



Madison City Schools

Code of Student Conduct

Code of Student Conduct

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Topic 1.01: Letter from Superintendent

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

MADISON CITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

Dear Students and Parents:

The Madison City Schools' Code of Student Conduct (CSC) describes the rules and standards of conduct and discipline that will be maintained and enforced within Madison City Schools for the academic year. The CSC is an extension of City of Madison Board of Education's policy and has the force and effect thereof. Please read the CSC carefully located on our website at www.madisoncity.k12.al.us . If you do not have computer access, please see the office staff at your child's school. Make sure that you and each of your school children understand its meaning. If there is an item you do not understand, please contact the school and ask for clarification. Teachers and administrative staff at each school will be available to help you understand any area of the CSC that is not clear to you or your children. It is our goal that each parent and every student be aware of the obligations, rights, responsibilities and behavior requirements in the CSC so that the educational atmosphere in our schools is as safe, productive, conducive to learning and free of disruption as possible.

Once you have read the CSC please print the form at the end of booklet/document, and both parents and each child must sign the form acknowledging receipt and review of the CSC and return it to the school. The form will be placed in the child's permanent folder. If you need more than one form, please feel to make copies or contact your school.

Thank you for your cooperation.

Sincerely,



Dr. Edwin C. Nichols, Jr. Superintendent

211 Celtic Drive Madison, AL 35758 (256) 464-8370; (FAX) 464-8291

Topic 1.02: Preamble

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

A. Concept. The City of Madison Board of Education's (Board) Code of Student Conduct (CSC), plays an integral role in realizing the vision of the City of Madison School System, that of becoming an educational leader at the state, regional, and national levels. Additionally, the CSC is considered to be essential to achieving the School System's mission, which is to provide educational opportunities capable of preparing all students to achieve their potential, to function as responsible citizens, and to continue learning through life. The CSC is based on the concept that for a school system to educate and to operate efficiently and effectively, students must be prepared to enter and function in the education environment. Preparation includes, but is not limited to:

1. Obedience and respect for proper authority.
2. Basic understanding of right and wrong.
3. Understanding and use of basic standards of personal hygiene.
4. Operational social skills that enable non-disruptive participation in-group activity.
5. Tolerance and mutual respect for teachers, staff, and other students.
6. Motivation to participate in the learning process.
7. Understanding the importance of education as it relates to the achievement of dreams and potential.
8. Understanding that education does not happen automatically; it requires significant effort on the part of the student and the continuing involvement and interest of the parent (see note below).

In addition to providing part of the basis for an effective and efficient education process, the Board also intends for this CSC to supplement student learning taking place in the family and home by providing an education environment that further prepares students for citizenship and general life experiences.

Note: The term parent(s), as used in this document, means the legal custodial parent of the student.

B. Compliance. Students must comply with federal and state laws, City ordinances; Board policies, and the rules, regulations, and procedures of the schools they attend. The Board adopts the CSC as an item of Board policy and provides copies of the CSC to students, parents, teachers, and administrators. The signature of parents and students on the Notice of Receipt and Review (Attachment I) serves as acknowledgement that this CSC has been received, read, and jointly reviewed.

C. Applicability. The provisions of this CSC are applicable to all students in the Madison City School System and their parents. Whenever this CSC applies to schools, it applies in all schools, on all school campuses, school buses, other school system-owned or operated vehicles, and at any location where a school or school system-sponsored event or an event in which the school is participating is taking place.

Further, the provisions of this CSC shall apply to conduct which occurs at any other place if disruptive or threatening to the educational environment in the schools.

This CSC applies to Board employees to the extent that its provisions require or permit action by its employees to implement and enforce provisions of the CSC.

Topic 1.03: General

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

This CSC is established in compliance with Ala. Code § 16-1-24.1 and Board Policy 6.14. It has been adopted by the Board as the policy governing conduct of students in City of Madison schools. Individual schools in the City of Madison School System may adopt student handbooks with additional information and rules specific to each school. Any such student handbook must be consistent with this CSC. To the extent any inconsistency is perceived, this CSC is controlling.

Topic 1.04: Behavior

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. General Student Behavior. Parents must assure that students understand and practice the concept that other students have the right to learn, that teachers have the right and responsibility to teach, that speakers have the right to speak, that performers have the right to perform, and that persons conducting meetings have the right to do so without interference or distraction from unruly, noisy, or otherwise inconsiderate students. Parents and students must also understand that violations of this CSC will result in disciplinary consequences.
- B. Expectations. Principals and teachers are expected by the Board to require and maintain high standards of student behavior in any settings with students to assure that educational objectives for all students can be achieved and that customary courtesies are observed. Principals have the discretion to assign violation codes to unspecified behavioral misconduct as warranted.
- C. Respect for Flag and Anthem. City of Madison students are taught the history, conduct, and respect associated with the flag of the United States of America, the national anthem, and the Pledge of Allegiance. All students, be they spectators or active participants, are expected to demonstrate proper respect and conduct toward the flag, anthem, and pledge at any school activity on or away from school grounds.
- D. Reported or Perceived Indicators of Harm. It is the policy of the Board to treat all reported or perceived indicators of potential harm to persons, facilities, or other property as serious in nature. These indicators may be verbal, written, electronic, physical, visual or otherwise, and may be acquired from a variety of sources. Whether or not the intent to cause harm existed at the time the initiating information was acted upon is secondary to the necessity to deal with the indicator promptly and decisively in trying to maintain safe conditions. When handling these situations, Board employees are expected to be acting upon reasonable suspicion in furthering the security and safety of persons, facilities and property.
- The Board recognizes and regrets the possibility that some of the indicators may turn out to be without substance and that temporary inconvenience and embarrassment for students, parents, or Board employees may result.
- Each situation will be handled according to the information developed, and consequences may vary.
- E. Distribution Of Explicit Images. No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person, or whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence. Violation of this policy is a Class III violation under this Code of Conduct.
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Topic 1.05: Parent Responsibilities

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

Parents are responsible to see that each student under their care and control complies with federal and state laws, City ordinances, Board policies and the rules, regulations, and procedures of the schools they attend. Parents are also responsible to know such laws, ordinances, policies, rules, regulations, and procedures, and to contact the teacher or Principal if they have questions about them or this CSC. According to Ala. Code § 16-1-24.1 and Ala. Code § 16-28-12, parents, excluding foster parents or other persons responsible for the care and control of a minor child are:

- A. Financially responsible for a child's destructive acts against school property or persons.
 - B. Required to appear at school when requested by an appropriate school official for a conference regarding acts of a child or the discipline of a child.
 - C. Required to see that a child is enrolled in school according to state law, and further required to see that the child attends school regularly and abides by the system's rules and regulations related to attendance and behavior.
 - D. Subject to prosecution in accordance with Ala. Code § 16-28-12 for student violations of attendance and/or behavior.
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Topic 1.06: Student Rights

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

Students have the right:

- A. To participate in all aspects of the system's educational program and to be provided with an appropriate education without regard to race, color, creed, national origin, sex, or disability.
- B. To be provided with a safe school environment conducive to learning that challenges the potential of each student.
- C. To have available to them laws, Board policies, and the rules, regulations, and procedures that impact them directly in the schools they attend.

Note: See Topic 1.14 for student privileges in school-sponsored programs and activities.

Topic 1.07: Knowledge and Compliance

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. Required Knowledge. The Board expects all students to know the laws, Board policies, and the rules, regulations, and procedures that impact them directly in the schools they attend. The Principal in each school develops rules, regulations, and procedures consistent with applicable law and Board policies. When requested, the teacher or Principal will provide initial assistance or guidance in obtaining and explaining policies and procedures related to the CSC.
- B. CSC Receipt, Review, and Acknowledgement. Each student receives each year and upon enrollment in a school a copy of the CSC, and the student and parent shall sign the appropriate form indicating receipt and joint review of the CSC. The signed Notice of Receipt and Review (Attachment I to this CSC) is filed in the student's permanent record folder each year.
- C. Compliance. This CSC establishes the conduct required of students to be in compliance with Board policy. Parents are responsible for student preparation for school and for student compliance with the CSC. Student failure to comply with the CSC may result in disciplinary action by the school against the student, and, in accordance with Ala. Code § 16-28-12, prosecution action against the parents.
- D. Notice, Hearing and Explanation of Possible Disciplinary Action.
1. Students. School officials will ensure students are treated fairly when CSC and other policy violations have occurred. School officials will provide appropriate notice, hearing, and explanation of possible disciplinary actions, which may be administered formally or informally, verbally or written. When an incident is deemed to require disciplinary action, certified personnel will, whenever possible, provide the notice, opportunity to be heard, and explanation in the presence of another certified person. The student will:
 - a. be advised of what violation has occurred, and be presented with evidence of the violation (notice).
 - b. be provided an opportunity to present his/her side of the story (hearing).
 - c. be given an explanation of the results of the hearing and the implications of the decision (explanation).
 2. Parents. To the extent possible and practical, school personnel will advise parents of discipline matters, especially those which might warrant more serious discipline alternatives, such as suspension or expulsion. Situations may occur in which disciplinary decisions must be made immediately and exclusively by school personnel with no consultation with the student's parents.
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Topic 1.08: Attendance

