milwee, Vice President
Mr. Tony King
Dr. Roger Adams
Mr. Alan Perry

ADMINISTRATION

Superintendent of Education- Mr. Mike Lindsey
Assistant Superintendent – Dr. Randall Haney
Chief Financial Officer- Brian Bishop
Network Administrator - Wayne Caudle
Director of Instruction for Elementary Schools/ Director of Federal Programs-Vivian Brown
Director of Instruction for Secondary Schools/Community Education– Dr. Mark Isley
Director of Special Education/Gifted/504 Director- Connie Rigsby
Lead Maintenance- Neal McCoy
Director of CNP - Brandy Hubbard Tarvin
Vocational/Career Coordinator - Becky Thomas Ray
Transportation and Attendance Supervisor - Walker Segars

NON-DISCRIMINATION POLICY

It is the policy of the Boaz City School System that no student be excluded from participation in, be denied the benefits of or subjected to discrimination in any program or activity, on the basis of sex, race, age, disability, religion, belief, national origin or color. Any student determined Homeless by the McKinney Homeless Assistance Act or Migrant or an English Language Learner will not be denied admission or discriminated against in any school or program in the Boaz City School System. Any parent or legal guardian wishing to raise questions, lodge complaints or express other concerns is invited to participate in resolving issues believed to be discriminatory by contacting, Mr. Mike Lindsey, Superintendent. Telephone Number: 256-593-8180.

***** P L E A S E R E M E M B E R *****

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

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

Note: This handbook has been approved by the superintendent of education and the Boaz City School Board and constitutes board policy. In the event of a discrepancy, this handbook does not supersede policies in the Boaz City Board of Education policy manual.

The information in this book has been approved by the Boaz City Board of Education on July 26, 2011.

Scheduling of Spring Sports	54	School Meal Programs	66
TABLE OF CONTENTS			
Item	Page	Item	Page
Introductory Information			
Administration	2	Immunizations	36
Non-Discrimination Policy	2	Transfer and Withdrawals	36
Table of Contents	3	Driving Policy	36
Superintendent’s Letter	5	Vehicle Search	37
Vision, Mission, and Goals	6	AHERA Compliance	37
I. CODE OF CONDUCT	6	Video Surveillance	37
Student Discipline Code of Conduct	6	Acceptable use of Internet	37
Student Rights and Responsibilities	7	Assemblies and Special Programs	37
Legal Requirements-It’s the Law	8	Electronic Devices	38
Discipline	10	Credit Recovery	38
Due Process	10	Response to Instruction (RtI)	38
Classification of Violations	11	Student Failure Reports	39
Description of Consequences	12	Academic Requirements	40
Misconduct	13	Use of Media Center	41
ELEM-MID-HIGH DISCIPLINE	14	Workbooks and Supplies	41
Substance Abuse by Students	20	Promotion and Retention	41
Imitation Controlled Substances	21	Physical Education Classes	41
Tobacco Use in School	21	Homebound Instruction	41
Possession, Smoking, Tobacco	22	Continuous Enrollment for Seniors	42
Corporal Punishment	22	Advanced Placement Classes	42
In-School Suspension	23	Dual Enrollment	42
Suspension	23	Advanced Placement Classes	41
Expulsion	24	Dual Enrollment	41
Saturday School	25	Eight-Period Day Schedule	43
Early Warning Truancy Prevention	26	Valedictorian and Salutatorian	44
Excessive Absences	27	Grade Point Average	45
Checking of Attendance	28	Class Ranking	45
Tardy Students	28	Honor Graduates	46
Arrival/Pick up of Students	28	Distinguished Scholars	46
Sexual Harassment	29	Summer School Credit	46
Fighting	29	Correspondence Courses	47
Disciplinary Transported Students	30	Special Commendation	47
Dress and Appearance	34	Graduation Requirements	47
Respect for Equipment and Facilities	35	Alabama Occupational Diploma	51
Trading, Swapping, and Selling	35	II. ATHLETICS	53
Check out Procedures	35	Unity and Cooperation	53
Passes	35	Booster Clubs	53
Parents and Visitors	35	Scheduling of Basketball Games	54
Practice Restrictions	54	IV. MEDICAL	66
Title IX Complaints	54	Communicable Disease	66
Academic First	55	Meningococcal Disease	67
Cheerleaders Policy	56	How Sick is “too” Sick	67
Selection Process	56	Lice Information	68
NCAA Student-Athlete Plan	57	Dispensing Medication	68

III. MISCELLANEOUS	59	Medication Policy	69
Attendance Policy	59	Illness and Injury	70
Tuition Policy	61	Health Services	70
FERPA Rights	61	School Insurance	70
Permanent Records	62	HIPAA Records	71
Reports of Student Progress	62	V. GENERAL INFORMATION	72
Make-Up Work and Tests	62	Boaz City Schools Listing	72
Telephone Use and Messages	63	Parents' Right to Know	73
Scheduling Personal Matters	63	Boaz Parental Involvement Plan	73
Rights of Non-Custodial Parents	63	Directory Information	77
Guidance and Counseling	64	Gifted Education	79
Parent-Teacher Conferences	64		
Check Cashing Policy	64	VI. DETACHABLE SECTION	80
School Office	65	Book Property of Form	80
Fund Raising Projects	65	Non-Disclosure Form	81
Items Purchased or Sold	65	Certificate of Insurance Form	82
Lockers	65	Acknowledgement Form	83
Lost and Found	65		
Severe Weather-Closings	65		
Early Dismissal	65		

Dear Students and Parents:

With positive expectations of a successful year in Boaz City Schools, we present to you the 2011-2012 version of the student handbook. Special thanks are expressed

to Dr. Mark Isley, Director of Secondary Schools, for working with our principals and central office staff to produce this new and improved version. It is intended to be a guide for students as you progress through this year, and a ready reference for parents when questions arise regarding school processes.

At any time a given population of individuals gathers together in an environment for a specific purpose, rules and regulations are necessary. These guidelines are not intended to be cumbersome, but represent the necessary structure that must be in place to foster expected outcomes. Our new vision for Boaz City Schools is “Expectations of Excellence Everyday by Everyone”, and this guide will help us to reach those levels of excellence we seek.

It is our desire that you sit together and review this document, with discussion regarding how it applies to your individual goals for this year. As always, we stand ready to assist you in interpretation and clarification as necessary. Working together, we can all truly be excellent!

With regards,

Mike Lindsey

Mike Lindsey, Superintendent
Boaz City Schools

VISION, MISSION AND GOALS

The Vision of the Boaz City School System is an expectation of excellence everyday by everyone. (E4)

The Boaz City Board of Education believes that the mission of the Boaz City School System is to

create an environment for students and community where education is engaging, empowering, and enduring.

The Boaz City Board of Education realizes that a strong effective system of public education is essential for the continuation of the democratic form of government and for the good of the nation's citizens. To develop and maintain an effective and continually improving education program, it is necessary that goals be determined for the school system, for each school and for each employee. These goals will enable all concerned to evaluate the effectiveness of the school program and of their own efforts.

The Boaz City Board of Education sets forth the following goals for the Boaz City School System:

- All students will reach high standards, at a minimum attaining proficiency or better in reading and math; and, where applicable, in other academic and technical areas.
- All students will be taught by 'highly qualified' teachers.
- All students will be educated in learning environments that are safe, drug-free, disciplined, conducive to learning and that support student academic achievement in the least restrictive environment.
- All limited English proficient students will become proficient in English.
- All students will graduate from high school career/college ready.
- All students will improve learning through the use of technology.
- All school leaders will provide instructional leadership to increase the achievement of all students.

I. STUDENT DISCIPLINE CODE OF CONDUCT

The Boaz City Board of Education requires that school personnel operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students in the District. To accomplish these goals, students and school personnel must work together in a school environment that is characterized by mutual respect. Positive behavior intervention and supports emphasize the promotion of safe, respectful, resourceful and responsible behaviors. The emphasis of the discipline approach shall be on the prevention of inappropriate student behavior and the development of individual responsibility. Even though discipline does not appear as a subject in the curriculum, it underlies the entire educational structure. Discipline is recognized as the training that helps students develop self-control, character, orderliness, efficiency, and effectiveness. Therefore, the Board views discipline as the key to good conduct and appropriate consideration for other people. Principals, teachers, and other school personnel have both the authority and the duty to take appropriate action whenever student behavior is not consistent with established rules of conduct.

Principals and teachers of the schools shall develop reasonable, proper, and specific rules for students that are consistent with policies of the Board. Principals shall be responsible for ensuring that students, parents/guardians, and staff members have been informed regarding pertinent student policies and procedures. Rules and regulations shall be disseminated to students, parents/guardians, and staff. Student handbooks, faculty handbooks, school newsletters, and classroom instruction are some of the ways that can be used to accomplish this task.

Boaz City Board of Education students and their property are subject to all the rules and regulations of the Boaz City Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses, and at times and places, including but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school, as well as before, during, and after-school hours when and where student conduct could have a detrimental effect on the health, safety, and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board views the school as a place where students have the opportunity to experience academic and social success. Success contributes to positive student self-esteem, which, in turn, translates into positive student behavior. By providing opportunities for students to learn concepts, practice skills, and reinforce learning, a positive environment shall be created which promotes academic and social success.

The total school program focuses on developing each student into a competent, self-disciplined and self-directed learner of good character. Thus, emphasis is placed on teaching responsibility for one's behavior, modeling the behaviors desired of students, and identifying and resolving inappropriate behaviors. At all times, discipline is built within an atmosphere of self-respect, respect for others, and respect for the learning environment.

School policies are intended to allow for opportunities for students to develop self-discipline while providing boundaries within which individuals find emotional and physical security. It is essential that all persons (students, school personnel, and parents) accept responsibility for their actions. It is equally important that inappropriate behaviors be skillfully confronted and redirected.

Students must understand that, while these policies provide a means for resolving misconduct or inappropriate behaviors, certain violations will result in removal from the regular instructional program. In all such cases, and throughout all other phases of school activities, students and parents have a right to expect assistance from and professional involvement with school personnel.

Students, parents, and staff must work cooperatively to support the rights of students while helping students accept responsibility for their academic and social growth.

The Board authorizes the Superintendent to establish procedures to accomplish the intent and spirit of the Board policies related to student rights and responsibilities.

LEGAL REQUIREMENTS - IT'S THE LAW!

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

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

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

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

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

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

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

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

Weapons in Schools (Act 94-817): No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly

designed, made or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword or dagger; or any club, baton, billy, blackjack, bludgeon or metal knuckles).

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

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

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

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

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

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

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

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

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

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

Asbestos Awareness: Asbestos, although at a minimum, is present in the Boaz City School System. Asbestos manuals are available upon request at each Boaz City School.

DISCIPLINE

The teachers are here to help students learn. **Therefore**, discipline (rules and regulations) shall at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded students prior to imposition of consequences. Due process afforded shall be commensurate both with the gravity of the offense and with the severity of the contemplated penalty.

The Board expects all school personnel, including bus drivers, lunchroom personnel, custodians, and secretaries in the schools to be treated with respect and dignity just as the student should receive the respect of staff members. It is imperative that the teacher be in charge of the class; anything less would lead to a poor educational opportunity for all. Staff members are responsible for the supervision of students anywhere on school property as well as at any school activities away from school property. Students who fail to follow the discipline policy will be subject to the discipline process.

DUE PROCESS

The Boaz City Board of Education recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objectives must be within the constitutional limitations applicable to the “in loco parentis” position of school officials within the Boaz City School System. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules and regulations:

1. Each local regulation shall be based on a Board policy.
2. All policies, rules and regulations at any level shall be consistent with local, county or city ordinances, statutes of the State of Alabama and/or administrative regulations of duly authorized agencies; e.g., State Board or State Department of Education; U.S. Department of Education. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
3. No Board policies or local school codes of conduct shall deny any student his constitutional rights. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the “in loco parentis” position of school officials. Exercise of all authority by administrators, teachers or school officials shall be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory or otherwise illegal practices.
4. Procedural due process within the Boaz City School System shall relate primarily to the area of discipline and disciplinary measures, e.g., corporal punishment, short-term suspension, long-term suspension and expulsion.
5. The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2)

- the severity of the contemplated penalty.
6. Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:
 - a. Notice: The student shall be given oral or written notice of the charges against him/her.
 - b. Explanation: The evidence against the student shall be explained to him/her.
 - c. Hearing: The student shall be given an opportunity to present his/her own version of the facts concerning the charges.
 7. When a student is facing possible long-term suspension or expulsion, the Board shall afford the student the following:
 - a. The right to counsel,
 - b. The opportunity for cross-examination of witnesses,
 - c. A written record of the hearing (if requested in advance), and
 - d. A written notice of the decision.

CLASSIFICATION OF VIOLATIONS AND CONSEQUENCES

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the code of student conduct. Violations are grouped into three classes (Class I, Class II and Class III) that range from the least to the most serious. Appropriate school personnel shall investigate, verify and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate consequence. Violations apply to student conduct on a school campus, at school-related events or while being transported to or from school or school-related events.

Following is a list of 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 and procedures of a school, but are intended to be a guide to be used by parents, students and school officials to handle violations and resulting consequences. When violations occur in the school that is not found within any one classification, the principal of the school has the authority to classify it accordingly.

Discipline Process: Classroom Level

The greatest opportunity for students to learn self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. Teachers shall plan and implement effective personal and instructional strategies which are designed to encourage self-respect and respect for others and to prevent and manage student misbehavior.

When a student shows a lack of respect for established rules, teachers shall assist the student in recognizing the inappropriate actions, identifying the rule the student is breaking, and developing a plan for making more appropriate choices. Teacher/student conferences, teacher/parent/guardian conferences, teacher/student/parent/guardian conferences, counseling services, and instructional support will be used in an attempt to redirect students before situations warrant punitive measures. Teachers shall apply logical, appropriate consequences for student misbehavior, including, but not limited to, immediate intervention, student conferences, parent/guardian conferences, loss of free time, and before and after school detention. Student misconduct which is serious or frequent enough to cause significant disruption in the instructional program shall be referred to an administrator for appropriate disciplinary action.

DISCIPLINE PROCESS: ADMINISTRATIVE LEVEL

The principal is ultimately responsible for the orderly operation of the school program. The principal, with the assistance of his/her staff, will maintain an atmosphere or climate within each school that will support and allow for a strong teaching/learning environment. Failure of any student to adhere to classroom or school rules may result in the imposition of appropriate consequences by the principal/ designee. Consequences which require students to attend school during non-school hours will be assigned with adequate student/parent/guardian notification prior to the consequence, and transportation will be the responsibility of the parent/guardian or student. Individual schools will develop specific rules and guidelines for the administration of consequences. Such consequences may include but are not limited to the following:

1. Corporal Punishment
2. Detention
3. Bus Suspension
4. Saturday School
5. Work/Clean Up Program
6. Restitution for Damages
7. Supervised Time Out
8. Required Parent Conference
9. In-School Suspension (ISS)
10. Long-Term ISS
11. Out of School Suspension
12. Recommendation for Expulsion

DESCRIPTIONS OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Corporal Punishment “Corporal punishment” is commonly defined as “the infliction of bodily pain as a penalty for disapproved behavior.” Op. Tex. Att’y Gen. No. GA-202 at 3 (2004) (citing *Daily v. Bd. of Educ.*, 588 N.W.2d 813, 821 (Neb. 1999)).

Detention

A student may be detained for disciplinary purposes before, during, or after school and will be under the supervision of a school staff member.

Bus Suspension

A student who misbehaves on the bus or one who demonstrates misbehavior at the bus stop may lose the privilege of riding the bus for a period of time. The period of time that a student is suspended from riding the bus may range from one day to removal for the remainder of the school year.

Saturday School

A student may be assigned Saturday School for a duration of four hours and will be under the supervision of a school staff member.

Work\Clean-up Program

A student may be assigned to a school work\clean-up program for disciplinary purposes and will be supervised by a staff member.

Restitution for Damages

A student or his/her parent may be assessed the exact amount of replacement/repair/service costs which result from damage to school property or the property of others caused by the student. In addition, disciplinary action may be taken. A parent/guardian contact will be made and a payment schedule determined by the student, parent/guardian, administrator, and other appropriate persons.

Supervised Time-Out

A student may be temporarily denied attendance in regular classes for disciplinary purposes. The student will have the opportunity to complete missed work.

Required Parent Conference

A student whose behavior requires parental/guardian intervention may be asked to remain at home until a conference is convened with the student, a parent/ guardian, and an administrator.

In-School Suspension (ISS)

A student may be temporarily denied attendance in regular classes for disciplinary purposes. A student assigned to ISS will continue to come to school and receive credit for completed assigned work; however, he/she will be isolated from the school's student population. While in ISS, a student may not attend school activities until the ISS assignment is completed. Parent/guardian notification of the ISS placement will be made.