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. Regular Attendance. The Board views regular student attendance as necessary to learning. Valuable instructional time and learning sequences and experiences are missed when a student is not in school. Similarly, the instruction of other students is adversely impacted by the interruption of students arriving late or departing early. The Board views punctual arrival and readiness for instruction along with presence for the full instructional day as essential elements of regular attendance. For these reasons, and to enhance the student's right to learn, the Board establishes policies and procedures to encourage and require students to be in school.
- B. Compulsory Attendance for All Students. All students enrolled in the Madison City School System, regardless of age and grade, are required to be in school each day. The parent of any child required by law to attend school per Ala. Code § 16-28-3 is responsible for the attendance and behavior of the child under Ala. Code § 16-28-12. A portion of Ala. Code § 16-28-12 is required by law to appear in this CSC and follows:
1. Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local Board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor, and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
 2. Each local public Board of Education shall adopt a written policy for its standards on school behavior. Each local public school Superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.
 3. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of education of the school system in which the suspected violation occurred. The Superintendent of education or his or her designee shall report suspected violations to the district attorney within ten days. Any principal or Superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.
- C. Parents' Explanation of Absences, Tardies, and Early Checkouts. Parents must provide a written explanation of each student's daily tardiness, absence from school, or early checkout to the student's teacher or school office in accordance with Ala. Code § 16-28-15 of the Alabama Code. The explanation must be provided within three school days of each absence or tardiness or consecutive absences. If a written explanation is not provided within this period, the student's absence(s) or tardiness will be classified as truant and left unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual (available online at www.alsde.edu under Sections/Prevention and Support Services/Attendance). Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. When an absence has the potential to endure beyond one day, parents should notify the teacher or school office.
- D. Present, Absent, Tardy, or Early Checkout.

1. The Board believes that the student's right to attend public school places a joint collateral responsibility upon the parent and student for the student to be faithful and punctual in attendance. The Board also believes that regular, full day, and punctual student attendance promotes learning and a sense of personal responsibility in the student. Valuable instructional time and learning sequences and experiences are missed when a student is not in school.
 2. A student must be in attendance for at least one-half of the instructional day to be counted present for the day, otherwise the student is counted absent. Parents should contact the school to determine what portion of the day constitutes one-half day of instruction. To promote student and school safety and to facilitate proper accounting for students, parents shall deliver tardy students to the school office and sign them in to school. Students in grades 6-12 who normally walk to school and students in grades 10-12 who normally drive to school may sign themselves into school, but must have a parental excuse or doctor's statement in hand at sign in.
 - a. For grades K-5. A student will be recorded as tardy until determined to be absent in accordance with the information above.
 - b. For grades 6-12. A student will be recorded as tardy until determined to be absent in accordance with the information above. For class period attendance credit, a student is present if arrived on time, absent if not present at all or tardy for the period if arriving after the bell. Tardiness to class is a disciplinary matter and each school will establish consistent guidelines for disciplining tardy students.
 3. For grades K-5. After the third unexcused tardy and in accordance with Ala. Code § 16-28-2.2 of the Alabama Code, a conference with the legal custodial parent shall be scheduled by the Principal or their designee to address parental responsibility for the student's regular and punctual attendance. Excessive tardiness will be addressed as truancy.
 4. For grades 6-12. After the third unexcused tardy to school and in accordance with Ala. Code § 16-28-2.2 of the Alabama Code, a conference with the legal custodial parent shall be scheduled by the Principal or their designee to address parental responsibility for the student's regular and punctual attendance. Excessive tardiness will be addressed as truancy. Tardiness to individual classes separate from tardiness to school will be handled at each school as a disciplinary matter.
- E. Excused Absences, Tardies, and Early Checkout. In accordance with Madison City Schools' Policy 6.1.4, absences, tardies, and early checkouts will be excused for the following reasons:
1. Personal Illness
 2. Hospitalization
 3. Emergency
 4. Death in immediate family
 5. Court subpoena
 6. Religious holidays
 7. Absences approved by the principal (to include out-of-school suspension) **See Policy 6.18 Student Suspension (including Students with Disabilities)**

Requests for early checkout must normally be presented in writing in advance to the school office. The reason for the request must be consistent with one or more of the reasons listed in this paragraph and must be approved by the Principal in order for early checkout to take place. After three approved early checkouts, Principals may request additional documentation prior to approving additional requests. Early checkout for convenience is not consistent with regular attendance and shall not be approved. An early checkout may be classified the same as an unexcused tardy.

- F. Early Warning Truancy Prevention Program. The Interagency Committee on Youth Truancy Task Force

recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (Warning – Phone Call)

- a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
- b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No earlier than the fifth unexcused absence (Conference)

- a. The parent, guardian, or person having control of the child shall:
 - i. Attend a conference with the attendance officer and principal or his/her designee and or
 - ii. Participate in the early warning program provided by the juvenile court.
- b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Ala. Code § 16-28-12 © (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. No earlier than seventh unexcused absence, but within ten (10) school days (Court)

- a. File complaint/petition against the child and or parent/guardian, if appropriate.

4. Child under probation

- a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Ala. Code § 12-15-100 and 105.
- b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

G. Work Makeup, Excused Absences. Students are permitted to make up work, tests, and other assignments, activities, etc., when absences are excused. Under normal circumstances, it is expected that students will submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absence(s) must be made up within three school days after returning to school. However, for extended excused absences when homebound services are not necessary, the teacher may grant additional time, but not to extend beyond two weeks past the return to school. It is the joint responsibility of student and parent to ensure a student makes up work following excused absences. Teachers may alter assignments, tests, work, activities, etc., as necessary to ensure an accurate evaluation of the student's performance after an excused absence.

H. Excessive Excused Absences.

1. Grades K-5. A student may have a total of ten days of excused absences per academic year with a written excuse from a legal custodial parent.
2. Grades 6-12. A student may have a total of five days of excused absences per semester with a written excuse from a legal custodial parent. For purposes of grading and/or credit, a student is also limited to a cumulative total of five-excused absences for all courses in a semester whether or not associated with a full-day absence. Specifically stated, the five absence limit does not apply separately to each course; it applies collectively and cumulatively to all courses in a semester.

3. After the excused absences permitted above have accumulated to their respective limits for a student, the student's absences will be classified as unexcused unless documented by a doctor's statement or a satisfactory written explanation is provided to the Principal. The Principal may require a doctor's documentation of an illness or conditions requiring absences that may not be covered by this policy. With proper documentation or explanation, a student will still receive excused absences for reasons 2 through 7 under E. Excused Absences, Tardies, and Early Checkout.
 4. The Superintendent shall prepare and implement criteria and procedures for notifying the student and parent as to attendance (including tardiness) and promotion and/ or credit status when promotion and/ or credit are at risk. The procedures may include phone calls, letters, and visits from the district attendance officer. The student and parent should understand that criteria and procedures may vary due to requirements of grade, schedule, course content, achievement standards, etc., singularly or in combination.
 5. In cases where the student has a protracted illness, lengthy sequential illnesses, and/ or anticipates an extended recovery period at home, the student and parent should contact the school for assistance.
 6. A special education student may also utilize the general attendance exceptions that are provided in the District's general attendance policy. Under the current policy, a special education/504 student would have up to ten school days in a school year that he could likely utilize for receiving private special education services, assuming such absences are approved by the school's principal.
- I. Absences for School-Sponsored or School-Authorized Activities. Enrolled students who participate in school-sponsored or school-authorized activities and are absent from school or class will not be counted as absent for the school day. Students will not be counted absent from classes missed during the field trip activity. Students are expected to make up work missed while at these activities and will be given the same opportunities as students with any other excused absence. Work that is not completed within the allotted time will count as a zero in calculating student grades. Students who attend, but do not participate in, school-sponsored or school-authorized activities will be counted as absent and such absence will be considered unexcused unless otherwise excused by the Principal.
- J. Unexcused Absences or Tardies. Any absence or tardiness not excused will be classified unexcused. In accordance with Madison City Schools Policy 6.18, suspensions are counted as excused absences.
- K. Work Makeup, Unexcused Absences. Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.
- L. Excessive Unexcused Absences, Truancy, and Denial of Promotion and/or Credit.
1. For grades K-5. Unexcused absences are defined as excessive and the student defined as truant when the student accumulates more than ten days unexcused absences per academic year.
 2. For grades 6-12. Unexcused absences are defined as excessive and the student defined as truant when the student accumulates more than five days unexcused absences per semester. For purposes of grading and/or credit, a student is also limited to a cumulative total of five unexcused absences for all courses in a semester whether or not associated with full day unexcused absences. Specifically stated, the five-absence limit does not apply separately to each course; it applies collectively and cumulatively to all courses in a semester. Course credit may be denied if unexcused absences total more than five per course per semester.
 3. The Superintendent shall prepare and implement criteria and procedures for notifying the student and parent as to attendance and promotion and/or credit status when promotion and/or credit are at risk. The procedures may include phone calls, letters, and visits from the district attendance officer. The student and parent should understand that criteria and procedures may vary due to requirements of grade, schedule, course content, achievement standards, etc., singularly or in combination.
 4. **Due to the importance and relationship of attendance to academic achievement, a student in the Madison City School System will be denied promotion and/or credit when the student has excessive unexcused absences.**
- M. Conditioning of Driving Privileges Upon School Attendance.

1. The Board is required to provide, upon request of the Alabama Department of Public Safety, documentation of enrollment status of any student fifteen (15) years of age or older who is properly enrolled in a school under the jurisdiction of the Board.
 2. The Board is required to notify the Department of Public Safety of the withdrawal from school of any students sixteen (16) years of age or older. Withdrawal is defined by Ala. Code § 16-28-40 as more than ten consecutive or fifteen (15) days total unexcused absences during a single semester, and includes suspension, expulsion, or imprisonment.
 3. Subject to certain exceptions contained in Ala. Code § 16-28-40, the Alabama Department of Public Safety shall deny a driver's license to a person under the age of nineteen (19) who is not enrolled in school and who has not graduated.
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Topic 1.09: Academic Credit, Grading, Late Submission, Cheating

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. Academic Credit. The City of Madison school system complies with the grade K through 12 requirements of the State of Alabama. Except for unexcused absences, every student attending school will receive academic credit for each period and each class of every instructional day by one or more of the following methods as determined by the teacher:
1. Completing and submitting homework or class work
 2. Graded tests, scheduled or unscheduled
 3. Class discussion, class work, and/or other participation
- B. Grading and Assessment Procedures. The Superintendent shall prepare and implement grading and assessment criteria, weighting, and procedures (to include criteria and penalties for the late submission of work and for documenting and processing cheating) for the elementary, middle, and high schools.
- C. Cheating. A student who cheats will not receive credit for the work in question. If any other student has cooperated in the cheating, that student is also considered to have cheated and will not receive credit. Cheating students will also be subject to the consequences in the disciplinary consequences in Topic 1.23 of this CSC.
1. Cheating is defined to include, but is not limited to:
 - a. copying someone else's work in or out of class and identifying and submitting it as your own
 - b. failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own
 - c. the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class
 - d. any other situation in which the student attempts to or accepts credit for work not his or her own.
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Topic 1.10: Release of Student Information

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. Privacy Act Statement. All information regarding students and their families shall be collected, maintained, and disseminated in compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. Information such as the student's name, address, telephone number, parent's name(s), grade level, participation in officially recognized activities, photographs weight and height of members of athletic teams, awards and honors, dates of attendance, date and place of birth, and most recent school attended may be made available at the discretion of the Principal without prior consent of the parent. However, if parents do not desire such information disclosed, they should advise the school Principal in writing within ten (10) calendar days of receiving this CSC. (See MCS Notice Regarding Release of Directory Information) Under no circumstances will any student information be available for sale.
- B. Student Disciplinary Information. It is the policy of Madison City Schools to keep a student's disciplinary record separate from academic records. Thus disciplinary information will not be provided to colleges and other post-secondary institutions with transcripts reflecting a student's academic performance. Counselors in Madison City Schools will decline to answer questions regarding disciplinary actions taken against a student. However, students, if asked, are encouraged to be truthful about discipline administered during their academic career.
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Topic 1.11: Student Dress

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

A. Concept. It is the policy of the Madison City School board to foster a safe and productive learning environment. All students who attend Madison City Schools are expected to respect the school community by dressing appropriately for a K-12 educational environment. The Board and Administration recognizes and appreciates the role of parents in assisting their children in making appropriate choices regarding their clothing. By intentionally teaching a code of dress, we support students understanding of the need for appropriate attire for different settings, occasions, purposes, and places. The school administration will have the final decision in determining whether apparel meets the system's dress code.

B. Applicable Times and Activities. Unless otherwise specifically stated or addressed, student dress requirements (dress code) detailed herein apply in school during normal school hours. The dress code additionally applies at any school-sponsored activities at any hour or location in which students are direct participants, representing the school, and/or recipients of recognition.

However, other dress requirements may be specified and enforced at any school function or activity where the dress code for normal school hours is not appropriate for the type activity or is determined by the Principal and or designee to be potentially disruptive or dangerous. Certified sponsors of school-sponsored activities may require a higher level of dress for sponsored activities whenever the school is being represented locally or away, to include in the school.

C. Dress Requirements for All Grades. Students shall not wear clothes or decorate or adorn themselves in school that tend to cause a distraction or disruption or a hostile learning environment. All students must comply with the following guidelines:

1. Students must practice good personal hygiene.
2. Shoes or sandals must be worn and properly laced or fastened. Foot apparel determined to be dangerous or a safety hazard may not be worn.
3. Hair must be clean and sanitary and worn so that it does not impair vision and is not considered unsafe or hazardous.
4. Clothing must not include pictures, writings, symbols, etc., promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities or anything of a sexual nature, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment. Tattoos with pictures, writings, symbols etc. prohibited by this paragraph must be kept covered by the student's clothing, and not otherwise displayed in the overall school environment during any activity.
5. Students in a classroom or participating in other indoor activity may be asked to remove outer garments normally intended for outdoor wear. Garments to be removed include overcoats, trench coats, bulky and/or oversized jackets or oversized pullovers. Garments that equate to a lightweight windbreaker or sweater are permissible. Parents and students should assure that student attire provides for adequate comfort indoors without the wearing of outdoor garments.
6. Clothing that is revealing due to excessive tightness, tearing or sheer (see through) exposing the midriff is prohibited. Shorts, skirts and dresses, etc. should be a minimum of fingertip length (while standing with your arms by your sides).

Clothing that is not able to provide coverage to undergarments and private body areas at all times is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body. Rips, tears and holes in clothing that exposes the skin should be below fingertip length. Rips, tears, and holes above fingertip length that do not expose the skin are acceptable.

Shirts with a strap of less than 1.5" or that reveal midriff, cleavage or lower back are not permitted. Leggings, jeggings, yoga pants, etc. can be worn with a shirt that reaches the top of the thigh, covering the bottom and private body areas.

7. Students may not wear hats, caps, hoods, or head coverings in school buildings or on school premises. Exceptions include headgear worn with a school uniform as directed by the staff sponsor to be worn during the school day, religious headwear, and head coverings to be worn outside during extreme weather. Sunglasses cannot be worn on the face covering the eyes during indoor school activities.
8. With the approval of the Principal, student participants of scheduled school-sponsored activities, e.g., dance team, cheerleaders, drama class, etc., may dress in a manner that does not conform to the dress code as long as the dress is consistent with the traditional uniform or costume of the activity.

D. Bodily Ornementation. In general, students are encouraged to remove all other types of jewelry or ornamentation prior to participating in the activities. The Principal or designee may require the removal of other jewelry or ornamentation not appended by piercing, clamping, or imbedding if deemed to be a safety hazard. As a safety requirement, students shall remove any jewelry or ornamental devices appended to the body by piercing or clamping, or otherwise imbedded, as a prerequisite to participating in athletics or physical education. If the Principal or designee deems an ornamental device to be a safety hazard to the wearer or anyone else engaged in any other activity (laboratory etc.), it shall be removed by the student.

As a safety requirement and to avoid the risk of injury or infection, other students or school personnel shall not be allowed to assist in the removal of ornamental devices appended by piercing or clamping, or otherwise imbedded. If a student refuses to remove an appended item, or if an appended item cannot be removed by the student, or if the item cannot be removed without risk of injury or shedding bodily fluid (infection risk), the student shall not be allowed to participate in the activity, will not receive credit for the activity, and will be recorded as an unexcused absence.

E. Applicability. Requirements of the dress code apply to all students unless exceptions are granted due to a student's disability, religious beliefs or medical condition. The Principal may approve other exceptions.

F. Determination of Violations and Suspension. The Principal or designee is authorized to determine inappropriate dress and to declare violations of these requirements. Students will not be allowed to attend school if their appearance or dress constitutes a safety hazard or disrupts the orderly operation of school. The Principal may prohibit attire and appearance not specifically addressed in paragraphs C above, if it disrupts or has the potential for disrupting the orderly operation of school or poses a safety risk. Any student violating the dress code may be suspended for the remainder of the school day. Procedures will be developed by the superintendent as stated in board policy "Superintendent's Responsibilities, Qualifications, and Appointment".

Topic 1.12: Riding a School Bus

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

The Board provides bus transportation to students who are eligible to ride according to state and Board provisions. Safety is paramount in the transportation of students. The Board requires and expects strict compliance by students in following all rules and regulations regarding school buses. The Principal or designee has the authority to deny a student the privilege of riding a school bus when the student violates established rules and regulations or exhibits behavior deemed inappropriate and/or detrimental to the safe transportation of students.

Topic 1.13: Assembly

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

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

Topic 1.14: Participation in School Programs and Activities

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. Generally. The Board encourages enrolled students to participate in all programs and activities sponsored by the schools. Each program and activity has guidelines by which students are to abide, to include requirements for joining and remaining in the program. School-sponsored programs and activities are offered as a privilege to the enrolled students, and the privilege of being involved in such programs and activities is forfeited if the enrolled student does not obey the guidelines of the program or activity or the provisions of this CSC. Board Policy 6.4 provides guidance on school-sponsored clubs and organizations, non-curriculum related student groups, and distribution of literature. Failure to comply with Board policy, school rules and regulations, and/or other inappropriate behavior constitutes grounds for removal from any school-sponsored program or activity at the discretion of the Principal.
- B. Gifted Education Services. Intellectually gifted children and youth are those who perform or who 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. In addition, some students with disabilities may be gifted.

Madison City Schools prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

Madison City Schools affirms that students from all backgrounds must be given opportunities to develop to the fullest extent of their ability. We accept the premise that there are students whose above average ability, creativity, and task commitment require a variety of special provisions to meet the educational needs.

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

For each student referred, information is gathered in the areas of aptitude, behavioral characteristics, and performance indicators to determine eligibility for services. Once this data is collected, it is scored using a predetermined ranking system and entered into a system-wide matrix to determine eligibility.