Long Term ISS

Long term ISS is designed for students whose behavior warrants removal from the regular school program for an extended period of time (typically from 10 -20 days). Students will be prohibited from attending or participating in any school activities, on or off campus, during the time assigned to long term ISS. Students will receive credit for all work completed during the assigned long term ISS placement. All academic work will be administered from a highly qualified teacher and feedback will be given to students in Long-Term ISS daily.

Out of School Suspension (OSS)

A student may be temporarily denied attendance at school for disciplinary purposes. A school administrator may assign short-term suspensions not to exceed the number of days allowed by law. A suspended student shall not attend school or any school-related activities during the suspension until the suspension is completed. A suspended student will not return to regular classes on the day of the suspension but will leave school only when the parent/guardian or other proper authority assumes responsibility for the student. A school conference shall be convened prior to the student returning to classes and will include the student, a parent/guardian, an administrator, and other appropriate persons.

Recommendation for Long Term Suspension/Expulsion

Serious misconduct or continuing misconduct of any student may be referred to the Superintendent with a recommendation for a long-term suspension (more than ten {10} days) or possible expulsion. After review of the case, the Superintendent may (1) uphold the long term suspension recommendation, (2) make a recommendation for expulsion to the Board, or (3) refer the case back to the principal for reconsideration.

The Board has the exclusive authority to expel a student from school. The Board shall convene a hearing and shall render a decision within ten (10) days of the Superintendent's recommended expulsion. A student shall remain suspended from school pending the decision. The Superintendent shall notify the parent/guardian, in writing, of action taken by the Board.

MISCONDUCT

Misconduct is generally grouped into three classes- Minor Offenses (Class I), Intermediate Offenses (Class II), and Major Offenses (Class III). The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken.

Some problems are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the parent or guardian when feasible, and by scheduling conferences with parents, guardians, and other school staff. If the action taken by the teacher is unsuccessful, then the student may be referred to the principal or his or her designee.

When a student is referred to the principal or his or her designee, the principal will have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed to provide an explanation and be given full due-process as required by law and to admit or refute any charges prior to any final disciplinary action taken.

For offenses which are being investigated as a Class III offense, the principal or designee should apprise the student of the suspected or pending charges and should provide the student with an opportunity to admit or refute those charges. Any charges involving alcohol, drugs, weapons, aggressive behavior, or a suspected crime may result in intervention by law enforcement authorities. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

Student misbehaviors that occur during school, on school property, or on school buses, or at school-sponsored or related events are serious and require administrative intervention. Students who break the law may also be reported to the police. Law enforcement action or the lack thereof does not dictate or govern school disciplinary action. The following list of misbehavior is not all-inclusive:

ELEMENTARY- MIDDLE - HIGH SCHOOL DISCIPLINE PLAN

CLASS I: MINOR OFFENSES

1.00 EXCESSIVE DISTRACTION OF OTHER STUDENTS - Any conduct and/or behaviors which are disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management.

1.01 UNEXCUSED TARDIES - Reporting late to or departing early from class a total of four (4) times per semester.

1.02 EXCESSIVE UNEXCUSED ABSENCES

1.03 NONCOMPLIANCE TO DRESS CODE

1.04 DISRUPTION ON A SCHOOL BUS

1.05 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

1.06 HORSEPLAY/SHOVING/RUNNING/MINOR DISRUPTION

1.07 CONTINUED FAILURE TO BRING MATERIALS TO CLASS

1.08 UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGICAL DEVICES/MATERIALS

1.09 POSSESSION OF A LASER POINTER OR OTHER SIMILAR DEVICES

1.10 LITTERING OF SCHOOL PROPERTY, SCHOOL BUSES, OR OTHER SITES OF SCHOOL ACTIVITY

1.11 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS

CLASS I CONSEQUENCES

- **TEACHER/COUNSELOR/ADMINISTRATIVE/STUDENT**
- **INTERVENTION/PARENT NOTIFICATION/CONFERENCE**

- **WORK/CLEAN UP PROGRAM**
- **CORPORAL PUNISHMENT**
- **DETENTION SUPERVISED TIME OUT (ADMINISTRATIVE OR TEAM)**
- **SATURDAY SCHOOL (BMS/BHS only)**
- **IN-SCHOOL SUSPENSION (BMS/.BHS only)**
- **SHORT TERM BUS SUSPENSION (1-3 DAYS)**

CLASS II: INTERMEDIATE OFFENSES

2.00 DEFIANCE OF SCHOOL BOARD EMPLOYEE'S AUTHORITY - Any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a school board employee or any other adult at the school.

2.01 POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS AND MATCHES

2.02 FIGHTING - Physical conflict between two or more individuals.

2.03 VANDALISM - Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real estate or personal property of another. Restitution will be required.

2.04 THEFT (amounts less than \$100) - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another; restitution will be required.

2.05 POSSESSION OF STOLEN OR LOST PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN OR LOST

2.06 FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, SATURDAY SCHOOL, ETC.

2.07 TRESPASSING - Willfully entering or remaining in any Boaz City Board of Education structure, school vehicles, or on Boaz City Board of Education property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

2.08 POSSESSION OF FIREWORKS, FIRECRACKERS, STINK BOMBS OR OTHER SIMILAR DEVICES MIDDLE SCHOOL PLAN

2.09 SEXUAL HARRASSMENT- Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility, or to a Boaz City School System student.

2.10 USE OF PROFANE OR OBSCENE LANGUAGE OR DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD ANOTHER STUDENT

2.11 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

2.12 DISRESPECT - Any verbal or nonverbal conduct of a rude or discourteous nature directed toward a School Board employee or any other adult at the school.

2.13 FALSE INFORMATION - Intentionally providing false information to a School Board employee or any other adult at the school including giving false student information or concealment of information directly relating to school business. This includes forgery of school

notes, readmittance slips, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.

2.14 UNAUTHORIZED ORGANIZATION- Participation at school or school- sponsored activities in, with or related to unapproved, prohibited or secret groups, gangs, clubs or sororities which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not be limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of a gang.

2.15 BULLYING, HARASSMENT, OR INTIMIDATION OF A STUDENT OR ADULT- Verbal or nonviolent behavior that causes physical and/or emotional harm to another. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing or destroying personal property. Harassing behavior will include unwanted, unwelcome and uninvited behavior, including cyberbullying, that demeans, threatens or offends the victim and results in a hostile school environment for the victim. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student. Bullying behavior is when someone, or a group of people, upset or create a risk to another's health and safety either emotionally, psychologically, or physically or their property, reputation or social acceptance on more than one occasion. Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated.

2.16 VERBAL ABUSE - Speech or other expression which insults, degrades, demeans, or stigmatizes others.

2.17 THE WEARING OF CLOTHING, POSSESSION OF WRITINGS OR DRAWINGS, OR THE USE OF GESTURES OR SIGNALS WHICH INDICATE GANG AFFILIATION

2.18 ANY VIOLATION OF THE STUDENT NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT

2.19 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL

2.20 THE UNAUTHORIZED USE OF A LASER POINTER OR OTHER SIMILAR DEVICES

2.21 DISHONESTY OR CHEATING

2.22 UNAUTHORIZED USE OF WIRELESS/ELECTRONIC DEVICES

2.23 GAMBLING - Any participation in games of chance, such as flipping coins, matching, etc., for money and/or other items of value. Unauthorized possession of cards and/or dice or any participation in games involving these items.

2.24 CLASS II BUS INFRACTIONS

2.25 DISRUPTIVE BEHAVIOR - Any act which substantially disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others. This includes, but is not limited to, students who make unreasonable noises, use obscene language or gestures, disrupt any lawful assembly or meeting, or obstruct vehicular or pedestrian traffic, or fight.

2.26 ACTUAL AND INTENTIONAL PHYSICAL AGGRESSION

2.27 POSSESSION OF A POCKETKNIFE (SMALL OR KEY CHAIN VARIETY), OR SIMILAR INSTRUMENTS THAT WOULD NOT NORMALLY BE CONSIDERED A WEAPON.

2.28 BEING TRUANT FROM CLASS OR SCHOOL

2.29 MULTIPLE CLASS I OFFENSES

2.30 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS

CLASS II CONSEQUENCES

- **TEACHER/COUNSELOR/ADMINISTRATIVE/STUDENT**
- **INTERVENTION/PARENT NOTIFICATION/CONFERENCE**
- **WORK/CLEAN UP PROGRAM**
- **CORPORAL PUNISHMENT**
- **SATURDAY SCHOOL**
- **IN-SCHOOL SUSPENSION (ISS) (BHS/BMS ONLY)**
- **LONG TERM ISS; (BHS/BMS ONLY)**
- **OUT OF SCHOOL SUSPENSION**
- **EXTENDED BUS SUSPENSION**
- **LAW ENFORCEMENT AND/OR JUVENILE COURT PERSONNEL**
- **MAY BE CONTACTED AND A COMPLAINT OR PETITION MAY BE FILED**

CLASS III: MAJOR OFFENSES

3.00 ALCOHOL - Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages, being under the influence of alcoholic beverages.

3.01 DRUGS - Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia (including, but not limited to, water pipes, roach clips, pot pipes, bongs, rolling papers), intent to use, buy, or sell drugs; being under the influence of controlled substances, and prescription drugs.

3.02 ARSON - The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school buses.

3.03 BATTERY UPON A SCHOOL BOARD EMPLOYEE - The intentional touching or striking of a School Board employee or any other adult at the school against his/her will or the intentional causing of bodily harm to a School Board employee or any other adult at the school.

3.04 ROBBERY - The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of same. Restitution will be required.

3.05 STEALING, LARCENY, GRAND THEFT (amounts equal to \$100 or more) - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required.

3.06 CRIMINAL MISCHIEF - Willful and malicious injury or damage to public property, or to real or personal property belonging to another. Restitution will be required.

3.07 ILLEGAL SCHOOL ENTRY - Breaking, entering or remaining in a Boaz City School System School structure or school vehicles without permission or justification during the hours

the premises are closed to the public.

3.08 POSSESSION OF FIREARMS - Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; the frame silencer; any similar destructive device. Using a firearms facsimile in manner which is perceived as threatening or capable of inflicting physical harm. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any 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. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, and flare gun.

Al Code 16-1-24.3(Act 94-187)-All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school sponsored event.

3.09 POSSESSION OR USE OF A KNIFE - Possession of a knife including but not limited to: Pocket knives, switchblades, hunting knives, razor blades, or box cutters. Possession of any knife or other object which is used in a threatening manner and which is perceived by the individual being threatened as capable of inflicting physical harm.

3.10 POSSESSION OR USE OF PROHIBITED OBJECTS - Possession or use of a gun, other than a firearm (including a starter gun, "BB" gun, pellet gun, or paint ball gun/marker), metallic knuckles, tear gas gun, chemical weapon or device, martial arts weapon, projectile device, included but not limited to, sling shot, cross bow or any other similar object. Possession or use of any other object to be used as a weapon or dangerous instrument.

3.11 BOMB THREATS- Any such communication(s) which has the effect of interrupting the educational environment.

3.12 EXPLOSIVES- Preparing, possessing, or igniting on School Board property, explosives (including live projectiles) which have the potential to cause bodily injury or property damage.

3.13 POSSESSION OF FIREARMS FACSIMILES - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.

3.14 SEXUAL OR LEWD ACTS – Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.

3.15 AGGRAVATED BATTERY – Intentionally causing bodily harm, disability, or permanent disfigurement; use of any item or force to cause physical harm.

3.16 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN STUDENT DISORDER-Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others or causing major disruption.

3.17 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM

3.18 ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS

3.19 AGGRAVATED THREAT, HARASSMENT, BULLYING OR INTIMIDATION OF A STUDENT OR ADULT- A threat to do bodily harm or violence to another student by word or act; a threat to kill, maim or inflict bodily harm; a threat to inflict harm involving the use of any

weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm; Cyberbullying; any threat in the form of a "hit list", writing, statement, or communication evidencing a plan or intent to do violence to another. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student. Bullying behavior is when someone, or a group of people, upset or create a risk to another person's health and safety -either emotionally, psychologically, or physically- or their property, reputation or social acceptance on more than one occasion. Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated.

3.20 THREATS TO EXTORT - Any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

3.21 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING: (a) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information. (b) Computer usage or tampering which causes a major disruption in the educational or administrative process. Student must also pay restitution for the cost of repairs. (c) Distribution of restricted computer passwords. (d) Unauthorized access to computer sites. (e) Other computer violations as defined by the school administration.

3.22 LIGHTING OR OTHERWISE DISCHARGING FIREWORKS, FIRECRACKERS, OR ACTIVATING STINK BOMBS OR OTHER SIMILAR DEVICES

3.23 DIRECTING OR USING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL

3.24 DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL

3.25 IMITATION CONTROLLED SUBSTANCES -Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings), and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

3.26 SEXUAL HARRASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS TO ENGAGE IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON

3.27 MULTIPLE CLASS II OFFENSES

3.28 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS

CLASS III CONSEQUENCES

PARENT NOTIFICATION/CONFERENCE ALONG WITH ONE OR MORE OF THE FOLLOWING:

- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **IN-SCHOOL SUSPENSION (BHS/BMS ONLY)**
- **LONG TERM IN-SCHOOL SUSPENSION (BHS/BMS ONLY)**
- **OUT OF SCHOOL SUSPENSION**
- **RECOMMENDATION FOR LONG TERM SUSPENSION**
- **RECOMMENDATION FOR EXPULSION**
- **LAW ENFORCEMENT AND/OR JUVENILE COURT PERSONNEL SHALL BE CONTACTED AND A COMPLAINT OR PETITION MAY BE FILED**

SUBSTANCE ABUSE BY STUDENTS

It is in the policy of the Boaz City Board of Education that any student found to be in possession of illicit drugs or drug paraphernalia or under the influence of illicit drugs, including alcoholic beverages, on any campus or during any school sponsored activity, at or away from school, shall be immediately suspended from school by the school principal or his/her designee. Possession includes, but is not limited to, the presence of the illicit substance on the student's person, in his/her school locker, in his/her possessions (book bag, purse or other personal articles) or in his/her automobile, motorcycle or other vehicle. The school principal shall make a report to the superintendent immediately, and if the violation is of serious nature, the superintendent shall set a date within ten days for an expulsion hearing to be held before the Boaz City Board of Education. The length of time for an expulsion recommendation by the superintendent to the board of education for a student determined as under the influence or in possession of illegal drugs may be up to one calendar school year.

In the event that a student is found to be under the influence of or in possession of illicit drugs, the following procedures shall be followed:

1. The student shall be clearly informed by the principal or his/her designee of the offense with which he/she is being charged and of the evidence against him/her. Said student will be given an adequate opportunity to state his/her position regarding the alleged offense.
2. If, in the judgment of the principal or his/her designee, the student did commit the offense in question said student shall be immediately suspended from school.
3. The principal shall immediately notify the student's parent or legal guardian of the action taken, cause or causes for such action, and further action to be taken.
4. Appropriate law enforcement agencies will be contacted.
5. The student shall then be dismissed from school, but ONLY in the company of his/her parent or legal guardian or appropriate law enforcement officer.
6. Within a period of time not to exceed ten (10) days, the Board of Education shall hold a hearing in order to render a decision concerning the expulsion of the student. The Board of Education hearing relative to expulsion, as well as the preliminary steps concerning said hearing, shall comply with procedural due process criteria. If the Board determines that the charges brought against the student are valid, the student may be expelled from the Boaz City School System for up to one full year from the date of expulsion. Expulsion is here defined as removal of the name of a student from the attendance rolls of the school. In case of expulsion, the student will not be permitted on the campus of any school in this system nor will he or she be permitted to attend or participate in any school-sponsored activities.

7. The superintendent of schools shall notify, in writing, the parent or legal guardian of the student of the action taken by the Board.
8. A student who is expelled may petition the Board for reinstatement when the expulsion ends. At that time, a negative drug test analysis will be required for consideration of the Board for reinstatement.

IMITATION CONTROLLED/OVER-THE-COUNTER SUBSTANCES

Imitation controlled substances are defined in the Alabama Code § 20-2-141 as a substance, other than a legend controlled drug, that is not a controlled substance, which dosage unit appearance (including color, size, shape and/or markings), and by representations made, would lead a reasonable person to believe that the substance is a controlled substance. Possession, manufacture, distribution or advertisement of these substances is illegal and prohibited by the Boaz City Board of Education and the State of Alabama and are subject to legal action under Alabama Code § 20-2-143. The illicit possession or use of over-the-counter substances, including, but not limited to, white crosses, yellow jackets, caffeine pills or other similar substances will be considered a serious Class II Violation and subject to appropriate consequences as determined by the principal. Repeat offenses will be considered a Class III Violation and subject to expulsion by the Boaz City Board of Education.