Contact the student's teacher or the school's enrichment specialist to refer a student for consideration for gifted services. For more information, contact the Director of Instruction for Madison City Schools at (256) 464-8370.

Topic 1.15: Right to Free Speech

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

The Board recognizes an individual's right to free speech. It also recognizes that, in some situations, speech can be handled in such a way as to cause disruption and/or lead school officials to have reasonable suspicion it will cause disruption. Principals may permit student participation in the development of school rules and regulations and are also authorized to curtail activities determined to be disruptive or potentially disruptive of the educational process of the school.

Topic 1.16: Student Media Publications

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

Subject to the approval of the Principal and under the sponsorship and supervision of certified persons designated by the Principal, students are allowed to have student-prepared media publications distributed within the school. Student media and content not approved by the Principal are not allowed, and the Principal shall not allow distribution of media publications without prior approval. The Principal monitors such media to assure that disruptions to the educational process of the school do not result from the contents or method of presentation or delivery.

Topic 1.17: Media Coverage of School Events

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. Media. Occasionally events or incidents which occur on campus, on field trips or other school- sponsored events, are covered by media or are scheduled for broadcast or electronic distribution by sports, news or other media. As a part of this coverage, circulation, broadcast or distribution of images of students may occur. The Principal decides whether to allow media to come into the school or its grounds or to cover field trips or other school sponsored events and the extent to which images of the school or its students will be allowed to be captured and broadcast or distributed, consistent with the limitations of this policy.
 - B. School Websites, Publications and School Utilized Social Networking Platforms. Madison City Schools publicize school activities and student accomplishments on the system's school websites, school publications, and school utilized social networking platforms. Part of this coverage may include the use of images of students.
 - C. Parent Concerns. Parents concerned that images of their child might be used by the media or the school system should provide advance notification to the Principals. School personnel will obtain written permission from the parents of disabled students prior to capturing images of their child. The Principal will make every effort to accommodate the wishes of the parent, but it should be understood that it is very difficult to anticipate and/or control every situation that might occur from media coverage of the school and school events.
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Topic 1.18: Respect for Person, Privacy, and Property

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

The Board respects the rights of each student as they relate to person, privacy, and property and expects each student to have the same respect for fellow students, teaching staff, school system employees, contract personnel, or volunteers in the schools. To provide for the safety and well-being of its students and personnel cited above, the Board authorizes school personnel to take appropriate action when there is reasonable suspicion that a student possesses any item prohibited by law, Board policy, or school rules and regulations. It should be noted that the standard of "reasonable suspicion" applicable to educators and students is established by the Supreme Court of the United States and differs from the standard of "probable cause" used by police. Board guidelines follow.

A. Questioning of Students by Law Enforcement Officials or Department of Human Resources (DHR) Personnel.

1. Students may be questioned at school by law enforcement authorities, with or without warrant or subpoena, only if at least one of the following conditions exists:
 - a. The student's parent(s) should be contacted and the student questioned in their presence if possible.
 - b. The questioning shall be done in the presence of the Principal or designee.
2. Schools cooperate with the Department of Human Resources (DHR) in matters concerning child welfare and safety. Schools abide by DHR guidelines and procedures in dealing with students on matters that fall within DHR jurisdiction, and take steps to identify DHR officials attempting to contact students within the schools.

B. Searches.

1. Board Property. All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
2. Personal Property. Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and "personal digital assistant" (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.
3. Personal Searches. Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, movement of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Metal detectors may be used during a search. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
4. Use of Recovered Items. Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

C. Physical Restraint.

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is an immediate danger to

himself or others and the student is not responsive to reasonably implemented and less intensive behavioral interventions such as verbal directives and other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

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

Topic 1.19: Causing or Threatening Physical Harm

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

It shall be a violation of this CSC for any student or other person to cause physical harm or threaten physical harm to students, school system employees, or other persons on school grounds, at a school- sponsored activity elsewhere, or for any student to cause physical harm or threaten physical harm to any person at any location if the student's conduct is disruptive or potentially disruptive to the educational environment in the schools or on school grounds.

- A. Notification of Law Enforcement Authorities. The Principal or designee shall notify law enforcement authorities (and then the parent in the case of a student) when any person causes or threatens physical harm. The Principal or designee will act to assure the safety of all other students and personnel.
 - B. Suspension, Removal and/or Expulsion. If a student causes or threatens physical harm, the student will also be suspended immediately from attending regular classes and removed from the school grounds or activity site. Removal means the student will be released to law enforcement authorities and/or parent(s). A disciplinary hearing will be scheduled on a schedule consistent with procedures set out in Topic 1.24 of this CSC. Expulsion may result. The decision to suspend and/or take additional action will include a review of the student's exceptional status, if any, and applicable federal law. (See Board Policies 6.18 and 6.19).
 - C. Readmittance. A student removed from school for causing or threatening physical harm in violation of this CSC may not be readmitted to the public schools of the State of Alabama until:
 - 1. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and
 - 2. The student has satisfied all other requirements of the local Board of Education (City of Madison or other) as a condition for readmission.
 - D. Reporting. Any person with knowledge of the potential for harm or violence in the schools is encouraged to submit a report to the Central Office Safe Line at 256-464-6575, or to the City of Madison's Text to Protect line, 256-604-2345 or Texttoprotect@madisonal.gov. Confidential reports may be submitted.
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Topic 1.20: Prohibited Substances and Devices

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

The Board prohibits certain items from being in school, on school premises or at school-sponsored activities away from the school, or on a school bus traveling to or from school or any school activity, function or event, or any other school sanctioned or authorized vehicle for transportation. It shall be a violation of this CSC for any student to possess any prohibited item. Possession of prohibited items may constitute Class II or Class III violations as set out in Topic 1.23.

Students are not to have in their personal possession, in their personal belongings (including book bags, lockers, vehicles, etc.), in school buildings, on school grounds, on school buses, or at any school-sponsored activity any prohibited items as listed in Topic 1.23

Any person with knowledge of the potential for introduction or presence in the schools of prohibited items is encouraged to submit a report to the Central Office Safe Line at 256-464- 6575, or to the City of Madison's Text to Protect line, 256-604-2345 or Texttoprotect@madisonal.gov. Confidential reports may be submitted.

Disciplinary action for possession of a prohibited substance or device will be in accordance with the consequences for Class II and Class III disciplinary violations outlined in Topic 1.23 and Topic 1.24.

Topic 1.21: Medications

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

Students are not to have prescription or non-prescription medication in their possession during school hours, on school premises or school buses, or at school-sponsored events and field trips away from school. The Principal of each school shall prepare procedures in cooperation with the school system nurse and as approved by the Superintendent for administering medication to students in the schools and on school-sponsored field trips and other activities away from school in accordance with the following guidelines:

- A. Prescription Medications. Prescription medications will be administered by authorized school personnel or taken by a student in the presence of authorized school personnel only if a properly completed Medication Release Form (School Medication Prescriber/Parent Authorization Form) is on file in the school's office and signed by the doctor prescribing the medication. Exceptions to the administration of the medication may be granted in unique situations based on a written order from a doctor and as included on the Medication Release Form (School Medication Prescriber/Parent Authorization Form). Students with acute conditions must have an Emergency Action Plan or Health Care Plan on file the school's office.
 - B. Non-Prescription Medications. Non-prescription medications will be administered by school system personnel only with parent permission (signed within the last seven days) and in accordance with the recommended daily dosages as indicated on the Medication Release Form (School Medication Prescriber/Parent Authorization Form). Forms indicating administration of pediatrician-approved Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Diphenhydramine (Benadryl), and Dimenhydrinate (Dramamine) may be standing for the school year and do not require a signature within the last seven days.
 - C. Dietary Supplements. School personnel will not administer natural remedies, herbs, nutritional or other dietary supplements without a written order of a doctor and parent authorization. Dietary Supplements will be administered by authorized school personnel or taken by a student in the presence of authorized school personnel only if a properly completed Medication Release Form (School Medication Prescriber/Parent Authorization Form) is on file in the school's office and signed by the doctor prescribing the supplement.
 - D. Transportation of Medications to School. Students are not allowed to transport any type of medication (prescription and non-prescription) to the school. In all circumstances, parents must bring the medication to the school office in the original bottle/container showing the student's name, the name of the medication, and instructions as to administration time, frequency, and dosage. Students should at no time have prescription or non-prescription medications in their possession during school hours on school buses or at school sponsored events and field trips away from school.
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Topic 1.22: Communicable Diseases

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

A. Diseases Spread by Casual Contact/Student Return Home. A student may be excluded from school if the student is known to have a communicable disease or parasite known to be spread by any form of casual contact and considered a health threat to the school population. Only the Superintendent has the authority to exclude any student, and the exclusion will be for a period of time prescribed by the local health department, school nurse, or physician. If requested by the Principal, a statement of clearance from the Department of Health, school nurse, or a physician will be required before the student may return to school, and the school will advise the parent of conditions to be satisfied prior to the student's return to school.

In accordance with public health guidelines designed to decrease the spread of communicable diseases, a student will not be allowed to remain in school and will be dismissed with evidence of the following or similar conditions. If a student is present at school with any of the following symptoms, the legal custodial parent will be called to pick up the student.