TOBACCO USE IN SCHOOL

Due to the vast amount of medical evidence which demonstrates the harmful effects of tobacco as it relates to heart, lung and gum disease and cancers of the lungs, throat, voice box and esophagus; and due to the fact tobacco is often a “gateway” drug which leads to the use of marijuana and other drugs; and due to the harmful effects of secondary smoke on others; and due to the fact that teachers, coaches, bus drivers and other personnel are perceived as role models whom school age children often admire and emulate, the policy concerning the use of the tobacco products will be as follows:

1. Students will not be allowed to use or possess tobacco products during school hours, at extra-curricular school functions, while participating in athletic, band or other school-sponsored practices, games or functions or in transit to or from a school function as a member of a school group, team or club.
2. Students found to be using or possessing tobacco products at school or school functions will be subject to disciplinary action as prescribed by the Boaz City Board of Education in the Student Handbook (See Below).
3. Employees of the Boaz City Board of Education will not use tobacco products (cigarettes, snuff, chewing tobacco, etc.) in the presence of students during school hours, at extra-curricular activities held after school hours, whether on or off the school campus, or in transit with a student group, team or club when the employee is in charge of students or providing supervision.
4. Failure to adhere to this policy will result in penalties as stipulated by the Board of Education.

POSSESSION, SMOKING AND USE OF TOBACCO

In conforming to the state law that prohibits sale of cigarettes to children less than 18 years of age, and within the recommendation of physicians as well as the Secretary of Health and Human Services that smoking is injurious to your health, smoking and the use of tobacco will not be

allowed at any school in the Boaz City School System. Penalties for violation of this rule have been established as follows:

- 1st Offense -Discretion of principal (see page 10)
- 2nd Offense -Automatic 3-day in-school suspension or three days of Saturday School.
- 3rd Offense -Automatic 5-day in-school suspension or out of school suspension or five days of Saturday School.
- 4th Offense -Suspension until hearing before the Boaz City Board of Education

NOTE: Tobacco products found in the possession of students will be confiscated. Students may be issued a ticket by police for possession or use of tobacco products.

CORPORAL PUNISHMENT

The Boaz City Board of Education shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal or teacher in the presence of another certified employee. Corporal punishment shall not be administered in the presence of another student.

The Board and the administration shall support teachers in their efforts to teach good citizenship. While teachers shall be reasonable in all student related demands, they need not tolerate disrespectful, boisterous, rough and violent outbursts of language and temper on the part of the pupil. For corporal punishment to be completely defensible and otherwise valid, the following guidelines shall be adhered to:

1. Except for those acts of misconduct, which are extremely antisocial or disruptive in nature, corporal punishment should not be the first line of punishment. Corporal punishment should follow specific failures of other corrective measures to effect student behavior modification.
2. A principal or his designated representative shall punish corporally only in the presence of a second certified school employee, who has been informed of the reason for punishment.
3. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his side of the situation.
4. School principals or other employees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness.

In addition to the above, the following guidelines shall apply to any use of corporal punishment in schools of the Boaz City School System:

1. Corporal punishment shall be administered in the office of the principal or in such place or designated by the principal.
2. Corporal punishment shall not be administered in the visual presence of other students.
3. Only the principal, assistant principal or teacher, shall administer corporal punishment. Substitute teachers, aides, bus drivers, student teachers or other students shall not administer corporal punishment.
4. Utmost care, tact and judgment, shall be exercised, and both the person administering the punishment and the witness shall document all cases of corporal punishment and such documentation shall be kept on file in the principals office.
5. The use of corporal punishment shall at times be reasonable and proper. Considerations in this regard shall include, but not be limited to the following:
 - a. Age and size of child
 - b. Sex of child

- c. Ability of the child to bear the punishment and
 - d. Overall physical condition of the child.
6. Corporal punishment shall not be administered in anger or with malice at any time.
 7. School officials will not permit parents to administer corporal punishment to their child at school.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) involves the assignment of a student to a specific room on campus for a period of time to be determined by campus administration. The school shall notify the parent/guardian when a student is assigned to ISS. A student assigned to ISS will receive assignments from each classroom teacher and will be expected to complete all work assigned. Students assigned to ISS will not be eligible to participate in extracurricular activities until the ISS assignment has been completed.

SUSPENSION

The principal, or assistant principal, if the school has an assistant principal, or in the absence of the principal, any person left in charge by the principal (herein referred to as the “principal”) shall have authority to suspend a student for a period of up to ten days by observing the following procedure:

1. The principal shall inform the student of the charge or charges that are being considered against the student, and the student shall be given an opportunity to reply thereto.
2. If the student denies the charge, then the principal shall make a brief explanation of the information or evidence that is being relied upon and the student shall have an opportunity to present his or her side of the matter.
3. If, after such notice, explanation and hearing, the principal deems that the student should be suspended, then he shall state the fact to the student, together with the period of suspension and the time when suspension is to begin.
4. In any situation where the principal is of the opinion that the immediate continuing presence of the student on the school campus presents a danger to persons or property or presents an immediate and ongoing threat of disrupting the academic process, then the principal may cause such student to be removed immediately from the school building and school ground without complying with the procedure herein above specified. Provided however, in such event, that the principal shall afford the student the procedural notice, explanation and hearing provided in paragraphs (1), (2) and (3) above as soon thereafter as practical to comply with such procedures.
5. When any student is suspended as hereinbefore provided, the principal shall, as soon thereafter as practical, notify the parent or parents or other adult person with whom the student is residing and who has supervisory power over the student of his action.

The principal or assistant principal may effectuate the suspension of any student from class or other school-sponsored activity by following the procedures.

Suspension from the riding of a bus to and from school or to and from any school-sponsored activity shall be governed by the procedures set forth above.

EXPULSION

A student may be expelled from school only by action of the Boaz City Board of Education. If a principal is of the opinion that a student should be expelled, he may follow the procedures set out in the policy for suspension and suspend the student for ten (10) days and report his action to the

Superintendent and the Board, together with his recommendation of expulsion.

Upon receipt of a report from a principal recommending expulsion or requesting that the Board consider the alleged misconduct of the student, whether expulsion is recommended or not, the Board shall within (10) days thereafter convene and hold a hearing regarding the matter after giving as much notice as practical to the student and student's parent(s), guardian(s) or other person(s) with whom the student is residing and who exercises supervisory power over the student.

The Superintendent or the Board may initiate action for expulsion, in which case, notice and opportunity to attend the hearing shall be given the same as if the principal initiated it. No student may be permanently denied the right to participate in any class or school sponsored activity except by the Board and such action shall follow the procedure set out.

In all cases of expulsion, the full due process rights shall be granted to the student.

DISCIPLINE PROCEDURES FOR DISABLED STUDENTS

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

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

Short-term Suspension of Disabled Students

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

Long-Term-Suspensions-and-Expulsions

Suspensions which result in more than ten (10) consecutive scholastic days in duration or a series of suspensions that are each of ten (10) scholastic days or fewer in duration that creates a pattern of exclusion, are considered a significant change in placement and will require the school,

parents, and relevant members of the IEP (IDEA) or Section 504 team to meet within 10 school days of any decision to change the placement of a student with a disability to determined the following:

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

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

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

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

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

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

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

SATURDAY SCHOOL

Saturday School will begin promptly at 8:00 AM and continue until noon. It is for students who need behavioral intervention as a disciplinary measure to prepare students with behavioral modification and counseling. All students attending Saturday School will be required to bring academic work for the entire session. Any student who does not show up with work or does not work continually during the session will have his/her parent/guardian called by the supervisor and may be dismissed. Students who become disruptive may be dismissed in the same manner. Any student who is dismissed from Saturday School may be referred for more severe disciplinary measures.

EARLY WARNING TRUANCY PREVENTION PROGRAM

A parent guardian or other person having charge of any child officially enrolled in Alabama

public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused.

The Board of Education considers absences caused by illness of the student, death in the student's immediate family, legal quarantine, weather, poverty or of special permission of the principal (or Superintendent) in advance with the request/consent of parents as excused absences. If an absence is classified unexcused the student will not be permitted to make-up work missed during the absences, unless the absence was due to suspension or expulsion in which case the principal (Superintendent) will make a decision as to the appropriateness of make-up work. The principal (Superintendent) is authorized to approve for a student to accompany his/her parents or guardians to special events or on special trips that are considered to be of an educational or cultural nature that will enhance or enrich the student's overall development. Every effort should be made by parents or guardians to schedule such trips around school holidays which are announced by the school system well in advance of the school year. The number of days approved should be limited so as to not be detrimental to the student's regular program of study. The days missed for this type activity will be considered excused. If the student has several previous absences, special trips will not be approved if the number of days missed for the trip will put the student over the number of allowable absences for the term or year. Make-up work will be at the discretion of the principal (Superintendent). For a trip to be approved, it must be requested in advance by the parents (guardians).

All other absences, except as noted above, are considered unexcused and go under the truancy policy of the Board of Education. The Board of Education defines truancy as absence from the school for any reason that is not excused or approved as specified in paragraphs one and two above.

Step One in Truancy Prevention

When a student returns to school after an absence, the student is required to furnish proper and thorough explanation from the parent or guardian as to the reason or cause for the absence. If the student does not bring acceptable explanation upon returning to school, a contact will be made requesting explanation along with any available documentation. If a satisfactory explanation is not furnished to the school within 3 days, the student will be considered truant for the day(s) he/she was absent. Acceptable explanation shall be considered if extenuating circumstances prevent an excuse from being presented within three days.

In cases of non-enrollment or non-attendance without valid reason, the Attendance Officer shall give written notice to the parent or guardian requiring the attendance of the child at school within three days from the date of said notice. If investigation discloses that the non-enrollment or non-attendance was without valid excuse or good reason, the attendance officer may, depending upon the attitude and cooperation of the parent (guardian) choose to use Step Two, Step Three or Step Four of the Truancy Prevention Program or a combination of these steps.

Step Two in Truancy Prevention

When a student accumulates three instances of truancy, a complaint will be filed by the Attendance Officer with the Juvenile Probation Officer. The student and his/her parents

(guardian) will be required to participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. The Juvenile Court will schedule a conference for the student and his/her parents (guardian) and issue a "Notice to Appear". **It is mandatory for them to appear for the conference. Three consecutive days absent for an unexcused reason will be judged to be three instances of truancy. Failure on the part of the student and his/her parents (guardian) to appear for the conference in Juvenile Court will result in the filing of a petition for truancy against the student and his/her parents (guardian) by the School System Attendance Officer.**

Step Three in Truancy Prevention

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

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

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

Step Four in Truancy Prevention

If a student is judged by the Attendance Officer (Superintendent) to be a habitual truant with the knowledge, connivance, assistance or consent of the parent (guardian), a warrant will be taken against the parent (guardian) through the Court System.

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

EXCESSIVE ABSENCES

1. In grades K-12 three unexcused absences will require parental participation in the early warning program. This occurs only once for a student. Five unexcused absences will result in a petition being filed in Juvenile Court. Three unexcused tardies equals one unexcused absence.
2. When a student, in grades 6-12, is absent more than six times in a year, the student must have a doctor's excuse in order to receive credit unless the principal or Superintendent specifically grants an exception because of unusual or extenuating circumstances.
3. The school/classroom teacher must provide notification to students or their parents when they are in danger of failing a subject due to poor attendance or attendance.
4. Students are only allowed 6 parent notes for the entire school year.
5. Absences must be excused within three days of the day the student returns to school.
6. Students released from their regular classes in order to participate in school approved extra curricular activities are not considered absent.

Note: **Excessive doctors' notes will be reported to Juvenile Court.**

EXCESSIVE ABSENCES GRADES 9-12

Excessive absences may also result in loss of driving privileges, withdrawal from school until the following semester for students age 17 and over or referral to Marshall County Juvenile truancy court. (Alabama Code 16-28-1 through 16-28-45) *Attendance Review Committee will be used for any appeal, for good and valid reasons, which would be comprised of the school principal, counselor(s), parent/guardian, teacher(s), and secondary director.

CHECKING OF ATTENDANCE

ATTENDANCE WILL BE CHECKED BY EACH TEACHER EACH PERIOD. If a student is absent from class and his/her name does not appear on the homeroom absentee list, his/her name will be reported to the office. Students are required to attend all scheduled classes. If a teacher gives permission for a student to study somewhere other than the regular meeting place, the teacher is responsible for any violation of school rules by the student and will be dealt with accordingly.

TARDY STUDENTS

Students who are tardy in arriving at school must sign the tardy roster in the office. Punishment for habitually tardy students will be at the discretion of the principal, including the use of morning or afternoon detention. Work missed due to unexcused tardies will be made up. **The principal will determine if tardies are excused.**

Students are expected to report on time to all scheduled classes, group meetings and assemblies. Sufficient time will be allowed between classes. Students will not be permitted to leave class to go to the restroom except in emergencies. Students will be expected to get materials needed from their lockers between classes. No one will be permitted to go to his/her locker after the class begins.

Students who are tardy to a class WILL NOT be sent to the office for a tardy pass but will be dealt with by the teacher to whose class they are tardy. The teacher, in addition to recording each tardy, may (and should) provide penalties to meet the needs of the situation. After the fifth tardy to an individual class, (per term) the student will be referred to the principal to seek a solution to the problem. Three unexcused tardies for a class will equal one unexcused absence for that particular class.

ARRIVAL/PICK-UP OF STUDENTS

School personnel are on campus for supervision of students from 7:00 a.m. to 3:00 each school day. Students should not arrive prior to 7:00 a.m. and should be picked-up prior to 3:00 p.m. unless involved in a supervised, school-sponsored activity. Upon arrival at school, students should report to his/her assigned area or to the school office.

SEXUAL HARASSMENT

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

1. Unreasonably interferes with the student's work or educational opportunities;
2. Creates an intimidating, hostile or offensive learning environment;

3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit; and/or,
4. Implies that submission to, or rejection of, such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

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

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

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

FIGHTING

If a student or any other person on school property or attending a school event off campus is involved in a fight or other activity which violates board policy or state law, the principal is authorized to sign the appropriate warrant. If the violator is a student, then all applicable school rules and consequences apply (Ala. Code 16-1-24.1).

Because school should provide a safe and orderly environment that is conducive to learning, it is not permissible for school officials to tolerate fighting or other forms of assault to occur inside the confines of a school building, on school grounds or at any school function. A fight is defined as physical conflict between two or more individuals students who promote, urge or instigate a fight are also subject to disciplinary action. After determining that a fight has occurred, the principal or his/her designee will implement the disciplinary procedure indicated under disciplinary action as indicated in the next section.

DISCIPLINARY ACTION FOR FIGHTING STUDENTS IN GRADES PRE-K-8

First Violation: Parental contact and a minimum of one day of detention or In-School Suspension or corporal punishment (principal's discretion).

Second Violation: Parental contact and Saturday School or In-School Suspension or corporal

punishment (principal's discretion).

Third Violation: Parental contact and Out of School Suspension or Saturday School for a minimum of three days (principal's discretion).

Subsequent Violations: Out of School Suspension for a period of time determined by the principal or the Superintendent of the Boaz City Board of Education.

Middle School students who engage in **VIOLENT, RECIPROCAL PHYSICAL CONFLICT** or who engage in an **UNPROVOKED ASSAULT** of another student may receive the same disciplinary action for fighting as students in grades 9-12

PRINCIPALS HAVE THE AUTHORITY TO CONTACT LOCAL LAW ENFORCEMENT AND/OR JUVENILE PROBATION WHEN NEEDED

DISCIPLINARY ACTION FOR FIGHTING STUDENTS IN GRADES 9-12

The principal or his designee may call the local police department. After obtaining the facts related to the incident and verifying that there are witnesses, law enforcement will be allowed to remove all students involved in the fight.

- School officials may file a petition with Marshall County Juvenile Court against all students involved in fighting. A witness list will be attached to the petition.
- Students involved in fighting will be suspended from school for five days or given Saturday School/In-School Suspension for a minimum of three days (principal's discretion). Student's involved in fighting will also forfeit the right to participate in extracurricular activities for the remainder of the day on which the fight occurred and the following five school days. An expulsion hearing could be held for repeat offenders.

DISCIPLINARY INFRACTIONS PERTAINING TO TRANSPORTED STUDENTS

Every student who utilizes transportation services is subject to the Boaz City Schools Code of Student Conduct. Failure to comply with the following rules may result in an office referral and may result in permanent removal from the bus. Exceptional Education students will be disciplined according to current policies for students with disabilities. Infractions are grouped according to the seriousness of the violations.

Expectations for Student Behavior on Boaz City School Buses

- Always follow the bus driver's/aide/s instructions.
- Show respect for everyone.
- Remain seated in your assigned seat, always facing forward.
- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc...to yourself.
- Talk in an inside voice using appropriate language.
- No eating or drinking on the bus without driver permission.

CLASS I: BUS INFRACTIONS

- Failing to follow proper procedures at bus stops, including but not limited to the failure to do any of the following:
 - Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus;
 - Be at the bus stop a minimum of five (5) minutes ahead of the scheduled bus arrival time;
 - Be properly attired, including shoes; shoes with spikes or metal cleats shall not be worn;
 - Wait until the bus comes to a **COMPLETE** stop before attempting to get on or off;
 - Cross the roadway, if necessary, after leaving the bus in the following manner:
 - ✓ Make certain that the bus is stationary.
 - ✓ Upon alighting from the bus, stand on the side of the road at a point 10 feet in front of the bus and wait for the proper signal to cross.
 - ✓ Upon signal from the driver, look to both the right and left and proceed across the roadway in front of the bus; never cross behind the bus.
- Using profane, offensive, disrespectful, or indecent language or gestures.
- Changing seats or standing while the bus is in motion; removing seat belts before coming to a complete stop on buses for exceptional education students.
- Bringing prohibited items aboard the bus including, but not limited to gum, candy, drink, audio and/or video devices, laser pointers or other similar devices; exceptions are made for medically documented conditions.
- Moving from assigned seat; seats are assigned and may be reassigned at any time; students will remain seated facing forward with feet on the floor and leg out of the aisle from the time they board the bus until they arrive at their destination, and the bus door is opened.
- Yelling or speaking in a loud or disruptive manner.
- Speaking when approaching or crossing railroad tracks.
- Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits.
- Failing to secure all items such as book bags, backpacks, or cases.
- Using a cell phone or other electronic communication device on the bus without express permission of school principal or his/her designee.
- Any other violation that the principal may reasonably deem falls in this class.

BUS CLASS I CONSEQUENCES

PARENT NOTIFICATION/CONFERENCE

WORK/CLEAN-UP PROGRAM

SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR

SATURDAY SCHOOL

DETENTION

IN-SCHOOL SUSPENSION (BHS/BMS ONLY)

SHORT TERM BUS SUPENSION (1-3 DAYS)

CLASS II: BUS INFRACTIONS

- Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency
- Fighting or striking another student
- Bringing prohibited objects on the bus (Reference prohibited items at school in Code of Conduct)
- Using tobacco in any form on the bus or while at a bus stop
- Throwing or expelling anything such as objects, liquids, paper, or any other material, in or out or within the bus at any time
- Failing to keep head and/or hands inside the bus at all times
- Entering or leaving the bus without the consent of the driver
- Tampering with door handles and/or other safety equipment at any time unless directed to do so by the driver or the aide
- Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required
- Any verbal or non-verbal refusal to comply with a lawful and reasonable direction or order of a school board employee or any other adult representing the school.
- Any other violation that the principal may reasonably deem falls in this class.

POSSIBLE BUS CLASS II CONSEQUENCES

PARENT NOTIFICATION/CONFERENCE

WORK/CLEAN-UP PROGRAM

SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR

SATURDAY SCHOOL

DETENTION

IN-SCHOOL SUSPENSION (BHS/BMS ONLY)

LONG-TERM IN-SCHOOL SUSPENSION (BHS/BMS ONLY)

EXTENDED BUS SUPENSION (3-5 DAYS)/RESTITUTION

CLASS III: BUS INFRACTIONS

Any Class III offense occurring on a bus or at a bus stop will be considered a Class III bus infraction.

Students referred to the school administrator for offenses listed under Class III will be disciplined according to the Code of Student Conduct and may be removed permanently from the school bus.

The Principal or his/her designee has the authority to suspend a student from riding a bus if the behavior of the student represents a danger to the health, welfare or safety of others riding the bus.

POSSIBLE BUS CLASS III CONSEQUENCES

PARENT NOTIFICATION/CONFERENCE

WORK/CLEAN-UP PROGRAM

SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR

SATURDAY SCHOOL

DETENTION

IN-SCHOOL SUSPENSION (BHS/BMS ONLY)

RECOMMENDATION FOR LONG TERM BUS SUSPENSION (BHS/BMS ONLY)

RECOMMENDATION FOR PERMANENT REMOVAL FROM SCHOOL/

BUS/RESTITUTION

RECOMMENDATION FOR EXPULSION

In addition to filing of the Bus Conduct Report Form with the principal, consequences for minor behavior violations will be as follows:

- First Time: The bus driver will have a talk with the pupil.
- Second Time: The driver will move the pupil to an assigned seat for two (2) weeks and turn in a Bus Conduct Report Form to the principal or assistant principal upon arrival to school.
- Third Time: The principal will suspend bus-riding privileges for a minimum of five (5) days.
- Fourth Time: The principal will suspend bus-riding privileges for ten (10) days.
- Fifth Time: The principal will suspend bus-riding privileges for the remainder of the school year. Violations occurring near the end of the school year may result in days being added at the beginning of the next school year.

All communication to parents about bus violations will be made by the school principal or assistant principal as part of the due process for student misbehavior during the school day. Bus drivers are responsible for completing a bus conduct report and turning the report in to the principal or assistant principal at the appropriate school. The principal or assistant principal will communicate consequences of actions to the bus driver the next school day.

If these bus disciplinary actions are not effective in improving the students' behavior, then the principal may refer the student to the Superintendent of the Boaz City School System for a possible hearing.

Note: The principal or person in charge of bus discipline will have the discretion of taking into account the age of the child and the severity of the offense when dealing with younger students. All buses have active video surveillance cameras in place.

Note: This policy will not supersede the Individualized Education Program for disabled children.

DRESS AND APPEARANCE

School is a formal institution for learning. All students are expected to dress in a manner, which reflect self-respect, and decency that is appropriate for school. Students dress or appearance, which is determined to be potentially harmful to the student or others or distracting to the educational process, is prohibited. The principal may apply these standards to any extracurricular event or activity and to approved guests to these activities.

SCHOOL PERSONNEL HAVE FINAL AUTHORITY TO DETERMINE WHAT TYPE APPEARANCE AND DRESS IS NOT APPROPRIATE

The following are examples of inappropriate dress:

1. There will be no holes or tears permitted anywhere on any article of clothing.
2. Clothing of any description that does not extend to an appropriate length. (Dresses, scorts, skirts, pants, shorts, or other clothing of any description must extend to the ends of the student's fingers.)
3. Big-legged pants, baggy pants, trench coats, duster coats, or excessively tight clothing that is too revealing.
4. No loungewear, pajama pants, house shoes, sagging pants, bike shorts, or boxer shorts worn as outside clothing. There must not be any writing on the backside of pants, shorts, or skirts or other inappropriately placed writing.
5. No tank tops (tops with less than 2 inch straps); no tops with spaghetti straps, string halters, strapless, backless, see-through clothing, have low-cut necklines, or any other revealing garments will be permitted.
6. No muscle shirts, cut out sleeve shirts, articles of clothing which exposes midriff or back skin (whether a student is sitting or standing) will be allowed.
7. Hats, caps, visors, sunglasses, or any other head gear indoors during school hours except for designated days. Arm and leg bands, bare feet, and cleats in the building are prohibited.
8. Slogans or insignias on any article of clothing or jewelry must not be sexually suggestive, vulgar, gang-related, or make any references to tobacco products, drugs, or alcoholic beverages. Any article of clothing that displays a picture of a person or character that would not be appropriately dressed for school is prohibited.
9. All slogans for school-sponsored organizations (athletics, clubs, or classes) must be pre-approved by the principal.
10. Any article of clothing representing or promoting other high schools or middle schools will not be permitted during school hours.
11. Student's hair shall be neat, clean, well groomed and out of the eyes. Unnatural colors (blue, green, orange, etc.) and/or distracting hairstyles will not be allowed.
12. Students are not permitted to wear pins or rings (including retainers) in their nose, face, tongue, hands, etc. at school. Boys are not permitted to wear earrings at school.
13. Backpacks, book bags, and/or athletic bags will not be allowed to be brought into classrooms or placed in the hallways during class time. They must be properly stored after entering the buildings. Backpacks on rollers are not allowed. Backpacks and book bags are not allowed at the high school.
14. Billfold chains, log chains, dog collars, bike chains, large necklaces, etc. are not allowed.

15. The display of swastikas, confederate battle flags, or other symbols of racial divisiveness are not allowed.
16. Contact lenses with cat eyes, cartoon faces, or other characters and/or unnatural colors are considered distracting and will not be allowed.
17. "Heelies," "Wheelies," or any other type of footwear that features built-in or detachable wheels is prohibited.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for care of all school property. Damage of a malicious nature will be considered a very serious matter and will be repaired or replaced at the expense of the student or students at fault and parents of students involved.

TRADING, SWAPPING AND SELLING ITEMS

Students are not permitted to trade, swap or sell items among themselves. This creates a nuisance and often causes hard feelings.

CHECK-OUT PROCEDURES FOR HIGH SCHOOL STUDENTS

Although checkouts are discouraged, students may have up to a maximum of 5 checkouts per school year when parent permission is communicated to the school office. If a student has a need to check out of school after the five allowable check-outs, parents must personally come to the school for their child. Notes requesting permission to check out are not accepted. A check-out from any class is considered an absence. The principal will determine if the absence is excused or unexcused and whether or not work missed may be made up. **Students leaving school without following proper checkout procedure will be considered truant.**

PASSES

When it becomes necessary for students to leave their assigned place, they must secure a pass from the teacher in charge.

PARENTS AND OTHER SCHOOL VISITORS

Students from other schools will not be allowed to visit on this campus during the school day unless they are participating in school functions/activities. Parents and other school visitors who come to school on business must first report to the principal's office.

SOCIAL SECURITY NUMBERS

Each child enrolled in public schools, kindergarten through grade twelve, must have a social security number.

IMMUNIZATIONS

Each student must have on file in the office an immunization form IMM-50 (Blue Form). This form can be acquired from two places, the Health Department or a doctor's office.

TRANSFER AND WITHDRAWAL PROCEDURES

Students who are withdrawing from school or transferring to another school must turn in all books and clear through the office. When a student transfers to the Boaz City School System, days

absent will be transferred.

DRIVING POLICY

Students will be permitted to drive to school in accordance with the following regulations:

Students must have a valid Alabama Driver's License and purchase a parking decal. Decals will cost \$5.00.

1. Lost decals will be replaced for \$3.00. Schools may add an additional charge for parking space. All students who drive and park on school property are subject to random drug testing.
2. Car must be parked in prescribed parking lot. Students must leave the car secured (locked) until school is dismissed. No one will be permitted in the car during the time it is parked.
3. Student must submit Student Driver's Registration Form signed by parent or legal guardian to the principal's office granting permission to drive. Blank forms may be obtained in the High School Office. At the time the signed registration is presented, student drivers must present proof of insurance that meets the state minimum requirements. Students must sign the student parking Privilege/Substance Abuse form.
4. Observe due caution while traveling to and from school. Remember school buses are traveling the same roads. Interference with school bus traffic ON OR OFF campus will result in the loss of driving privileges as outlined below.
5. Students must have a written pass to go to their car during school hours.
6. Students will not remain in cars after arriving on campus and are not to leave campus after having arrived.
7. Vulgar signs and abusive language will not be allowed on cars parked on school property. **The principal will make this decision.**
8. All motorcycles must be registered at the school office. Drivers must have appropriate license and show proof of insurance.
9. Speeding or driving in a reckless or dangerous manner will result in the suspension of driving privileges. The speed limit on school grounds is **5 mph** unless otherwise posted. Parking spaces and permits will be issued on a first come, first served basis beginning with seniors, juniors and sophomores. The first day for obtaining permits and spaces will be the first day of registration in the summer.
10. Middle School students will not be permitted to drive.
11. Excessive tardiness or absenteeism may result in the loss of driving privileges for a minimum of 5 days.

NOTE! Students who break these regulations will be disciplined according to the following standards:

- **1st Offense-** Student will have driving privileges suspended for 5 school days.
- **2nd Offense-** Student will be suspended from driving for 10 school days.

- **3rd Offense-** Student will be suspended from driving for 20 school days.
- **4th Offense-** Student will lose campus-driving privilege indefinitely. Privilege may be restored after student and parent have appeared before the School Board to request restoration of driving privilege.

VEHICLE SEARCH

Any vehicle entering school property is subject to search by school authorities and law

enforcement personnel. Such search may be conducted without warrant as authorized by state law and board policy.

The search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. The school or Boaz City School System will not be responsible for damages to the vehicle during the search. The principal is authorized to sign a warrant if illegal substances are found during the search.

STATEMENT OF AHERA COMPLIANCE

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

VIDEO SURVEILLANCE

In order to provide and maintain a safe and secure environment for students, staff and authorized visitors, the Boaz City Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Board. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. Individual schools shall establish a system for maintenance and storage of equipment, tapes or disks. Equipment, tapes or disks shall be stored in secure places with access by authorized persons only. All school personnel, students and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

ACCEPTABLE USE OF THE INTERNET

All students in the Boaz City School System must abide by the guidelines and procedures stated in the Acceptable Use of the Internet Policy. This policy outlines the acceptable usage and violation consequences for inappropriate use of the Internet. Both students and parents or guardians must sign the Internet form before a student is allowed to become an Internet user in any Boaz City School System.

ASSEMBLIES AND SPECIAL PROGRAMS

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at assemblies. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, un-called for clapping, boisterousness and talking during a program.

ELECTRONIC BEEPERS, PAGERS, CELL PHONES, and IPODS

BCSS Board Policy forbids electronic beepers, iPods, paging devices, and cell phones in the possession of students in middle school and lower grades from being turned on during the normal school hours of 7:00 AM to 3:00 PM and shall not be visibly displayed on one's person.

Students in grades 9-12 will be allowed to use cell phones or iPods in the morning before the first bell, at morning break, and while in the cafeteria for lunch. Use of pagers and beepers is not

allowed. While in the classroom, all student electronic devices are to be turned off and placed in view of the classroom teacher on the student's desk or table. During athletic classes, class changes, etc. all devices are to remain put away and turned off.

Upon first violation of this policy the device shall be confiscated and returned to a parent/guardian via the school main office at the conclusion of the said school day but not after 3:30 PM and the student shall receive morning or afternoon detention for two days. Multiple violations of this policy will be considered a Class II Violation and will be disciplined according to these consequences. Any devices not picked up by the parent/guardian or an adult designee will be kept with an administrator until the aforementioned person retrieves the device.

Note: Boaz City Schools will not be liable for any lost or stolen electronic beepers, pagers, iPods, and/or cell phones.

CREDIT RECOVERY

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

RESPONSE TO INSTRUCTION (RtI)

Response to Instruction and Problem Solving Team Process refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention with a multi-tiered system to increase student achievement and reduce behavioral problems.

The RtI process requires the involvement of classroom teachers, parents, students (when appropriate), building specialist, principals, instructional coaches, special education teachers, ELL teachers, counselors, gifted teachers, and community service providers. The ultimate purpose of the RtI process is to enhance the success of students with a variety of academic and/or behavioral needs, rather than solely determine whether a student qualifies for special education services. The effectiveness of RtI is maximized through a collaborative problem-solving approach to identify student needs and implement targeted interventions. Data are utilized to measure student progress as a result of the instruction, as well as to monitor intervention with fidelity and integrity.

STUDENT FAILURE REPORTS

Teachers who assign failing grades to students in courses that are necessary for graduation will be required to submit a student-specific report which identifies course standards that were met, not met, or not covered in the applicable grading term. These reports may be used in combination with course and skill-specific diagnostic tools provided through software vendors and/or school or school-system assessments, all of which must be aligned with the Alabama Course of Study content standards for the course being pursued through Credit Recovery.

Student Eligibility, Admission, and Removal

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

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

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

Credit Recovery Program Authorization and Operation

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

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

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

Instructional Content and Curriculum

Instruction will be delivered through a combination of computer-based instructional software and targeted small-group/individualized instruction supervised and managed by a certified and highly qualified teacher in the subject area or through direct instruction from a teacher who is certified and highly qualified in the subject/course being recovered. Credit Recovery teachers will receive training pertaining to effective course organization and operational management of the applicable computer-based instructional software.

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

The student will complete his or her individual remediation plan within the published operating dates and hours of the Credit Recovery Program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next.

Instructional assignments, whether computer-based or teacher-based are aligned with the Alabama academic content standards approved by the State Board of Education.

Students are released from the Credit Recovery Program upon successful completion of individual remediation plans regardless of the number of hours of instruction.

Grades and Credits

A grade of 70% will be earned in a credit recovery course with appropriate documentation of standards mastery. This documentation provides evidence of mastery of the Alabama Course of Study Standards. The student must maintain an overall average of 80% on all credit recovery coursework. A 70% credit recovery grade will be earned and used for computing grade-point averages.

ACADEMIC REQUIREMENTS

ELEMENTARY AND MIDDLE SCHOOL AWARDS DAYS AND GRADUATION

Elementary and Middle School Awards Days and Graduations may not be held prior to the next to the last day of school.

HIGH SCHOOL GRADUATION CEREMONIES

Students who fail to meet all requirements for graduation will not be allowed to participate in the graduation ceremony, which includes walking across the stage. Further, students must pass all required sections of the Alabama High School Graduation Exam and the minimum number of Carnegie Units as required by the Alabama State and Boaz City Boards of Education. Students who meet the Carnegie unit requirement, but fail to pass the AHSGE, may receive a Certificate of Completion at Graduation Ceremonies. Students are required to pass 28 units which must include courses that are required by the State of Alabama unless enrolled in the Occupational Diploma Program as specified.