1. Temperature of one hundred (100) degrees F. or higher (Must be fever free for twenty-four (24) hours without the use of fever reducing medication).
2. Vomiting and/or diarrhea within the last twenty-four (24) hours.
3. Productive cough.
4. Rashes of unknown origin (Student may be readmitted with evidence of physician diagnosis and treatment required).
5. Conjunctivitis (Student may return to school after having undergone a minimum of twenty-four (24) hours of treatment).
6. Streptococcus or other infection (Student may be readmitted with evidence of physician diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment).
7. Impetigo (Student may be readmitted with evidence of physician diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment. Lesions must be covered when the student returns to school).
8. Scabies (The proper medication must be used and the final treatment must be completed for twenty-four (24) hours before returning to school. Parent must accompany student to school for the student to be rechecked by the school nurse or Principal for readmission).
9. Ringworm (Must be treated with proper medication. Lesions must be covered when the student returns to school and until lesion is healed.)
10. Head Lice (May not return to school until first head lice treatment is completed. Parent must accompany student to school for the student to be rechecked by the school nurse or Principal for readmission. The student must be free of live lice).
11. Undiagnosed Open Sores (If the student has an open sore that appears infectious (oozing fluid or pus), the student must see a physician, be treated as necessary and present evidence of physician diagnosis for re-admittance).
12. Hand, Foot, and Mouth Disease (Student may return to school with a physician's diagnosis and must be free of fever for twenty-four (24) hours).

B. Diseases Not Spread by Casual Contact. Communicable diseases known not to be spread by casual contact, e.g., AIDS, Hepatitis B and other like diseases, will be handled on a case-by-case basis.

Topic 1.23: Classification of Violations and Consequences

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

The following lists of violations are classified according to their relative seriousness. These lists are not intended to contain all violations of the CSC nor all the rules, regulations, and procedures of a school. They are intended as a guide for parents, students, and school officials in handling violations and consequences. When violations occur and are not found within any one classification, the Principal or designee determines the classification and consequences. Principals and administrative designees will assess each disciplinary situation separately with regard to the student and past disciplinary practice to determine an appropriate consequence for a given violation by a student. Resulting consequences for students may differ depending on circumstances.

A. Corporal Punishment. Corporal punishment is not administered in District schools.

B. Class I Violations.

1. Distraction of other students
2. Bullying, Cyberbullying, Harassment, Intimidation or Threat of Violence a single occurrence of behavior which would fall within the definition of bullying, cyberbullying, or harassment (as set out in Board Policy 6.23) if repeated or continuous, or a single instance of intimidation or threat of violence (as defined in Board Policy 6.23) that is not carried out. Note: Some behaviors may be subject to discipline whether or not they occur on or near school grounds. See Policy 6.23.
3. Disruptive use of one- or two-way audible/text/pictures devices such as electronic pagers, cellular telephone, or other portable communication devices (Ala. Code § 16-1- 27).
4. Unauthorized organizations
5. Tardiness
6. Non-direct use of profane language or obscene manifestation (See II.10)
7. Non-conformance with dress code
8. Minor disruption on a school bus
9. Inappropriate public display of affection (see note below)
10. Unexcused absence from class or classes or school for part of a day
11. Refusal to complete class assignment
12. Failure to follow appropriate directives from a direct or contract employee of the Board
13. Unauthorized use and/or abuse of school or personal property
14. Inappropriate use of computers
15. Littering of school property, school buses, or other sites of school activity
16. Failure to wear automobile seat belts while driving or riding in privately owned vehicles on school Board property
17. Any other violation which the Principal may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances

Note: (From 9. above) This violation is committed whether or not there is mutual consent. If there is obvious mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent), both/all parties involved have committed the violation and are dealt with accordingly. The Board, in consonance with the Preamble to this CSC, does not tolerate the exhibition of behavior that, in a workplace environment, might result in charges of sexual harassment or be cause for discharge.

C. Class I Consequences.

1. Conference with the student
2. Verbal reprimand
3. Withdrawal of privilege(s)
4. Parent conference(s)
5. Temporary removal from class
6. Detention
7. In-school suspension
8. Other consequences determined to be reasonable and appropriate by the school Principal

D. Class II Violations.

1. Defiance of authority, refusal to follow appropriate directives from a Board or contract employee

2. Persistent, willful disobedience
3. Disorderly conduct
4. Vandalism/property damage
5. Theft of property valued at less than \$100
6. Gambling
7. Possession of stolen property with the knowledge that it is stolen
8. Threats/extortion
9. Trespassing
10. Direct use of profane language or obscene manifestation or verbal abuse or disrespect (verbal, written, or gesture directed toward another person) (see I.6)
11. Bullying, Cyberbullying, Harassment, Intimidation or Threat of Violence. A second occurrence of behavior which would fall within the definition of bullying, cyberbullying, or harassment (as set out in Board Policy 6.23) if repeated or continuous, or a second occurrence of intimidation or threat of violence (as defined in Board Policy 6.23)
Note: Some behaviors may be subject to discipline whether or not they occur on or near school grounds. See Policy 6.23.
12. Harassment, defined as the intent to harass, annoy, or alarm another person with physical contact, abusive or obscene language or gestures, or electronic or other means of communication
13. Unexcused absence from class or classes or school for a day or more
14. Possession of matches and laser devices
15. Dishonesty (providing false information)
16. Attempting to access, directly or by trying to defeat school-applied blocks on school computers, any websites, applications, or content prohibited by school rules, regulations, and/or Board policy or being observed at a school computer online accessing any websites containing content prohibited by school rules, regulations, and/or Board policy
17. Inappropriate use of computers
18. Cheating
19. Unauthorized use of school or classroom (non-public) telephones
20. Individual or group conduct resulting in demeaning, belittling, intimidating or otherwise harassing another person, including by verbal, written, electronic, or other means of communication
21. Disruptions or repeated violations on a school bus
22. Repeated Class I violations
23. Any other violation which the Principal may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances

E. Class II Consequences.

1. Temporary removal from class
2. Detention
3. In-school suspension
4. Transfer
5. Other consequences determined to be reasonable and appropriate by the school Principal

F. Class III Violations.

1. Alcohol Use, Possession, or Sale
Selling, purchasing, furnishing, giving, possessing, using, and/or being under the influence of alcoholic beverages
2. Arson
3. Assault, Violence
Violence against another student as defined in Policy 6.23
4. Bomb Threat
5. Burglary or Breaking and Entry of School Property
6. Criminal Mischief (Vandalism)
7. Defiance of Authority
8. Disobedience – Persistent, Willful
9. Disorderly Conduct
10. Disruptive Demonstrations
11. Drugs, Use, Possession, or Sale
Selling, purchasing, furnishing, giving, possessing, using and/or being under the influence of illegal drugs, to include seeds and/or drug residue or drug paraphernalia. Vapes, vapor devices (see no. 35 below) and other

- such devices, including electronic cigarettes, will be considered drug paraphernalia*
12. Disruptive use of one- or two-way audible/text/pictures devices such as electronic pagers, cellular telephone, or other portable communication devices (Ala. Code § 16-1-27) Including but not limited to: photographing, texting, and videoing of testing material, student misconduct, violation of others' privacy, and displaying inappropriate pictures
 13. Fighting
 14. Fire Alarm, Tampering with or Setting off
Unjustified activation of fire alarm system or fire extinguisher
 15. Gambling
 16. Harassment, Bullying and Cyberbullying
Harassment, bullying or cyberbullying as defined in Board Policy 6.23. Note: Some behaviors may be subject to discipline whether or not they occur on or near school grounds. See Policy 6.23.
 17. Homicide
 18. Inciting Other Students to Create a Disturbance
Inciting or participating in major student disorder
 19. Kidnapping
 20. Larceny/Theft
Theft of property valued at \$100 or more
 21. Motor Vehicle Theft
 22. Profanity or Vulgar Language
 23. Robbery
 24. Written or verbal proposition to engage in sexual acts; Inappropriate physical contact with another person; taking, possession, or distribution of inappropriate sexual images or messages by electronic or other means; and sexual battery (*defined as exposure of private body parts or compromising or abetting in the compromise of the modesty of another individual*). **These violations are committed whether or not there is mutual consent. If there is obvious mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent), both/all parties involved have committed the violation and are dealt with accordingly. The Board, in consonance with the Preamble to this CSC, does not tolerate the exhibition of behavior that, in a workplace environment, might result in charges of sexual harassment or be cause for discharge.**
 25. Sexual Harassment - *Sexual harassment of a student or a school system employee of an abusive nature at school, on school grounds, or at a school sponsored activity elsewhere, or of any other person at or from any other location if the conduct is disruptive or potentially disruptive to the educational environment in the schools or on school grounds and may consist of verbal or non-verbal communications or written communications delivered by any means.*
 26. Sexual Offenses - *Sexual offense includes exposure of private body parts or compromising or abetting in the compromise of the modesty of another individual. This violation is committed whether or not there is mutual consent. If there is obvious mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent), both/all parties involved have committed the violation and are dealt with accordingly. The Board, in consonance with the Preamble to this CSC, does not tolerate the exhibition of behavior that, in a workplace environment, might result in charges of sexual harassment or be cause for discharge.*
 27. Threats/Intimidation
 28. Tobacco, nicotine, or similar stimulants, Use, Possession, or Sale
 29. Trespassing
 30. Truancy/Unauthorized Absence
 31. Handgun/Rifle/Shotgun/Firearm, Use, Possession, or Sale
 32. Explosive/incendiary/Poison Gas, Use, Possession, or Sale
 33. Other Weapon, Use, Possession, or Sale
 34. Knife, Use, Possession, or Sale
 35. Vape/Vapor device, Use, Possession, or Sale
Use, possession, or sale of a device used to inhale and exhale vapor containing nicotine, flavoring, or other substance. Vapes and vapor devices may be considered drug paraphernalia (see no. 11, above)
 36. Other Incidents - Any other violation which the Principal may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances, for example: Repeated Class I & II Violations or unauthorized accessing of or changing information in school computers; Endangering or causing harm to another individual's or to the school's computers, data, and files stored thereon, or setting to include the intentional introduction of a computer virus, or an unintentional introduction of a computer virus arising out of failure to comply with school computer procedures; Interfering with a bus driver during any phase of school bus operation; or, Bypassing, disabling, attempting to bypass or disable, or cooperating in an attempt to bypass or disable any security device, person, or procedure in a school or established for a school activity, to

include participation requirements established by principals, teachers, board employees, and chaperones at or away from school.