BOAZ HIGH SCHOOL

SEMESTER TESTS, SEMESTER GRADES AND EXEMPTIONS

An exemption will be allowed for high school students on the second and fourth term exams under the following conditions:

1. The student must have an A average (90+) **EACH** nine-week term, **NO** unexcused absences and **NO** more than **THREE** excused absences; or
2. The student must have a B average (80+) **EACH** nine-week term, **NO** unexcused absences and **NO** more than **TWO** excused absence; or
3. The student must have a C average (70+) **EACH** nine-week term, **NO** unexcused absences and **NO** more than **ONE** excused absence.

For exemption purposes, three (3) unexcused tardies to a class will count as an absence. No exemptions are allowed for a nine-week course (Health, Driver's Ed, Government, Economics, etc.)

Comprehensive mid-term (9 weeks) exams given to students on the 8 period day in grades 9-12 will count as specified. Exams will be scheduled through the last day of each semester or term.

USE OF LIBRARY MEDIA CENTER

1. Items will be checked out from the library using a finger identification system.
2. All items must be checked out through the circulation desk before they can be taken from the library.
3. The fee for lost or damaged books is \$20.00 per book.

TEXTBOOKS

The textbooks used at school are those that are state and locally adopted. Such textbooks are not the property of the student, but must be accounted for by both the student and the school. For this reason, any textbook that is mutilated or lost must be paid for by the student to whom the book is assigned. At the beginning of the year (term), each student receives the textbooks that he/she will need for his/her particular course. ONCE EVERY NINE WEEKS, a check will be made by the teacher to see that the student still has the book checked out to him/her. Fees for lost or damaged text books will be paid to the school bookkeeper in the office, and a receipt will be issued to the student. New textbooks will not be issued for lost or damaged books until these fees are paid.

WORKBOOKS AND SUPPLIES

Workbooks may be available for purchase by the students at each individual school. Each workbook will be priced by the textbook supervisor. A list of prices will be available at each school.

PROMOTION AND RETENTION

It is the policy of this school to retain any student, who in the opinion of the teacher(s) and principal, and in accordance with grades and achievement progress, has not performed to the necessary level to be promoted to the next grade. The decision is made on an individual basis with the guiding philosophy being what is in the best interest of the student. In order to move from one grade to another at the high school level, students must earn a minimum number of credits to include: 9th to 10th grade - 4 credits; 10th to 11th grade – 10 credits; and from 11th to 12th grade – 20 credits.

PHYSICAL EDUCATION CLASSES

All students grade one through eight must be enrolled in a Physical Education class. Every student is required by law to take one unit of P.E. after the 8th grade. Physically disabled students may be excused from specified physical activities upon presentation of a doctor's excuse, but not excused from Physical Education class.

HOMEBOUND INSTRUCTION

In circumstances where a student must be absent from school because of illness or injury for a period of two weeks or more, homebound instruction may be provided. Consideration for homebound instruction will be extended only to students that reside in the Boaz City School System. A licensed physician must provide documentation that the student is physically unable to attend school and for approximately how long on a form provided by the Boaz City Board of Education. The purpose of the homebound instruction will be to provide tutorial assistance to the student at an assigned location for three hours per week. *Students may NOT participate in extra-curricular activities while receiving homebound services.

Grade determination for assignments completed by the homebound student will be made by the

regular program teachers, principal and appropriate central office supervisor.

CONTINUOUS ENROLLMENT FOR SENIOR YEAR

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

ADVANCED PLACEMENT CLASSES

The Boaz City Board of Education recognizes the need for Advanced Placement (AP) classes and will offer AP classes as students and numbers permit.

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

DUAL ENROLLMENT

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

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

The course of offerings will be as follows:

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

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

EIGHT-PERIOD DAY SCHEDULE

At the beginning of the 2011-12 school year Boaz High School changed from the four-period

block schedule to a 8th period schedule. On this schedule, students take eight 47-minute classes five days a week. Report cards are sent home every nine weeks.

COURSES OFFERED

Course offerings are listed in the Boaz High School course-offering catalog.

SCHOOL SUPPLY SCHEDULE

HIGH SCHOOL ELECTIVES

Accounting	\$10.00
Business Technology Applications, Information Technology Support & Services, Multimedia Design, and Multimedia Publications	\$30.00
Personal and Business Finance	\$10.00
Ag Metals, Agriscience, Agconstruction, Fish & Wildlife Management and Horticulture	\$30.00
Foundations of Health Science, Human Body Structures, and Hlth. Science Internship	\$30.00
Health Explorations and Health Promotion and Wellness	\$15.00
Food & Nutrition/Fashion, Parenting/Child Development, Housing/Creative Arts, Interior Design I/II, and Cooperative Education	\$30.00
Fine Arts, Advanced Art, Intro Art, and Art Survey	\$20.00
Band	\$25.00
Choir/Show Choir	\$10.00/\$30.00
Foreign Language Lab; Spanish I, II, III, Latin, German, and French	\$10.00
Science Lab - Anatomy/ Physiology, Earth and Space, Physics , Environmental, Chemistry, Forensics, Physical Science, Biology, and Marine Science	\$10.00
Driver Education	\$25.00
Locker and Lock Deposit	\$10.00
Parking Decal	\$5.00
Reserved Parking Space	\$15.00
Non-reserved Parking Space	\$5.00
Graduation Fee (plus actual cost for cap, gown, diploma, and diploma cover)	\$25.00
Distance Learning Laptop Computer	\$35.00
Workbook Fees for math courses:	
Algebra I, Geometry, Geometry A/B, Algebra II; and	\$5.00

VALEDICTORIAN AND SALUTATORIAN SELECTION

To be eligible for the Valedictorian or Salutatorian Award, the student must have attended the Boaz High School for a minimum of two years, including the entirety of his or her Junior and Senior year. The Valedictorian and Salutatorian must have earned the Alabama High School Diploma with advanced academic endorsement. **(Beginning with the class of 2015, students must qualify as a Distinguished Scholar to be Valedictorian or Salutatorian.)**

The student who is in good standing (not on probation, under suspension, expulsion or had serious disciplinary problems or acts of behavior unbecoming such an honor) and has the highest academic average (carried to two decimal places) for grades 9-12 will be selected as Valedictorian. The student who is in good standing and has the second highest academic average for grades 9-12 will be selected as Salutatorian. To be considered for either valedictorian or salutatorian a student must have completed a curriculum that includes the following:

- 4 units of English
- 4 units of Math (beginning with Algebra I)
- 4 units of Social Studies
- 4 units of Science

2 units of Foreign Language

Credit earned for courses graded on letter grade basis will not be included with the grade averages for valedictorian or salutatorian. Valedictorian and salutatorian selection will be based on grades earned in core classes only (English, math, science, social studies, and foreign language).

GRADE POINT AVERAGE

For the purpose of computing a Grade Point Average (GPA), a four-point system will be used as follows:

- A (90-100) — 4 POINTS
- B (80-89) — 3 POINTS
- C (70-79) — 2 POINTS
- D (60-69) — 1 POINT
- F (0-59) — 0 POINTS

Intervention grades will not be considered for additional awards presented; such as: Distinguished Scholar, Advanced Diploma, etc. as these awards signify passing a rigorous curriculum.

CLASS RANKINGS

After the valedictorian and salutatorian have been selected according to the procedure outlined on the previous page, the remaining members of the senior class will be ranked from top to bottom. This ranking will be accomplished by averaging all numerical grades recorded on the permanent record for grades 9 through third nine-weeks of the 12th grade.

The counselor is to verify that the numerical grades on a student's permanent record were indeed supposed to be numerical grades. Board policy requires that certain courses be recorded as letter grades, making them ineligible for inclusion. In averaging the grades, the final average will be rounded off to two decimal points. All courses taken and receiving numerical grades will receive equal weight. Courses receiving two units of credit will have only one grade included in the average. The maximum grade that a student may have recorded on the permanent record is 100. In case of ties, the ranking and resulting honor will be shared.

Final class rankings of the student will not be made until the end of the 3rd nine weeks of the senior year. The rank of an individual student is confidential information and will be released only to the student and his/her parents (guardians), to colleges for scholarship or enrollment at the request/approval of the student or his/her parents (guardians), to prospective employers to whom the student/parents (guardians) wish the information released or to the press when publishing names of the valedictorian and salutatorian.

Any ranking information released prior to the end of the 3rd nine weeks of the senior year should only be done in general terms as approximations. No grades higher than 100 will be recorded or averaged except for Advanced Placement (AP) courses and Dual Enrollment College Core Classes.

HONOR GRADUATES/DISTINGUISHED SCHOLARS

HONOR GRADUATES

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

DISTINGUISHED SCHOLARS

Students who are in good standing and complete the Advanced Diploma Program and complete any five of the following courses as listed below with a “B” average or above (80+) in each of these classes will be recognized as Distinguished Scholar. This will be in effect for any classes taken beginning with the 2003-2004 school year.

1. Calculus (or Pre-calculus taken as the 4th math unit)
2. Physics Anatomy & Physiology
3. Chemistry
4. 12th Grade College Prep English
5. Any College Prep or Dual Enrollment Elective Third year of same foreign language.

Students entering, as freshmen during the 2009 – 2010 school year will adhere to the following standards in order to be recognized as a Distinguished Scholar:

Must pass the same coursework as the Advanced Academic Endorsement with additional rigor as follows:

- Pre-calculus as the 4th math
- 11th/12th grade sciences must be from the following: Chemistry, Physics, Anatomy/Physiology, Marine Science
- 1 AP course or 1 academic course at Snead State for dual enrollment/Early College Entry Program (ECEP), and
- 2 Honors courses.
 - Note: An 80% average must be earned in each of these classes
 - Note: Algebra IA/IB or Geometry A/B is not acceptable as course options for this distinction

Students receiving these awards may be recognized with Honor Cords at graduation and with Seals placed upon their diploma and permanent record.

SUMMER SCHOOL CREDIT

Credit from an approved school program will count toward graduation provided:

1. The principal at a student’s home school approves in advance enrollment of the student in a summer school program and the particular courses which the student is to take.
2. The student successfully completes the course.

In no case will a student in the Boaz City School System be required to attend summer school to earn the credits required for graduation. Students who fail courses at the home school will be permitted to repeat such courses at the earliest possible time.

CORRESPONDENCE COURSES

Credit from an accredited school offering high school level correspondence courses will count toward graduation provided [Ala. Administrative Code 290-3-1.02(11)]:

1. The principal at a student's home school approves the student's enrollment in the particular course to be taken.
2. A student is limited to only one unit per school year and a total of two units through correspondence study.
3. The principal and the superintendent must give written permission prior to the beginning of correspondence work.

SPECIAL COMMENDATION

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

GRADUATION REQUIREMENTS

STUDENTS WHO ENTERED 9th GRADE IN SCHOOL YEAR 2008-2009 OR EARLIER

The following graduation requirements are effective with the students entering the ninth grade before the 2009-2010 school year:

1. Pass all 5 parts of the Alabama High School Graduation Exam **and** earn all credits specified below for the Alabama High School Diploma, Alabama High School Diploma with Advanced Academic Endorsement, Alabama High School Diploma with Career Tech Endorsement, and Alabama High School Diploma with Advanced Career Tech Endorsement.
2. Pass 3 parts of the Alabama High School Graduation Exam (must include reading and math portions unless IEP dictates otherwise) **and** earn all credits specified below for the Alabama High School Diploma with Credit-Based Endorsement.
3. Complete IEP requirements listed below to earn the Alabama Occupational Diploma.

Alabama High School Diploma	Credits
English Language Arts	4
Four credits to include the equivalent of:	
▪ English 9	1
▪ English 10	1
▪ English 11	1
▪ English 12.	1
Mathematics	4
Four credits to include the equivalent of:	
▪ Algebra I	1
▪ Geometry	1
▪ Additional Math Credits	2
Science	4
Four credits to include the equivalent of:	
▪ Biology	1
▪ A Physical Science	1
▪ Additional Science Credits	2
Social Studies	4
Four credits to include the equivalent of:	
▪ Grade 9 -World History 1500 to present	1
▪ Grade 10 - U.S. History and Geography to 1900	1
▪ Grade 11 - U.S. History and Geography 1900 to Present	1
▪ Grade 12 – American Government	1/2
▪ Economics	1/2
Physical Education	1
Health Education	1/2
Arts Education	1/2
Computer Applications*	1/2
Electives	7-1/2
TOTAL	28

*May be waived if a qualified staff at the high school verifies computer literacy, keyboarding skills and introductory applications. The designated one-half credit will then be added to the electives, making a total of ten elective credits.

Alabama High School Diploma with Advanced Academic Endorsement

The purpose of this endorsement is to prepare students for success in a four-year baccalaureate program following graduation. Credit earned through applied academic courses or embedded credit situations will not satisfy the core curriculum requirements for this diploma.

	Credits
English Language Arts	4
Four credits to include the equivalent of:	
▪ English 9	1
▪ English 10	1
▪ English 11	1
▪ English 12	1
Mathematics	4
Four credits to include the equivalent of:	
▪ Algebra I	1
▪ Geometry	1
▪ Additional Math Credits	1
▪ Algebra II with Trigonometry	1
Science	4
Four credits to include the equivalent of:	
▪ Biology	1
▪ A Physical Science	1
▪ Additional Science Credits	2
(Environmental and Earth & Space Science will NOT count for this Diploma)	
Social Studies	4
Four credits to include the equivalent of:	
▪ Grade 9 -World History 1500 to present	1
▪ Grade 10 - U.S. History and Geography to 1900	1
▪ Grade 11 - U.S. History and Geography 1900 to Present	1
▪ Grade 12 – American Government	1/2
▪ Economics	1/2
Physical Education	1
Health Education	1/2
Arts Education	1
Computer Applications*	1/2
Foreign Language	2
Electives	7-1/2
TOTAL	28

*May be waived if a qualified staff at the high school verifies computer literacy, keyboarding skills and introductory applications. The designated one-half credit will then be added to the electives, making a total of ten elective credits.

Alabama High School Diploma with Career/Technical Endorsement

Students who successfully complete a coherent sequence of three (3) units of Career/Technical courses in a career major, pass all portions of the Alabama High School Graduation Exam and meet other requirements established by the State Board of Education and the Boaz City Board of Education may earn an Alabama High School Diploma with Career/Technical Endorsement. Those requirements are as follows:

	Credits
English Language Arts	4
Four credits to include the equivalent of:	
▪ English 9	1
▪ English 10	1
▪ English 11	1
▪ English 12	1
Mathematics	4
Four credits to include the equivalent of:	
▪ Algebra I	1
▪ Geometry	1
▪ Additional Math Credits	2
Science	4
Four credits to include the equivalent of:	
▪ Biology	1
▪ A Physical Science	1
▪ Additional Science Credits	2
Social Studies	4
Four credits to include the equivalent of:	
▪ Grade 9 -World History 1500 to present	1
▪ Grade 10 - U.S. History and Geography to 1900	1
▪ Grade 11 - U.S. History and Geography 1900 to Present	1
▪ Grade 12 – American Government	1/2
▪ Economics	1/2
Physical Education	1
Health Education	1/2
Arts Education	1/2
Computer Applications*	1
Foreign Language	2
Career/Technical Education (Sequential program of courses)	3
Electives	6
TOTAL	28

*May be waived if competencies in the computer application course are demonstrated to qualified staff in local school system. The designated one credit will then be added to the elective credits.

Alabama High School Diploma with Advanced Career/Technical Endorsement

Course requirements are the same as the Career/Technical Endorsement except in mathematics. Algebra II with Trigonometry must be passed in addition to Algebra I and Geometry.

Alabama Occupational Diploma

The Boaz City Board of Education shall offer only students with disabilities, as defined by Individuals with Disabilities Act (PL 101-476), the option to earn an Alabama Occupational Diploma. The selection of this diploma as an exit option must be made by the student’s individualized education program (IEP) committee. The requirements for this diploma, found in the Alabama Administrative Code 290-030-010-.06 (11)(k), include credits in each subject as follows:

English	4
Math	4
Science	4
Social Studies	4
Career/Technical Education	2
Cooperative Career/Technical Education*	2
Health Education	½
Physical Education (LIFE)	1
Fine Arts	½
Electives	2
TOTAL	24 credits

*May be included in the 2 credits of Career/Technical Education

NEW ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Beginning with the ninth grade class of the 2009-2010 school year, ALL students will have as their default diploma option the Advanced Academic Endorsement to the Alabama High School Diploma.

Should a student and his/her parent or guardian determine that the Advanced Academic Endorsement is not appropriate for the student’s educational needs, the parent or guardian may remove the student from the Advanced Academic Endorsement by meeting with the student’s counselor and completing the Endorsement Change Request Form located in the appendices. This change in endorsement may occur prior to the student entering high school or at the end of any semester at any grade level.

There are two high school diploma options in Alabama.

Alabama High School Diploma Course Requirements for All Endorsements

The Alabama High School Diploma requires the passing of 24 credits of coursework – Mathematics (4), Science (4), Social Studies (4), English (4), Computer Application (0.5), Physical Education (1), Health Education (0.5), Arts Education (0.5), and Electives (5.5). It also requires the passing of 5/5 sections of the AHSGE. In addition to the state-required 24 credits, Boaz City School System requires an additional (4) electives for a total of 28 credits to graduate high school.

ENDORSEMENT	REQUIREMENTS
Advanced Academic Endorsement **(FIRST CHOICE)	Requires passing all standard coursework including Algebra II with Trig., two foreign languages, and an online experience and passing 5/5 sections of the AHSGE.
Advanced Career and Technical Endorsement	Requires passing the same coursework as the Advanced Academic Endorsement with the exception of foreign language and passing three career and technical courses (or two career and technical courses and another course related to the student's career choice). In addition, 5/5 sections of the AHSGE also must be passed.
Advanced Academic Endorsement w/ <u>Distinguished Scholar</u>	Requires passing the same coursework as the Advanced Academic Endorsement with additional rigor as follows: <ul style="list-style-type: none"> • Pre-calculus as the 4th math, • 11th/12th grade sciences must be from the following: Chemistry, Physics, Anatomy/ Physiology, Marine Science, • 1 AP course or 1 academic course at Snead State for dual enrollment/Early College Entry Program (ECEP), and • 2 Honors courses. Note: An 80% average must be earned in each of these classes Note: Algebra IA/IB or Geometry A/B is not acceptable as course options for this distinction.
Career and Technical Endorsement	Requires passing all standard coursework, passing three career and technical courses, and passing 5/5 sections of the AHSGE.
Credit-Based Endorsement	Requires passing all standard coursework and passing 3/5 sections of the AHSGE, including Reading, Mathematics, and one other section.

Following the spring administration of the Alabama High School Graduation Exam (AHSGE), twelfth grade students who have not passed all sections of the AHSGE may choose the Credit-Based Endorsement of the Alabama High School Diploma if the student has met the following criteria:

1. Successfully met the academic course requirements as established by the Boaz City School System (BCSS).
2. Successfully met the course requirements for one career and technical education course.
3. Passed the reading, mathematics, and one other subtest of the AHSGE.

Once a student chooses the Credit-Based Endorsement, it will serve as the final endorsement to the Alabama High School Diploma. A Credit-Based Endorsement Request form must be completed and signed by the graduating senior and his/her parent or guardian and submitted to the high school counselor in order to receive the Credit-Based Endorsement.

Mathematics Pathways for Students Who Begin Algebra I in Grade 9

There are several pathways by which a student who beginning 9th grade in 2009-2010 may meet the high school graduation requirements for earning four credits in mathematics in Grades 9-12. These are listed in the Course Descriptions book.

II. ATHLETICS

ATHLETIC/EXTRACURRICULAR ACTIVITIES ATHLETIC PROGRAMS

To obtain a copy of the Athletic Handbook for the 2011-12 school year, please contact the principal at Boaz High School.

In accordance with approved State Board of Education policy, the Boaz City Board of Education shall set the following standards and policies regulating athletics:

1. Each student shall not participate in more than two interscholastic athletic contests per week on a night preceding a school day, except for multi-team tournaments or meets and/or in case of emergency that necessitates postponement for an event to the next available date without the prior approval of the Boaz City Board of Education.
2. When regular season contests are scheduled on an evening preceding a school day, the contest must be scheduled to end before 10:00 p.m.
3. Middle school competition shall be limited. Middle school teams will not compete for championships beyond the Marshall County City School level.
4. Athletics below grade seven (7) are limited to intramurals only.
5. Spring training for varsity football shall be limited to fifteen (15) out of a thirty (30) day calendar period. Each school shall participate in not more than one jamboree or controlled scrimmage as allowed by the Alabama High School Athletic Association (AHSAA).

UNITY AND COOPERATION IN ATHLETIC PROGRAMS

The Boaz City Board of Education approves of and provides for a variety of athletic and other extracurricular programs for girls and boys including, but not limited to, the following: Football, Basketball, Tennis, Track, Volleyball, Baseball, Softball, Golf, Cross Country, Cheerleading, Choir, and Band.

It is the desire and the intent of the Board that there exist among and between all such activities a spirit of cooperation, harmony and mutual respect. All of these activities are for the enjoyment and benefit of the students.

Students often choose to participate in more than one sport or activity. It is the desire of the Board that students be permitted to participate in as many of them as they choose commensurate with their abilities and available time.

BOOSTER CLUBS

Booster organizations are requested to support students as they strive for participation in a variety of sports and activities. A diversified program that will serve the needs and desires of all student athletes is most desirable.

Each separate booster organization should respect the rights of other booster organizations and work in harmony and good will for the total athletic program at the school.

All funds raised by Booster Clubs and similar organizations must be carried on the financial books of the school and deposited in the school's bank account. Booster Club officers or members may not hold back concession receipts, fundraiser funds, etc. in order to do any purchasing or other operations with cash. A Booster Club Officer (usually the President) designated by the

school Principal must fill out a requisition form and receive a purchase order number before ordering any items. The principal must sign the requisition form before a purchase order will be issued. The school will not be responsible for issuing funds to pay for any purchase that is made without following this process. Items purchased by Booster Clubs for use at the schools shall become the property of the school.

SCHEDULING OF BASKETBALL GAMES

1. Minutes between games will be kept to a maximum of 10 minutes.
2. The number of minutes taken at half time will not exceed 10 minutes.
3. All visiting teams will be requested to always be on time.
4. Officials will be requested to always be on time for games.
5. When middle school games are scheduled for four (4) games in a night, the first and second games will have six (6) minute quarters. This includes both home and away games.
6. A maximum of four (4) games is all that will be permitted on any night for either middle school or high school games (unless two gymnasiums are used). This includes both home and away games.
7. When there are four (4) games on a night, the first game must begin no later than 4:00 p.m. This includes home and away games.
8. Game officials will be encouraged to please assist in anyway possible to help prevent the unnecessary delay of games.

SCHEDULING SPRING SPORTS

1. Home games, matches, meets, etc. should not be scheduled to begin prior to 3:30 p.m.
2. Teams leaving for away trips may leave no earlier than 2:45 p.m. unless and only when the distance traveled justifies early departure. Departure time is at the discretion of the principal.
3. Schools are strongly discouraged from participating in invitational meets, matches and games that are held during school hours. However, matches held during school hours must have prior approval of the school athletic director.
4. Teams may participate in Sectional and State contests whenever they are scheduled by the AHSAA.
5. Students missing class for a necessary athletic trip will not be counted absent and will be allowed to make up work. Athletes will get assignments prior to leaving and should be prepared for tests, class assignments, etc. on the following day.
6. Spring football practice may begin after school hours only. No scrimmaging may take place during school hours.

NOTE: Exceptions to the above regulations must be requested in writing by the principal and approved in advance by the superintendent and/or school system athletic director.

PRACTICE RESTRICTIONS

No athletic teams or other extracurricular practices will be conducted on Sunday, after 6:00 p.m. on Wednesday, or Christmas Day. Any exception to this policy requires prior approval by the Superintendent.

TITLE IX COMPLAINTS

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed with Dr. Randall Haney,

Title IX Coordinator for the Boaz City School System. You will be asked to write the actions, policies or practices which you believe are discriminatory. You may obtain help from the Title IX Coordinator, Dr. Randall Haney, 126 Newt Parker Drive, Boaz, Alabama 35957, Phone: (256) 593-8180, or anyone you believe is knowledgeable. Once you have filed your grievance, you will be asked to meet those persons who would be involved in correcting the policies, practices or programs that you believe are discriminatory. When there is an agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is no agreement, you may appeal the grievance to a higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, Atlanta, Georgia. This may be filed at the same time you file the grievance, during or after the use of the grievance process or without using the grievance process at all.

If you file your Title IX complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance, you should give thought to the following:

1. The exact nature of the grievance, how you believe you may have been discriminated against and any persons you believe may be responsible.
2. The date, time and place of the grievance.
3. The names of witnesses or persons who have knowledge about the grievance.
4. Any available written documentation or evidence that is relevant to the grievance.
5. The actions that could be taken to correct the grievance.

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX Grievance Procedures or to obtain help in filing a grievance, contact the Title IX Coordinator.

EXTRACURRICULAR ELIGIBILITY– ACADEMICS FIRST

All students in grades 8–9 participating in any extracurricular activity must have passed a minimum of five units of work and have a 70 overall average for the previous year. First time seventh graders are automatically eligible.

Students in grades 10–12 must pass six (6) units of course work, including the four core subjects (English, math, science and social studies) with a 70 average in order to be eligible to participate in any extracurricular activity. This includes, but is not limited, to athletics, cheerleading, band, choir, club conventions, parades, amusement park trips, competitions, trips by tour companies, performances at various meetings, etc.

Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during the last two semesters in attendance and summer school or credit recovery, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.

Students should be in attendance at school on the day of any extracurricular activity in order to participate. Exceptions may be granted by the principal in cases of extreme hardship, such as the death of a family member, etc.

CHEERLEADERS POLICY

The Boaz City Board of Education sets forth that the purpose of cheerleaders is to call for and direct organized cheering by the fans in support of athletic teams representing a school. This is the primary purpose for which they are sanctioned by the Board of Education. The extent to which the cheerleaders call for and direct organized cheering will determine their effectiveness in the role of cheerleaders. The Board of Education may allow at its discretion, as long as it is conducted within reason, a cheerleader squad to compete against other cheerleader squads for additional recognition.

Cheerleading duties are to be such as will permit a student to be a cheerleader and still be able to carry on their daily activities as any other student would normally do. Cheerleaders will be required to carry regular and normal academic course loads and may participate in any other extra curricular activities offered by the school. Cheerleaders are representatives of the student body as are members of athletic teams, student government association officers and other school clubs and organizations, and are expected to set good standards of conduct and behavior. Character and behavior requirements should be consistent among all of those who in their capacity, act as representatives of our student body.

Note: The number of cheerleaders a school is to have will be determined by the principal and the cheerleader coach. The cheerleader coach will announce the number of cheerleaders to be accepted before the tryouts begin.

SELECTION PROCESS

Cheerleaders will be selected following the completion of basketball season and prior to the end of the school year. Selection of cheerleaders will not be in conflict with standardized testing dates, exit exam dates, mid-term or final exam dates.

Cheerleader candidates must meet Alabama High School Athletic Association academic requirements at the time of the tryouts and must continue to remain academically eligible during the following school year in order to cheer. The school principal, counselor, or cheerleader coach will be responsible for verifying academic eligibility.

Cheerleader candidates will be required to attend a meeting accompanied by a parent or guardian (either a group or individual session) prior to tryouts where the cheerleader coach will discuss the tryout process, standards, and responsibilities required of cheerleaders. The parent and cheerleader candidate will be required to sign a form which states they understand and agree to the standards, responsibilities, and selection process.

The tryout will be preceded by a clinic available to all candidates in which cheerleading skill instruction will be taught.

Upon completion of the clinic the coach will hold a three-day tryout which will be held after school hours. The tryout will be closed to the general public. The coach will determine the skills to be judged during the tryout. The coach will observe, rate, and select the cheerleading squad.

If a cheerleader candidate has an injury which prevents them from participating in any part of the tryout, the coach will determine the method to rate that candidate. The coach may require a doctor's statement to verify a candidate's inability to participate in the tryout or any part thereof.

The coach will notify candidates of their selection or non-selection to the squad by the end of the school day following the last day of the tryout. This notification may consist of posting the names of the candidates selected to the squad on the door of the coaches' office. The coach **will-not** be required to contact students who are not present at school on the day of notification. If absent on the day of notification, a student may contact the coach for notification upon returning to school.

Candidates trying out for the Varsity Squad will be enrolled in grades 9-11 at the time of the tryout. Candidates trying out for the Junior Varsity Squad will be enrolled in grades 8-10. Candidates trying out for the Middle School Squad will be enrolled in grades 6-7.

In order to practice and cheer at games, cheerleaders must meet the same requirements as all other athletes concerning attendance at school on the day of the event. Cheerleader coaches may withhold squad members from cheering activities, and/or impose other forms of punishment for violation of rules that have been established for the squad.

NCAA STUDENT-ATHLETE ADVISEMENT PLAN

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting and financial aid. The NCAA has three membership divisions:

Division I, Division II, and Division III

Institutions are members of one or another Division according to the size and scope of their athletic programs and whether they provide athletic scholarships. If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA member institutions in January, 1993. The Clearinghouse ensures consistent interpretation of NCAA eligibility requirements for all prospective student athletes at all member institutions.

YOUR RESPONSIBILITY AS PROSPECTIVE STUDENT-ATHLETE

It is your responsibility to make sure that the Clearinghouse has the documents it needs to certify you. These documents are as follows:

1. Your completed and signed **Student Release Form** and fee;
2. Your official transcript from every high school you have attended; and
3. Your ACT or SAT scores

WHEN TO START THE PROCESS

If you want to participate in Division I or Division II athletics, plan to start the certification process early, usually the end of your junior year in high school. Your principal, coach and counselor will assist you in filling out the proper forms. **HOWEVER**, it is your responsibility to **TAKE AND PASS ALL** appropriate core curriculum courses and entrance exams. Therefore, if you plan to play college sports, it is important that you begin with your **FOUR-YEAR PLAN** to

prepare to meet entrance and eligibility requirements. Ask your counselor for help with ACT Preparation classes, tutoring, etc.

NOTE: The same rules apply to both scholarship and walk-on players.

NCAA DIVISION I & II ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES

Student-athletes entering Division I colleges and universities after August 1, 1995, must meet the following requirements in order to participate and receive financial aid:

1. Graduate from high school (including passing the required 24 or 28 units and all sections of the Alabama High School Graduation Exam.

Note: The student should apply for certification before graduation. If the student appears to meet NCAA requirements, the Clearinghouse will issue a preliminary certification report. After the student graduates, the Clearinghouse will review the final transcripts to make a final certification decision.

2. Earn a grade-point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 13 academic courses taken during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course are acceptable. The core courses must include at least:

- a) Four (4) years of English
- b) Two (2) years of math (algebra and geometry) (math in society will **NOT** meet the NCAA requirements)
- c) Two (2) years of natural/physical science (including at least one laboratory class, if offered by the high school)
- d) Two (2) years of social science
- e) Three (3) years of additional core English, math, natural/physical science, social science, foreign language, computer science, philosophy or non-doctrinal (e.g., comparative) religion.

3. Earn a combined score on the ACT or the SAT on a national test date described on the Qualifier Index below.

For Division I: The minimum grade-point average in the 13 core courses and required ACT or SAT score vary according to the Initial-Eligibility Qualifier Index below.

Division I and II also have standards for “Partial Qualifiers.” See your counselor or coach.

	<u>Core</u> <u>GPA</u>	<u>ACT</u> <u>SUM</u>	<u>SAT</u>	<u>Core GPA</u>	<u>ACT</u> <u>SUM</u>	<u>SAT</u>	
	2.500+	68	820	2.250	77	920	
				2.225	78	930	
	2.475	69	830	2.200	79	940	
	2.450	70	840-850	2.175	80	950	
The	2.425	70	860	2.150	80	960	NCAA may
revise	2.400	71	860	2.125	81	960	these standards
and	2.375	72	870	2.100	82	970	their effective
dates.	2.350	73	880	2.075	83	980	Division II
	2.325	74	890	2.050	84	990	requires an ACT
SUM	2.300	75	900	2.025	85	1000	of 68 or SAT of
820.	2.275	76	910	2.000	86	1010	This is only a
							summary of

NCAA requirements. More detailed information can be obtained from your high school counselor

or coach. If you have any questions relating to recruiting or other matters relating to college enrollment or athletics, ask your counselor or coach.

III. MISCELLANEOUS SECTION

BOAZ CITY SCHOOL SYSTEM ATTENDANCE POLICY

6.1.1 Admission to Schools

Approved: April 26, 2011

Definitions:

Zone 1: The geographical area identified by the City of Boaz as lying within the city limits.

Zone 2: The geographical area, outside the Boaz city limits, identified by the Boaz City Board of Education as acceptable for potential enrollment and attendance of students living therein, per application of policy.

Sibling: The school-age sister or brother (full, half, adopted, step, foster), legally residing in the home of a student legally attending Boaz City Schools.

Tuition: The fee paid to Boaz City Schools by all students approved for attendance who live outside of Zone 1. This tuition must be paid in full at registration, and is non-refundable after that date.

Lottery: A random selection process for determination of attendance sanctions for students in Zone 2. For non-grandfathered students this process will be employed as needed to maximize the present resources within the system, as determined by the Superintendent and Board of Education

“Grandfathered “ student: Any student residing outside the city limits who is legally attending Boaz City Schools on May 1, 2011.