G. Definitions of Selected Terms Regarding Class III Offenses.

1. Handgun/Rifle/Shotgun/Firearm. Any weapon or firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; any portion of a firearm which, when combined with other parts, could constitute a weapon or firearm; any firearm muffler or firearm silencer; bump stock; ammunition, blanks, or active shells for any weapon or firearm, or any similar destructive device.
2. Knife. Pocket knives, hunting knives, box cutters, utility knives, other knives commonly used as weapons, such as lockblade, Bowie, switchblade, hawkbill or butterfly knives, or other honed or sharpened blade or instrument capable of inflicting harm or injury.
3. Weapon. Any item, instrument, or object of any kind (including but not limited to a knife, handgun, rifle, shotgun, or firearm) used, or threatened or suggested to be used in violence, or possessed with the intent to be armed; and any item, instrument, or object made, designed, or adapted for the purpose of inflicting harm or injury.

H. Class III Consequences.

1. Out-of-school suspension, including Long Term Suspension
2. Transfer
3. Alternative education program, including Long Term Alternative School Placement
4. Referral to outside agency, including the criminal justice system
5. Expulsion
6. Restitution of property and damages and/or undoing of computer actions, where appropriate
7. Other consequences determined to be reasonable and appropriate by the school Principal.

I. Disciplinary Hearing. If a violation occurs which requires a disciplinary hearing, the hearing will be conducted in accordance with procedures set out in section XXIII below. The decision to suspend and/or take additional action will include a review of the student's exceptional status, if any, and applicable federal law. (See Board Policies 6.18 and 6.19).

J. Readmittance. Students who have violated Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person may not be readmitted to any public school of this state until:

1. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and
2. The student has satisfied all other requirements of the local Board of Education (City of Madison or other) as a condition for readmission.

See Ala. Code § 16-1-24.1.

K. Expulsion/Withdrawal. If a student commits an offense for which expulsion is a possible consequence and then withdraws before disciplinary and/or expulsion hearings are held, all enrollment, academic, and disciplinary data will be maintained in the student's record at the school. The Superintendent may still convene the hearing(s) after following normal notification procedures. If the hearings are not convened and the student re-enrolls in the District the academic and disciplinary record will be resumed as of the time of withdrawal, to include an academic review for placement and a disciplinary review for pending or incomplete actions.

Topic 1.24: Discipline and Disciplinary Procedures

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- A. Out-Of-School Suspension. When appropriate, the principal will generally impose out-of-school suspension on a progressive discipline basis. If a student repeats the behavior, the principal should gradually increase the length of the suspension or increase to a more serious consequence consistent with the Code of Conduct. Notwithstanding the general use of discipline on a progressive basis, some offenses may warrant longer suspension or more serious discipline on the first occurrence.

A student that is suspended out-of-school for ten (10) school days or less for a violation of the Code of Conduct must only receive minimal due process that includes an informal discussion with the student where the student is told what he or she is accused of doing, the basis for the allegation, and be provided an opportunity to tell his or her side of the story.

A "Long-Term Suspension" is defined as an exclusion of a student from his or her regular school environment for more than 10 and less than 90 (11 to 89) school days per incident for disciplinary purposes. The due process procedure for a Long-Term Suspension is explained below under the heading Student Discipline Due Process.

- B. Alternative School. The District's Alternative Education Program ("Alternative School") exists to serve the unique academic, social, and emotional needs of students who would otherwise not be allowed to continue their education due to disciplinary issues. A student must serve his or her assigned time in a satisfactory manner before he can return to any school in the Madison City School System. In order for a student to be placed in an Alternative School, he/she must be referred by the school administrator or hearing officer.

A "Long-Term Alternative School Placement" is defined as the placement of a student in alternative school for more than 15 school days per incident for disciplinary purposes. The due process procedure for a Long-Term Alternative School Placement is explained below under the heading Student Discipline Due Process.

- C. Expulsion. An expulsion is defined as the exclusion of a student from his or her regular school environment for more than 90 and less than 180 (91 to 179) school days per incident for disciplinary purposes. Expulsion may result from multiple Class II violations, a Class III violation, or any violation of policies related to drugs, alcohol, guns, other dangerous weapons, or credible threat to personnel, school, or student. The due process procedure for an Expulsion is explained below under the heading Student Discipline Due Process. A student will be suspended immediately pending a hearing consistent with the Student Discipline Due Process procedure below.

- D. Student Discipline Due Process. The following Student Discipline Due Process procedure is applicable to any Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion. These procedures are not applicable to out-of-school suspensions of ten (10) school days or less, or alternative school placement for fifteen (15) school days or less.

1. Following an alleged student disciplinary incident, the principal, or his or her designee, may consider all of the following factors before recommending or initiating a Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion:
 - a. The age of the student.
 - b. The disciplinary history of the student.
 - c. The seriousness of the violation or behavior.
 - d. Whether a lesser intervention would appropriately address the behavior of the student.
2. After considering the above and if the principal deems Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion to be appropriate, the principal will notify the Superintendent of the principal's recommended discipline.
3. The student and his or her parent/guardian will be given reasonable written notice, delivered to them personally or by mail. Email notification may be given in addition to personal delivery or mail. The notice should be given at least seven (7) school days before the scheduled hearing date, whenever reasonably possible. The Notice must contain:
 - a. A statement of the time, date, and place, and nature of the hearing;
 - b. A short and plain statement detailing the alleged conduct, the provision of the Code of Student Conduct allegedly violated, and any recommended discipline;
 - c. A statement of the rights of the student at the hearing, including the following: the right of the

student to be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense; the right of the student, commencing at least five (5) calendar days before the scheduled date of the hearing, to review any audio or video recording of the incident and any information or evidence that is expected to be presented at the hearing (consistent with federal and state student record privacy laws and regulations); the right to present a defense, question adverse witnesses who are present at the hearing (excluding students under 14 years of age), and offer evidence and oral testimony at the hearing; that, to the extent possible, the anonymity of witnesses will be protected, and witnesses may not be compelled to attend or testify in the disciplinary hearing; and

- d. An optional waiver of the disciplinary hearing indicating the parent or guardian's assent to the alleged violation or violations and to the recommended discipline.

***NOTE – A response from the parent(s) or student shall be due at least forty-eight (48) hours before the scheduled date and time of the hearing. If no timely response is delivered by a parent or guardian, the hearing will be waived, and the student will receive the consequence recommended by the principal.**

4. The student will be provided with a disciplinary hearing before a hearing officer designated by the Board of Education upon the recommendation of the Superintendent. If a timely response to the notice of hearing is received, the hearing officer will normally conduct a hearing within ten (10) school days after the initial suspension of the student from school pending a hearing. However, the hearing date may be extended for good cause as determined by the hearing officer or upon agreement of the parties. The purpose of the hearing is to determine whether the alleged Code of Student Conduct violation occurred.
5. The student's parent may choose to have an attorney present and/or present the student's defense through evidence and examination of witnesses. The principal or principal's designee may also be represented by an attorney to assist in presentation of the case in support of disciplinary action. The student's parent must give the hearing officer notice, 48 hours prior to the hearing, of the decision to have an attorney represent the student at the hearing. Any attorney for the student will be at the parent or student's expense. Failure to provide the required notice of legal representation may result in rescheduling the hearing.
6. Upon request, at least five (5) calendar days before the hearing the student, parent or guardian, legal counsel, and/or advocate may review any audio or video recording of the incident, and, where consistent with the Family Educational Rights and Privacy Act ("FERPA"), the Individuals with Disabilities Education Act ("IDEA"), and other relevant state and federal laws, any records, documents, or other information expected to be presented as evidence at the hearing.
7. At the hearing, the hearing officer shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, no presentation of evidence shall be required, or received, regarding any admitted conduct. If the student also accepts the proposed discipline, the hearing will be concluded, and the student will receive the recommended consequence. If the student denies the alleged conduct, or any portion of it, and/or challenges the appropriateness of the proposed discipline, the principal or other person designated by the principal may offer evidence at the hearing to support contested allegations that the student violated the Code of Student Conduct, or the appropriateness of the proposed consequences. The case may be presented through evidence (documentary, audio, video) and by testimony or statements made by witness(es). Additionally, student witnesses, including accusers, may provide evidence by one or more written statements which may be redacted to protect anonymity, sensitive personal information, or protected information under state or federal laws related to privacy of student records or personal information. The decision as to all contested issues shall rest in the discretion of the hearing officer.
8. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offer evidence and testimony in person, including oral testimony from witnesses (excluding students under 14 years of age), written statements, and other documentary evidence and audio or video recordings at the hearing.
9. The student and the principal are permitted to present adult witnesses and student witnesses over 14 years old to testify in person. However, if a witness' testimony is redundant or not relevant, the hearing officer may decide not to hear that witness. Witnesses cannot be compelled to attend or testify in the disciplinary hearing. If witnesses elect to participate, their anonymity will be protected to the extent reasonably possible.
10. After following the above procedures, the hearing officer, based on all facts and evidence presented, shall determine whether the student did or did not commit an offense, what offense, if any, was committed, and whether the recommendation of the principal shall be approved or rejected. The hearing officer shall prepare a written decision which will be provided to the student and parent or guardian within five (5) school days after the hearing. The written decision will include:

- a. The basis for the decision including a reference to the provision of the Student Code of Conduct or state law that the student is accused of violating;
 - b. A statement detailing the information that shall be included in the official record of the student; and
 - c. A statement detailing the right of the student to appeal the decision and notice of the procedures necessary to file an appeal.
 - 11. The following persons shall be notified of the hearing decision:
 - a. The student's parent or guardian (by certified mail and verbal notification);
 - b. The Principal;
 - c. The Special Education Director (for students with disabilities); and
 - d. The Superintendent.
 - 12. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the local board of education.
- E. Appeal of the Hearing Officer's Decision. If the student's parent or guardian is dissatisfied with the decision of the hearing officer in cases in which the hearing officer upholds the recommendation for discipline, the parent or guardian may file an appeal by using the following procedures:
- 1. The student's parent(s) must file a written request for an appeal that is addressed to the Superintendent and delivered to an email or physical address designated in the hearing officer's decision, or if none is provided, then to the Superintendent at the physical address of the Central Office. The written request for an appeal must be postmarked or delivered on a date no more than ten (10) calendar days after the earlier of:
 - a. the postmarked date of the written notification of the hearing officer's decision, or
 - b. the date of hand delivery of the written notification of the hearing officer's decision, or
 - c. the date of documented verbal notification of the hearing officer's decision.

NOTE - If the written request for an appeal is not made on time, the hearing officer's decision will be final.
 - 2. The Superintendent, upon receipt of a timely filed written request for an appeal, will request the documented evidence of the case including the findings, conclusions, disposition, and tape recording.
 - 3. The Superintendent shall review the case based on the record of the hearing held by the hearing officer. No new evidence shall be admissible.
 - 4. Within ten (10) working days after receipt of the appeal, the Superintendent will make a written decision to adopt, modify, or disapprove all or any part of the hearing officer's findings, conclusions, or disposition.
 - 5. A copy of the Superintendent's decision shall be sent to the following persons:
 - a. The student's parent or guardian (by certified mail);
 - b. The Principal;
 - c. The Special Education Department (for students with disabilities); and
 - d. The Superintendent's Office.
- F. Appeal of Superintendent's Decision for Expulsion. An appeal of a Superintendent's decision is only available for an expulsion of a student. An appeal to the Board of Education is not available for any other consequence. If, after the decision of the hearing officer and the Superintendent on appeal, a parent is dissatisfied with the Superintendent's decision to expel the student, the parent may file an appeal to the Board of Education using the following procedure:
- 1. The student's parent must file a written request for an appeal and it must be addressed to and mailed or given to the Board of Education, with a copy to the Superintendent. The written request for appeal may be emailed to an email or physical address designated in the Superintendent's decision, or if none is provided, then to the Superintendent at the physical address of the Central Office.
 - 2. The written request for an appeal must be postmarked or hand delivered on a date no more than ten (10) calendar days after the earlier of the postmarked date of the written notification of the Superintendent's decision, the date of hand delivery of the written notification of the Superintendent's decision or documented verbal notification of the Superintendent's decision.

NOTE - If the written request for an appeal is not made on time, the Superintendent's decision will be final.
 - 3. Upon receipt of a timely filed written request for an appeal, the Board shall set a hearing date. In order to comply with applicable student privacy laws, the hearings will be closed to the public. The student and his or her parent/guardian will be provided written notice at least five (5) calendar days before a hearing that is delivered to them personally or by mail. The student's parent must give the Superintendent

- notice, at least 48 hours prior to the hearing, of the decision to have an attorney represent the student at the hearing. Any attorney for the student will be at the parent or student's expense. Failure to provide the required notice of legal representation may result in rescheduling the hearing.
4. At the hearing, the Board shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, no presentation of evidence shall be required, or received, regarding any admitted conduct. If the student also accepts the proposed discipline, the hearing will be concluded, and the student will receive the recommended discipline. If the student denies the alleged conduct, or any portion of it, and/or challenges the appropriateness of the proposed discipline, the Superintendent, or other person designated by the Superintendent may offer evidence at the hearing to support contested allegations that the student violated the Code of Student Conduct, or the appropriateness of the proposed discipline. The case may be presented through evidence (documentary, audio, video) and by statements made by the witness(es). Additionally, student witnesses, including accusers, may provide evidence by written statement which may be redacted. The decision as to these issues shall rest in the discretion of the Board.
 5. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offer testimony (excluding students under 14 years of age), and offer evidence, including oral testimony from witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing.
 6. The student and the principal are permitted to present adult witnesses and student witnesses over 14 years old to testify in person. However, if a witness' testimony is redundant or not relevant, the Board may decide not to hear that witness. Witnesses cannot be compelled to attend or testify in the disciplinary hearing. If witnesses elect to participate, their anonymity will be protected to the extent reasonably possible.
 7. After following the above procedures, the Board, based on all facts and evidence presented, shall determine by majority vote whether the recommendation of the Superintendent for expulsion is accepted or overruled. The Board shall deliberate in executive session to make its determination on whether to uphold or overrule the recommendation for expulsion. The Board will then provide written notice of its decision.
 8. The following persons shall be notified of the hearing decision:
 - a. The student's parent or guardian (by certified mail and verbal notification);
 - b. The Principal;
 - c. The Special Education Director (for students with disabilities); and
 - d. The Superintendent.
 9. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the board of education.
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Topic 1.25: Discrimination and Harassment

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

It is the policy of the City of Madison Board of Education to have a positive learning and working environment, free of discrimination or harassment, for its students and employees in accordance with applicable public law. The Board expects its employees and students to abide by policy and law prohibiting such actions.

Reporting. Any person with knowledge of discrimination or harassment in the schools may submit a report to the Central Office Safe Line at 256-464-6575, or to the City of Madison's Text to Protect line, 256-604-2345 or Texttoprotect@madisonal.gov. Confidential reports may be submitted.

Topic 1.26: Student Sexual Harassment

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- a. Harassment and Reporting. Sexual harassment is prohibited by the City of Madison Board of Education. A student who believes he/she is a victim of sexual harassment should contact the school Principal, any other administrator, any counselor, or any teacher. (See Board Policy 6.10 and Note with violation classifications).
 - b. Procedures and Instructions. The Superintendent shall prepare and implement procedures for students and staff regarding the reporting and processing of sexual harassment charges or claims.
 - i. A student, and/or a legal custodial parent, or an individual acting in the student's behalf, who believes the student is a victim of sexual harassment, as defined within this policy, committed either by another student, a Board employee, or someone at the school other than another student or Board employee, may file a complaint according to the following guidelines:
 - Make the complaint known to the Principal, Assistant Principal, a teacher, or counselor or to whichever male or female he/she feels the most comfortable talking with about the complaint.
 - Complete a Madison City Schools Student Sexual Harassment Complaint Form.
 - to make the complaint in writing or if requested to do so by the person to whom you make the complaint.
 - ii. The person to whom the complaint is made shall make the complaint known to the Principal of the school, except in cases where the complaint is against the Principal, in which case the complaint should be made to the system Title IX Coordinator or the Superintendent.
 - iii. The Principal of the school or the Title IX Coordinator, as appropriate, shall comply with the Superintendent's procedures and process to investigate the complaint and take appropriate action.
 - c. Other Reporting. Any person with knowledge of sexual harassment in the schools is encouraged to submit a report to the Central Office Safe Line at 256-464-6575, or to the City of Madison's Text to Protect line, 256-604-2345 or Texttoprotect@madisonal.gov. Confidential reports may be submitted.
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Topic 1.27: Acceptable Use of Computer Technology and Related Resources

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

Policy 4.08 Employee and Student Acceptable Use of Technology and Related Resources

4.08.1 General – To facilitate achieving a quality education for its students, it is the policy of the Board of Education (Board) to provide all students and employees with opportunities to access a variety of technological resources to fully prepare students for life beyond the K-12 educational environment. A large and varied technological environment requires that technology use by employees and students be legal, ethical and safe. Technology use must be consistent with the educational vision, mission, and goals of the Board.