Child of an Employee: Any child (full, half, adopted, step, foster), who is legally residing in the home of a full-time employee of Boaz City Schools. Substitute, temporary, and part-time employees are excluded from this definition.

Reside: Living full-time with a parent or legally appointed guardian at a designated address.

Students Eligible to Attend Boaz City Schools

1. All students residing in Zone 1. Students in Zone 1 may continue in attendance until graduation, as long as they continuously reside in Zones 1 or 2.

2. All students residing in Zone 2, who continuously reside in Zones 1 or 2 and have been approved for attendance on a space-available basis. This will be determined by lottery, or any other random selection process approved by the superintendent and the board of education. These students will be eligible upon payment of tuition. Students in Zone 2 who are approved for attendance may continue in attendance until graduation, as long as they continuously reside in Zones 1 or 2.
3. Grandfathered students (see definition). Grandfathered students and their siblings living outside Zones 1 and 2 may continue in attendance until their graduation date, provided they remain at the address for which they are presently approved. A move will negate the grandfathered status, and subject the student to the attendance conditions defined in this policy for the new residence.
4. Child of an Employee (see definition)
5. All siblings of students legally attending Boaz City Schools on May 1, 2011, provided that the siblings are attending or registered for attendance prior to the graduation of the grandfathered student.
6. Homeless Students – Homeless students will be permitted to enroll without regard to residency status and may be entitled to other accommodations under federal law.
7. *Students Expelled or Suspended from Other School Systems* – Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board.
8. *Required Documentation* – Students entering the school system for the first time, regardless of grade level, will be required to submit a certified birth certificate, documentation or other proof of residency, and such other registration materials as school officials may reasonably require, including but not limited to a certificate of immunization or an exemption as prescribed by the Department of Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, or homeless students.
9. *Placement of Students* – The Board will determine the placement of newly enrolled students in accordance with state law.

Geographical Description of Attendance Zones

Zone 1: All land areas within the designated city limits of Boaz.

Zone 2: All land areas outside the city limits, but included in the following description:

Being bounded on the North by the city limits of Albertville, E. Henderson Rd. from the city limits of Albertville East to McVile Rd., then North on McVile Road to Beulah Rd., then SE on Beulah Road crossing Hwy-168 and continuing East on Double Bridges Rd. to the Marshall/DeKalb County line, South on the Marshall/DeKalb County line to the Marshall/Etowah County line. The BCSS attendance zone will be bounded on the South by the Etowah County line with the exception of the part of Etowah County laying within the city limits of Boaz then continuing West/South West along the Etowah/Marshall County line Intersecting New Home Road. North on New Home Road To a line intersecting New Home and Coal Mine Rd, then North on Coal Mine Road to Hwy-168, East on Hwy-168 to Needmore Road, North on Needmore Road to Whitesville Road, East on Whitesville Road to Niles Road, East on Niles Road to the Northern loop of Niles Road to Mt Vernon Drive, North on Mt Vernon Drive to the city limits of Boaz. Any physical address lying on either side of the section of a road serving as a boundary will be considered in the attendance zone. The address must be on the section of the road serving as the boundary. Addresses on side roads outside the boundary but intersecting boundary roads will not be considered in the attendance zone.”

BOAZ CITY SCHOOL SYSTEM TUITION POLICY

1. Attendance of all students who reside outside the Boaz City limits and who otherwise meet established attendance policy criteria to attend schools within the Boaz City School System is subject to payment of tuition for the purpose of requiring students living outside Boaz City limits to bear a fair portion of the burden of local funding of Boaz City Schools, given the local support provided by ad valorem taxes for school purposes imposed on citizens of the City of Boaz. The tuition per student will be \$250.00 with a maximum of \$600.00 per household for the school year 2011-2012. This must be paid in full at the time of registration. Tuition is non-refundable for students who withdraw at any point after the start of the school year and will not be prorated for those students registering during an on-going school year.
2. Enrollment for any semester will not be allowed until tuition for that semester has been paid in full.
3. Children of employees of the Boaz City School System who reside outside the Boaz City limits are exempt from payment of tuition under this policy.
4. The Boaz City Board of Education reserves the right to modify its tuition policy at any time for succeeding school years as deemed appropriate.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) guarantees parents and students over the age of 18 with certain rights as outlined below:

1. Constitutionally Protected Prayer: The Boaz City Board of Education has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer. School principals have received written guidance, which forbids government (school) sponsored religious activities, but protects those activities initiated by students during non-instructional time (breaks, lunch, etc.).
2. Protection of Pupil Rights Amendment (PPRA): The Boaz City Board of Education does not have any policy or practice which denies parents (or students over the age 18) the right to:
 - a. Inspect and review educational records;

- b. Seek to amend educational records which are believed to be inaccurate;
- c. Consent to the disclosure of personally identifiable information from educational records except as specified by law. Exceptions include:
 - i. To school officials with legitimate educational interests (administrator, counselor, health staff, law enforcement, school board members, supervisor, attorney, etc.)
 - ii. Officials of another school system to which a student seeks to enroll.

Note: The Boaz City Board of Education will only forward records of transferring students upon request of the school system in which the student seeks or intends to enroll.

- d. Students and parents must also be given the rights to:
 - i. Consent before students are required to submit to a survey that concerns one or more of the following protected areas:
 - a. Political affiliations or beliefs of the student or student's parents;
 - b. Mental or psychological problems of the student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating or demeaning behaviors;
 - e. Critical appraisals of others with whom respondents have close family relations.
 - f. Legally recognized privileged relationships (lawyers, doctors, ministers);
 - g. Religious practices, affiliations or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
 - ii. Notice and opportunity to opt a student out of: Any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening, except for hearing, vision, scoliosis or other exam required under State law; and activities involving use of personal information for marketing.
 - iii. Inspect upon request and before administration or use of Instruments used to collect data for marketing; and Instructional materials used as part of the educational curriculum.

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

PERMANENT RECORDS

The custodial parent or guardian except in the case of legally emancipated student may view student permanent records. If you desire to see your child's permanent record you may get an appointment to do so. You will be required to sign a card which shall be placed in the record stating: (1) your name, (2) relation to student, (3) reason for view, (4) date and place of inspection.

REPORTS OF STUDENT PROGRESS

Reports of student progress are issued each grading period (nine weeks). Interim progress will be sent for all grades below 70.

MAKE-UP WORK AND TESTS

Teachers provide students who have been absent for excused reasons an opportunity to make up

missed assignments and tests up to 10 days upon return to school. Teachers are not required to re-teach the lesson missed. The teacher and/or principal in cases of extreme hardship may extend the maximum length of time. When a student is absent for just a day or two, he/she should call a friend who has the same classes to find out what has been covered in class, homework assignments, tests, etc.

TELEPHONE USE AND STUDENT MESSAGES

The office telephone is not to be used by students unless the principal or office secretary grants special permission. **SUCH PERMISSION WILL BE GRANTED ONLY FOR URGENT CALLS.** Students will not be called out of class for phone calls unless the call is an emergency. All messages from parents directed to students during the day must go through the office. Messages should be kept to a minimum, but in cases of an emergency, the school personnel will be glad to convey any message.

SCHEDULING PERSONAL MATTERS

When students arrive at school they should take care of personal matters; using restrooms, getting water, getting money changed, buying supplies, etc. Students are not to leave the campus between classes or at breaks without permission from the principal. Appointments with doctors, dentist, etc. should not ordinarily be made during school time. In case it is necessary to check out of school, the check-out procedure outlined in this handbook should be followed.

RIGHTS OF NON-CUSTODIAL PARENTS

Unless a court order specifically divests or deprives the natural parent of the right to receive information concerning the health, welfare and safety of their child, the non-custodial parent is entitled to any and all information concerning the health, welfare and safety of the child, including matters relating to education.

If a non-custodial father or mother (natural parent only) requests permission to review a student's file, to meet with the child's teacher or to participate in other relevant matters concerning the child's welfare, the school will cooperate within reasonable bounds.

If a non-custodial parent requests to meet the child's teacher or with the principal, permission will be granted for a parent conference. If a non-custodial parent requests a parent conference, the meeting is to be held in the principal's office. However, permission will not be granted for the non-custodial parent to meet the child at school. The non-custodial parent will not be given permission to go to the child's room and may not serve as a room mother or room father.

If a custodial parent seeks to stop or restrict the access of the non-custodial parent to the relevant information concerning the welfare of the child, this policy will be in effect until the court advises otherwise. If a non-custodial natural parent attempts to broaden these rights and insists on other privileges, they are to be refused unless the court directs otherwise.

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

If there are programs at school that are open for attendance by the general public, obviously they

are open for attendance by the non-custodial parent.

GUIDANCE AND COUNSELING

The Boaz City Board of Education is committed to offering a program of comprehensive developmental guidance for all students in grades Pre-K-12. This program will consist of planned, purposeful and sequential activities that are both proactive and reactive in nature. Each student will be provided with the opportunity to learn the essential skills which will assist him/her in attaining his/her maximum potential in personal/social, educational and career/technical development. This will be accomplished through a variety of methods including the following: Individual and small group counseling; large group guidance; assessment of abilities, aptitudes and interests; consultation with parents, staff and community groups; educational and career/technical placement and follow-up; and, referrals.

The major objectives of a comprehensive developmental counseling and guidance program are:

1. To help all students in the transition through normal life stage development and critical periods.
2. To convey a "NO-USE" message in regards to drugs, alcohol and tobacco through the development of skills aimed at making intelligent decisions, solving problems and handling peer-pressure.
3. To help all students to develop a positive self-concept and self-esteem.
4. To identify and assist those students who are "At Risk" of not finishing school by providing appropriate intervention activities.
5. To assist students in setting short term and long range goals, career exploration and career/technical decision making.
6. To incorporate developmental guidance into the total educational program of the school.
7. To make the counselor's office a friendly place where students may go for help with any problem.

PARENT-TEACHER CONFERENCES

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

CHECK CASHING POLICY

By law, schools are forbidden from cashing checks from any school fund. All checks written to the school must be written for the exact amount of purchase or applied to the student's account. For example, a check may be written for \$20.00 to the Child Nutrition Program to be credited to the student's lunch or breakfast account.

A non-sufficient fund (NSF) fee (\$29.00 as prescribed by law) will be charged to the check writer for all returned checks. If the check writer does not pick up and pay the NSF fee and the amount of the check within ten days of notification, the check will be turned over to the District Attorney's Worthless Check Unit. The bad check writer will be notified by the Unit and will be given the opportunity to voluntarily pay the total amount owed (which will include a \$94.00 D.A. fee). If the bad check writer fails to respond to the notification, a warrant will be issued. If arrested, court fees of \$275.00 are also added to **each** bad check case brought to trial.

When a student who is a minor writes a bad check, the parent or guardian will be contacted before any other action is taken.

SCHOOL OFFICE

The school office is a place for conducting school business and order will be maintained as if it were a classroom. Students are not to bring food or drinks into the school office.

FUND RAISING PROJECTS

All fund raising projects must have approval of the school principal. Students will not be allowed to miss class for programs in which an admission charge is made. This will include sports games, variety programs, musical programs, etc. Fund raising activities will not be conducted that interfere with the regular instructional day. Activities of educational value may be approved by the superintendent. Selling of any kind will not be allowed on the school campus without permission of the principal.

ITEMS PURCHASED OR SOLD AT INDIVIDUAL SCHOOLS

All items purchased or sold in the individual schools of the Boaz City School System shall be purchased or sold based upon the value delivered in quality, service and educational experience and shall reflect that which is in the best interest of the student and the school. The work related to these purchases, promotions, distribution and collection of monies shall be provided in such manner that it does not interfere with the educational process. It shall be the responsibility of the individual school principal to see that the student, parent and school shall receive the best value possible for the money expended and to see that this policy is carried out in his or her individual school.

LOCKERS

Although a student may have control of his/her locker against his/her fellow students, his/her possession is not exclusive. The school policy is to reserve the right to search a student's locker. Any locker search must be approved by the principal or in the absence of the principal, his/her designee. Searches will be authorized if there is reasonable suspicion to believe that something is concealed in the locker that is detrimental or harmful to the student or other students, or something that is illegal. Locker searches may also be conducted at random. Locker fees are \$6.00 per year. A \$4.00 lock deposit is also required. The lock deposit is refundable if the student returns the lock issued them in good working order at the end of the school year.

LOST AND FOUND

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

SEVERE WEATHER-SCHOOL CLOSINGS

In case of severe weather, snow, ice, etc. the official announcement for school closings may be heard over the local radio/TV stations, automated calls to parents, or check district website (www.boazk12.org). **DO NOT CALL SCHOOL PERSONNEL.**

EARLY DISMISSAL OF SCHOOL

Parents should be sure that both the teacher and child knows where the child is to go if we have to dismiss early for any reason.

SCHOOL MEAL PROGRAMS

All students are to go to the lunchroom with their class at the appointed time. Loud or abusive talk or other loud noise, throwing of food or destruction of equipment will not be tolerated. Every student is responsible for his/her own tray and must not leave it on the table. Lunches brought from home are to be eaten in the lunchroom. All trash is to be deposited in the receptacles provided. Students are not allowed to break lunch line with or without the permission of a person in front of whom they break. **Please help keep the lunchroom neat and orderly!**

Students are not allowed to bring bottled or canned carbonated drinks or commercial or fast food meals into the lunchroom during lunch or breakfast unless these items are contained in a thermos bottle and/or plain wrapper. The principal must grant permission for any exception to this rule.

SCHOOL BREAKFAST & LUNCH REQUIREMENTS

School breakfast and lunch is available to **ALL** students at a minimal charge or is provided free or reduced to qualified students.

IV. MEDICAL

COMMUNICABLE DISEASE

The Boaz City School System will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for prevention, control and containment of Communicable diseases in schools. Primary areas of concern are as follows:

1. Certificate of Immunization: A Certificate of immunization against disease designated by the state health officer shall be required before a student can be enrolled initially in school of the Boaz City School System.
2. Authority to Exclude Student or Staff Member: The superintendent (or his/her designee) shall have the authority to exclude any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact and considered a health threat to the school population. Such a student or staff member shall be excluded from schools in the Boaz City School System for a period of time as may be prescribed by the local Health Department, school nurse or a physician. Examples include but are not limited to the following: Chickenpox, Impetigo, Tuberculosis, Pediculosis (lice), Pneumonia, Ringworm, Scabies (itch), Scarlet Fever, Strep Throat, Conjunctivitis (pink eye), Hepatitis.
3. Due Process for Students and Staff Members: When reliable evidence or information from a qualified source confirms that a student is known to have a communicable disease or infection that is known **not** to be spread by casual contact, i.e. AIDS, Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis. School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedure for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services. The Boaz City Board of Education does not discriminate on the basis of HIV infection or association with another person with HIV infection in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection may continue

working as long as he or she is able to perform the essential functions of the position.

4. **Mandatory Screening for Communicable Diseases:** Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.

5. **Procedures for Handling Blood or Body Fluids:** Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting. School personnel will be trained in the proper procedures for handling blood and all school personnel will strictly adhere to body fluids and these procedures.

6. **Confidential Information.** All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with HIV infection (or the parent or guardian of the legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

7. **Instructions Regarding communicable Diseases** Instruction on principal modes by which communicable diseases, including, but not limited to, Acquired Immune Deficiency Syndrome (AIDS), are spread and the best methods for restriction and prevention of these diseases shall be taught to students with in-service education provided to all staff members. This policy is effective immediately upon adoption. At least every three years, the Superintendent shall report on the accuracy, relevance and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating the policy.

MENINGOCOCCAL DISEASE AND VACCINE

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where it causes meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Symptoms Include: Fever, Red rash, Headache, Drowsiness, Stiff neck, Nausea, and vomiting.

MCV4, or the meningococcal vaccine, is recommended for all children 11 -12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to: www.adph.org/immunization

HOW SICK IS “TOO SICK” TO ATTEND SCHOOL?

Children get sick and, as parents, we want our children not to miss any more school than is necessary. So how sick is “too sick” for school? There are times when you should keep your child away from school. And if the child is sick, you should know that keeping them home

improves the time required for getting well. You also reduce the possibility of spreading illnesses. Here are six signs or symptoms that are grounds for keeping a child home:

1. Fever: If your child has a temperature of 100 or above, then he/she should remain home until fever-free for 24 hours.
2. Vomiting: Your child should not attend school if they have vomited in the last 12 hours.
3. Diarrhea: Your child should remain home if they have had diarrhea in the last 12 hours.
4. Undiagnosed Rash: Your child should not attend school until the rash has been diagnosed and treated if necessary. It could be measles, chickenpox or some other contagious disease.
5. Pink Eye (conjunctivitis): Pink eye is contagious. Your child should be treated before returning to school.
6. Common Sense: There are times when your child looks and feels like he/she is too ill to study or learn in school. If so, there is no point in sending him/her to school.

LICE INFORMATION

Anyone can get head lice. Head lice are passed from person to person by physical contact or by sharing objects. It has nothing to do with cleanliness. Should you be notified that your child has contracted lice, he/she cannot attend school until after his/her hair has been treated with a lice killing product. Those students who are given proper treatment and are permitted to return to school the next day. You must bring your child to the school office before he/she can return to class. Your child cannot ride a school bus or attend class until he/she has been checked by school personnel and cleared to return to school. If you have questions or need assistance, contact the school principal and/or school nurse.

DISPENSING MEDICATION

Section 16-1-39

Self-administration of medications by student.

(a) Commencing with the 2007-2008 scholastic year, each local board of education and the governing body of each nonpublic school in the state shall permit the self-administration of medications by a student for chronic conditions if conducted in compliance with the State Department of Education and State Board of Nursing Medication Curriculum, as may be amended from time to time by the department and board. Approved medications may be self-administered if the parent or legal guardian of the student provides all of the information outlined in the medication curriculum, including, but not limited to, all of the following:

- (1) Written and signed authorization for the self-administration to the chief executive officer of the school.
- (2) Written and signed acknowledgement that the school shall incur no liability and that the parent or legal guardian shall indemnify and hold harmless the school and the employees and agents of the school against any claims that may arise relating to the self-administration of approved medications.
- (3) Written medical authorization that includes all of the following:
 - a. The signature of the attending physician, or his or her authorized agent.
 - b. Confirmation that the student has been instructed in the proper self-administration of the approved medication.
 - c. The name, purpose, and prescribed dosage of the medications to be self-administered.
 - d. The frequency with which the prescribed medications are to be administered.

- e. Any special instructions or circumstances under which the medications should be administered.
- f. The length of time for which the medications are prescribed.
- (b) All documents provided to a school pursuant to subsection (a) shall be kept on file in the office of the school nurse or chief executive officer of the school.
- (c) The local board of education or the governing body of the nonpublic school shall incur no liability and is immune from any liability exposure created by this section.
- (d) Permission for the self-administration of approved medications shall only be effective for the school year in which permission is granted. Permission for self-administration of approved medications may be granted in subsequent years provided all requirements of this section are satisfied.
- (e) Upon obtaining permission to self-administer approved medications pursuant to this section, a student shall be permitted to possess and self-administer approved medications, according to the orders of the prescriber, at any time while on school property or while attending a school-sponsored event.
- (f) Nothing in this section shall be interpreted as permitting a student to possess a controlled substance, as defined in the medication curriculum, on school property.

(Act 2003-271, p. 643, §1; Act 2007-463, p. 970, §1.)

BOAZ CITY SCHOOLS MEDICATION POLICY

Student's Responsibilities

1. Students who have a doctor's order to have medication on their person, i.e. Asthma Inhaler, EPI Pen, etc. will not share medication with other students.
2. Students will notify their teachers/school personnel at the onset of any distress or allergic reaction.

Schools Responsibilities

1. The Certified Medication Assistant in your child's school staff shall ensure the proper student gets the correct medication, in the right dosage, at the correct time and is documented properly.
2. The Certified Medication Assistant will not administer oral medication to a student who has recently vomited.
3. In the event of an allergic reaction or an emergency situation involving medication, the school will handle the problem as any other medical emergency.
4. The Certified Medication Assistant will only give "over the counter" medication to a student who has a signed medication form for that particular problem. This medication must be provided to the office in a new, sealed original bottle.
5. The Certified Medication Assistant will refuse to administer medication when there is any discrepancy i.e., label different from instructions, label is unclear or label torn. This medication will not be given until clarification is obtained.
6. Two weeks after the last day of school, the Certified Medication Assistant and School Nurse will destroy/flush all medications remaining in the school medication chest.

Parent's Responsibilities

1. Parent/Guardian must provide the school with a medication form, signed by the doctor when a prescription medication is to be given at school. The parent must also sign the form.
2. Parent/Guardian must provide the school with a new-signed statement if medication orders change during the school year.

3. Parent/Guardian must provide school with medication that is in a correctly labeled prescription bottle/labeled container. One container should be for school use and will be left at school.
4. Parent/Guardian shall deliver all medication to the Certified Medication Assistant at the school. The medication will not be sent to school by the student.
5. Parent/Guardian shall give the first dose of new medication at home in case of an allergic reaction.
6. At the end of the school year it is the responsibility of the Parent/Guardian to pick up any remaining medication and carry it home. This should be done on the last day the student will attend school.

ILLNESS, INJURY AND INSURANCE

If a student becomes ill at school, he/she should report his/her sickness to the teacher in charge so appropriate action can be taken. The school will not assume the expense for any injury at school or during participation in a school activity. School insurance is available to all students at a very nominal rate and all students are encouraged to take this coverage. Expenses incurred by injury not covered by school insurance will be the responsibility of the parents.

HEALTH SERVICES

Registered Nurses (RN's) and/or Licensed Practical Nurses (LPN's) are employed as school nurses by the Board of Education to coordinate health services for students in grades kindergarten through twelve. Health screenings including vision, hearing, and scoliosis are done routinely as required by State regulations. These will also be provided for any student on an individual basis as requested by a parent, student or teacher. The school nurses also provide appropriate professional development information for the staff and serve as liaisons between the school and the community to provide agency referrals, health education and medical information.

SCHOOL INSURANCE

School insurance is offered to the students of Boaz City as a service only. Parker Waller Insurance provides the school accident insurance for students and athletes. Parents should understand that this is a limited coverage, which is not intended to replace a hospital medical insurance policy. It is important that parents read the policy and understand the extent and limits of the coverage.

Note: All students participating in an extra-curricular activity which involves travel (athletic, band, academic competition teams, etc.) must be covered by some type of accident insurance.

The students' parent/guardian must either sign a waiver stating that the student is covered or must take the school insurance. A copy of this waiver is found on the next to last page of this handbook. This waiver form may be filled out, detached and returned to the school office, coach or extracurricular sponsor. The \$15.00 insurance will cover all school activities except varsity football. (Junior high football, varsity and junior high basketball, band, cheerleading, spring sports, volleyball, one day field trips, etc. are covered to the extent of this policy). Varsity football must have separate coverage. This will be explained by the coach and/or principal prior to the beginning of fall and/or spring practice. The school will purchase a catastrophic policy offered through the Alabama High School Athletic Association for all athletes who are certified by the AHSAA.

Note: The school is not responsible for any medical expenses above the coverage of the policy. Proper forms for filing claims can be obtained from the school principal's office. Questions may be directed to the principal, coaches or by directly contacting the company, (334) 382-1234 or (877) 272-4532. (Parker Waller Insurance)

SCHOOL CALENDAR

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

SCHEDULE OF NINE WEEKS AND REPORT CARDS

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

HIPAA PRIVACY RULE AND SCHOOL HEALTH RECORDS

The Privacy Rule of the 1996 Health Insurance Portability and Accountability Act was published on December 28, 2000, by the U.S. Department of Health and Human Services, with an effective date of April 14, 2001. Significant modifications to the rule were published on August 14, 2002; compliance was required for most covered entities by April 14, 2003. This rule (45 CFR Parts 160 and 164) sets national standards for the privacy of individually identifiable health information and gives patients increased access to their medical records. Two other essential components of HIPAA address standard code and transaction sets for electronic transmissions of "individually identifiable health care information" (Transaction Rule) and security protections for protected health information (Security Rule) (USDHHS, 2003). The Boaz City School System will comply with all privacy rules, as they pertain to and are directed by FERPA and HIPAA.

V. GENERAL INFORMATION

BOAZ CITY SCHOOLS

BOAZ ELEMENTARY SCHOOL PK-1ST

362 Collier Street
Boaz, AL 35957
593-3481
593-6738 Fax
Beth Scott, Principal
Dianne Patterson, Instructional Specialist
Janie Clemons, Counselor
Katie Bayne, Bookkeeper
Mandy Altman, Secretary

CORLEY ELEMENTARY 2ND & 3RD

505 Mt. Vernon Road
Boaz, AL 35957
593-3254
593-7833 Fax
Jamie Burton, Principal
Stacy Watts, Instructional Specialist
Debra Elder, Counselor
Cathy Morton, Bookkeeper
Minella Beck, Secretary

BOAZ INTERMEDIATE SCHOOL 4TH & 5TH

11 Newt Parker Dr.
Boaz, AL 35957
593-9211
593-9388 Fax
John Beck, Principal
Kristi Hopper, Instructional Specialist
Kathy Hutchins, Counselor
Sheila Duvall, Bookkeeper
Ramona Miller, Secretary

BOAZ MIDDLE SCHOOL 6TH - 8TH

140 Newt Parker Drive
Boaz, AL 35957
593-0799
593-0729 Fax
Jeff Johnson, Principal
Asst. Principal
Jenny Franks, Instructional Specialist
Amy Langley, Counselor
Misty Tarvin, Bookkeeper
Cindy Boland, Secretary

BOAZ HIGH SCHOOL 9TH - 12TH

907 Brown Street
Boaz, AL 35957
593-2401
593-2403 Fax
Allen Johnson, Principal
Ann Landers, Asst. Principal
Connie Rigsby, Asst. Principal
Becky Boddie 11th-12th, Counselor
Dina Hays 9th-10th, Counselor
Marie Lybrand, Bookkeeper
Debbie Owen, Secretary

PARENTS' RIGHT TO KNOW

Boaz City School System receives federal funds that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the system or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements and is highly qualified for the grade level and subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if an instructional paraprofessional employed is highly qualified.

If you would like to request this information, please contact Jan Walker, Administrative Assistant to the Superintendent of Education at the central office, 593-8180.

BOAZ CITY SCHOOL SYSTEM PARENTAL INVOLVEMENT PLAN 2011-2012

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

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

- That parents play an integral role in assisting their child’s learning;
 - That parents are encouraged to be actively involved in their child’s education at school;
 - That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - The carrying out of other activities, such as those described in section 1118 of the ESEA.
9. The Boaz City School System will take the following actions to involve parents in the joint development of its system parental involvement plan under section 1112 of the ESEA:
- Parents will be invited to be a part of the LEA Advisory Council. This council will review and revise, as needed, the LEA Title I Plan and LEA Parent Involvement Plans.
9. The Boaz City School System will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
- Parents will have the opportunity to provide feedback through surveys and parent meetings.
 - Parents will be invited to participate in system and school level advisory councils to review and revise Continuous Improvement and Parent Involvement Plans.
 - Parents will be informed of their right, and the procedure, to disagree with Continuous Improvement and Parent Involvement Plans, which will be sent home with all students at the first of each school year and posted on school and system websites.
10. Boaz City School System will provide the following necessary coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- Materials and training to help parents help their children will be provided.
 - Teachers and administrators will be educated on how to reach out and communicate to parents.
 - Information will be sent home in a language and format that parents, to the extent possible, can understand.
 - Interpreters, to the extent possible, will be provided for parent conferences and parent meetings.
 - Home-School Compacts will be used to outline individual responsibilities and to explain how this partnership can result in increased student achievement..
11. Boaz City School System will coordinate and integrate parental involvement strategies with the following programs: Community Education and local preschool programs by:
- Planning parent activities and learning opportunities cooperatively.
 - Plan at least yearly training meetings with local preschool program teachers and administrators.
 - Invite local preschool teachers to local professional development activities when applicable.
12. Boaz City School System will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school system will use the findings of the evaluation

about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.

- Each year all parents will be given a survey to complete about parent involvement in each school. These results will be tallied and used to revise system and school parental involvement and Continuous Improvement Plans.

- Individual conferences with parents will be scheduled and documented. Information from these conferences will be used to revise the System and School Parent Involvement and Continuous Improvement Plans.

- Small group meetings with ELL families will be held to answer questions and inform them of student progress. An interpreter will be present to make sure families are comfortable and able to understand information.

13. Boaz City School System will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- Each school will have an Annual Meeting with parents to discuss the content standards of each grade and student achievement data. Test data will be sent home to all parents who are unable to attend the meeting with an easy to read brochure explaining this data. The Director of Federal Programs will be on site to provide clarification, answer questions and to conduct the meeting upon request of the principal.

- Newsletters, articles, information on websites, notes, and calendars will be sent home to help parents help their children and monitor their progress.

- Parent Meetings will be scheduled at all schools at varying times to help parents become more educated about their children's academic progress and school expectations.

- Teachers and administrators will continue to attend professional development sessions and purchase literature to learn how to better implement and coordinate parent programs and build capacity between parents and schools.

- Schools will coordinate parent meetings and teacher trainings with administrators, Community Education Department, and local preschool programs.

- School information will be translated, to the extent possible, in a language parents can understand. An interpreter, to the extent possible, will be available at parent conferences and parent meetings so that parents can understand and feel comfortable.

- Transact will be available for translating common forms used in schools.

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

The Family Educational Rights and Privacy Act Annual Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Records or information maintained by a school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or eligible student.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, evaluator, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses or forwards education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

DIRECTORY INFORMATION

The Boaz City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

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

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

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 30, 2011. The District has designated the following information as directory information:

- Student's name
- Parents' name
- Participation in officially recognized activities and sports
- Email address
- Photograph
- Date of Birth
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Awards and Honors
- Grade level

Survey Notification The Family Educational Rights and Privacy Act

Parents or an eligible student has the additional following rights:

- The right to consent to the administration of surveys funded in whole or in part by the Department of Education that contains questions from one or more of the following eight (8) protected areas and the right to opt out of the administration of any survey, regardless of the survey's funding, that contains questions from one or more of the following eight (8) protected areas:
 1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;

3. sex behavior or attitudes;
 4. illegal, anti-social, self incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- The right to opt out of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - The right to opt out of any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.
 - The right to inspect surveys and instructional materials.

GIFTED EDUCATION PROGRAM

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

The following people may refer students from age 6 through 12th grade for the Gifted program: principals, teachers, counselors, parents, students and self referrals. All second grade students go through a child find process that helps to determine which students demonstrate characteristics of giftedness. The second grade teachers will then refer students to be tested.

Once referred for gifted services, the student will go through a screening process. This process consists of three parts; ability, characteristics, and student performance.

Anyone wishing to make a referral or have further questions will need to speak with Connie Rigsby at 593-7311 or email Lynn Toney at ltoney@boazk12.org.

VI. DETACHABLE SECTION

This book is the property of:

NAME: _____

HOMEROOM TEACHER: _____

BUS NUMBER: _____

LOCKER
NUMBER: _____

SEVERE WEATHER INFORMATION

(256) 281-0320

This is an important document. If you do not understand it, you must find someone to read it to you.

Este es un documento importante. Si no lo entiendo, debe encontrar a alguien que lea a usted.

CERTIFICATE OF INSURANCE COVERAGE

(Remove, complete and return)

We, (I) the undersigned certify that we (I) are (am) either the parents of _____ a student at _____ School, or have legal custody of such student, or are (am) the adult person(s) having his (her) actual custody and providing parental like supervision and exercising parental like authority over the said student; and do further certify that said student is covered by a medical insurance policy which is currently in force and which we (I) intend to keep in force for the remainder of the present school year.

Insurance Company: _____

Policy Number: _____

We (I) therefore request that the said student be relieved of the requirement of taking medical insurance afforded through the school and which would otherwise be required in relation to his (her) participation in organized athletics, technical courses, and /or

This _____ day of _____, 20__.

Witness

Parent

Witness

Parent

Both parents should sign if practical.

ACKNOWLEDGEMENT

(Remove, complete and return)

I _____, a student enrolled in the Boaz City School System at

_____ School, and my parent(s) / guardian(s) hereby acknowledge by our signature that we have received and read, or had read to us, the foregoing Student Handbook.

Signed: _____
(Signature of Student)

Signed: _____
(Signature of Father)

Signed: _____
(Signature of Mother)

Signed: _____
(Signature of Guardian, Custodian, Other Person Having Control)

Date: _____

This sheet will be returned to the homeroom or first period teacher whichever is appropriate. Contained in the handbook are policies approved by the Boaz City Board of Education. The student will not be officially enrolled until this form has been signed and returned within five (5) days of receipt.

PARENTAL NOTICE

The Parental Responsibility Act of 1994 (Code of Alabama 16-28-12) requires the following:

1. Students and parents, or guardians or other persons having control or custody of a child, must sign that they have received a copy of the school board's policy on behavior standards.
2. Principals shall report to the superintendent any parent, guardian, or other person having control or custody of a child that fails to attend school or who fails to have the child properly conduct him/herself at school. The Superintendent must report the violators to the District Attorney within ten (10) days.
3. The parent, guardian, custodian or other person responsible for the care or control of the child is financially responsible for the child's destructive acts against school property or persons.
4. Under the above signature the parent or guardian grants the school and/or school system permission to use the child's photo or video tape on the system/school web site, TV stations, or newspapers unless permission is denied using the "Permission Denial Form".