- a. The Board employs a Director of Technology (DoT) to provide technology support at the school system and school levels and designates a Technology Assistant at each school.
- b. The Board employs Instructional Technology Specialists to ensure the faculty are using the technological resources in a way that is consistent and appropriate to the educational vision, mission, and goals of the Board.
- c. School computers, networks, e-mail and Internet access are provided to support the educational mission of the Madison City School System and are to be used primarily for school-related purposes. Personal use of school computers must not interfere with the employee's job performance or student's academic performance, must not violate any of the rules contained in Board policy, procedures, or other like directives and must not damage the school's hardware, software or communications systems.
- d. "Community Use" of wireless internet resources may be permitted through the district's guest wireless network providing that the use does not violate any applicable laws or board policies, procedures, and like directives and does not affect the educational environment. The Madison City School System reserves the right to suspend community use at any time without notice.
- e. The term "system" for purposes of this policy may mean the totality of resources serving the central office and schools, the totality of resources within a school, or the totality of resources accessible by a given workstation or application.

4.08.2 Policy Rules – The goal of using the school's computers, local area network, the system's wide area network and the Internet is to bring available educational resources to both students and staff and to facilitate diversity and personal growth in technology, information gathering skills, and communication. Providing these resources is intended to promote educational excellence by linking individuals and classrooms to global resources to facilitate resource sharing, innovations, and communications. These rules establish usage appropriate for an educational setting and require users to act responsibly and accountably.

4.08.3 Copyright Law – It is the obligation and intent of the Board to comply with the copyright laws of the United States. Board employees and students shall use technology resources in accordance with Board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.

- a. Individuals are responsible for keeping unauthorized, copyrighted software of any kind from entering the local area network or wide area network via the Internet or other means. This includes the loading, copying, or downloading of any programs, games, electronic media, etc.
- b. If a single copy of a software package is purchased, it may only be used in one computer at a time. Multiple loading or "loading the contents of one disk on multiple computers" (1987 Statement on Software Copyright) is not allowed.
- c. If more than one copy of a software package is needed, a site license, lab pack, or network version will be purchased. DoT will work with appropriate district personnel to determine how many copies will be purchased for the location.
- d. The DoT is authorized to sign license agreements for a school within the district or the district itself.
- e. Employees may be held personally liable for any actions that violate copyright laws.

4.08.4 Network Accounts – Network user accounts are provided to faculty, staff, and students. These accounts are utilized to provide access to district resources. Wherever possible, the district synchronizes these accounts with third party systems to allow easier access for our faculty and students.

- a. All staff may receive network accounts after Board approval of the personnel action or upon the first day of employment if requested by the principal or supervisor in writing to the DoT. For requested accounts, the principal/supervisor will be responsible for notifying the DoT if employment is not approved by the Board.
- b. Network accounts for contract or temporary employees may be requested in writing to the DoT by the principal or supervisor. Requests must be accompanied by a copy of the contract and description of duties. For

requested accounts, the principal/supervisor will be responsible for notifying the DoT if employment ends prior to the expiration of the contract period.

- c. Student network accounts are generated based on pertinent information pulled from the district's student information system.
- d. The DoT may provide temporary or special use accounts at his/her discretion provided that they do not violate any applicable law or board policy.
- e. Network accounts should never be shared with other users, or outside organizations. Doing so is a direct violation of this policy. If an account has been compromised, it should be reported to the technology department immediately.
- f. Network accounts may be disabled or otherwise restricted for disciplinary or other reasons at the request of the applicable principal or supervisor or at the discretion of the DoT, Superintendent, or his designee.
- g. When an employee user is terminated or separates employment, or a student user is unenrolled from Madison City Schools, the access to systems and applications shall be immediately terminated unless continued access is approved in writing by the Madison City Schools Superintendent and the DoT. Employee User's work records and data and Student User's data and records stored locally or on Board servers shall be preserved for 30 days unless longer retention is required by pending or threatened litigation or applicable records retention policies. Access to stored data must be requested in writing and approved by the Madison City Schools Superintendent and the DoT.

4.08.5 Data Networks – The Madison City School System provides multiple data networks for the use of the faculty, staff, and students for the purpose of meeting the educational vision, mission, and goals of the Board. Use of the data networks may be suspended or revoked as deemed necessary by the DoT, Superintendent, or his designee.

- a. Users may utilize only those computers and devices approved by the MCS Technology Department on the wired district network or the internal wireless network and are prohibited from connecting any device to the physical network or network equipment without the knowledge and consent of the DoT.
- b. Personally owned cellular devices may only be connected to the provided guest wireless network.

4.08.6 Privacy – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Authorized Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. The Board reserves the absolute right to access and monitor all messages and files on Board equipment. Employees and students shall have no expectation of privacy with regard to such data. Spam or obscene e-mail that bypasses the school system filtering should be reported to the DoT.

4.08.7 Data Governance – The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

4.08.8 Rules of Behavior on System Networks or Equipment – Employees and students are responsible for their behavior on school computer networks just as they are in other aspects of their jobs. Employees and students who misuse the school system's technology may be subject to denial of computer usage, monetary charges, and/or other disciplinary action. Violation of civil and/or criminal law relating to technology and its use may result in the notification of law enforcement officials. Specific guidelines include those below.

- a. Employees and students may not access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices, etc.
- b. It is forbidden to advocate or promote violence or hatred against a particular individual or groups of individuals or advocate or promote the superiority of one racial, ethnic, or religious group over another. Production or dissemination of hate mail, obscenity, harassment, inflammatory material, chain letters, discriminatory remarks,

disrespectful language, and other behaviors disruptive to the educational environment are prohibited on district resources. This includes, but is not limited to:

- i. Harassing, threatening, insulting, bullying or attacking others.
- ii. Using the system network to create dissension or conflict.
- c. The MCS network may not be used to access, transmit, or retransmit any information containing pornographic or other sexually oriented material or language (pornographic means pictures or writings intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude form). Accessing, transmitting, or retransmitting may include but may not be limited to:
 - i. Viewing pornography on the computer.
 - ii. Conducting sexually explicit discussions with Internet partners at any time of the day.
 - iii. Sending, displaying, viewing or downloading offensive messages, pictures or movies.
 - iv. Using obscene or profane language.
- d. Individuals may not use technology for illegal activities including gambling, plagiarism of materials found on the Internet and creating of illegal materials such as counterfeit money, fake identification, etc.
- e. Users may not purchase or install software or other digital media to be used on system networks and/or individual workstations within the system without express written permission of the DoT. For purposes of this policy, "install" is defined as copying software of any kind in any form, downloading software from the Internet, and/or loading software from any external source, including personal copies, onto an individual computer, a network directory, or mapped drive.
- f. It is forbidden to use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software including the payment of any fees owed to the owner of the software). Illegal, unauthorized, or unlicensed copies of software must not be used on school system equipment.
- g. Users may not commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network or compromises its security within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- h. Individuals shall not transmit personal and confidential information concerning students or others to those not authorized to receive such information. Care must be taken to protect against negligent disclosure of such information.
- i. It is forbidden to use passwords improperly or negligently or for employees to use or modify another's passwords. No message should be transmitted without the sender's identity. Transmittal of messages with anonymous or fictitious names is prohibited. Accounts are to be used only by the authorized/registered user and for the intended purposes of the account.
- j. District computers may not be moved off campus unless authorized by the administrator and DoT.
- k. District devices assigned to employees may be taken off campus upon completion of a Faculty Device Contract.
- l. Individuals may not advertise and solicit on the school network or offer or provide products or services on system networks. District internet and e-mail accounts may not be used for commercial purposes or personal or political gain.
- m. Users shall not intentionally modify files, other data, or passwords belonging to other users. Users shall not misrepresent other users on the Internet.
- n. Individuals are responsible for any hardware and/or software damages to the computers or the network caused by inappropriate behavior while using the system. These include, but are not limited to, tampering with the equipment, altering programs and/or files, installing programs without authorization, or reconfiguring any part of a computer.

4.08.9 System Integrity and Control – To assure the integrity and control of system resources and capability, the DoT, Technology Department Staff and Media Specialists will be the only persons authorized to access original software disks at a given school location.

- a. To assure compliance with copyright and licensing requirements, only members of the District Technology Department may install software to be used on system networks and/or individual workstations within the system. Staff should contact technology for assistance with software installation. For purposes of this policy, "install" is defined as copying software of any kind in any form, downloading software from the Internet, and/or loading software from any external source, including personal copies, onto an individual computer, a network directory, or mapped drive.
- b. Individuals are not authorized to make copies of any software or data without the knowledge and permission of the DoT. Any questions about copyright provisions should be directed to the DoT. Illegal, unauthorized, or unlicensed copies of software must not be used on school system equipment. Any copies will be subject to the district's data governance policy and procedures.
- c. District owned software cannot be installed on personal devices unless specifically allowed by the software's licensing agreement.

4.08.10 Application of Policy –

- a. All Board technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.
- b. Employees who misuse the school system's technology may be subject to denial of computer usage, monetary charges, reprimands, and/or loss of employment.
- c. Students who misuse the school system's technology may be subject to denial of computer usage, monetary charges, and/or other disciplinary action.
- d. The Superintendent or his designee will prepare procedures for implementing this policy at the system and school levels.
- e. The administration of each school will be responsible for reviewing these policies at the beginning of each year with the faculty and staff and with individual employees who are hired after the initial review. The administration must have faculty and staff members sign this policy indicating they are aware of the rules and have reviewed them. The administration is encouraged to have a separate review of copyright law each school year.
- f. The legal and ethical practices and responsibilities of appropriate use of technology resources will be taught to all students in the system during lab orientation, by homeroom teacher, media specialist, etc.
- g. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal, Technology Assistants, and/or DoT.
- h. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the DoT.

4.08.11 Disclaimer of Liability –The Board makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the Board's technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data or interruption of service.

4.08.12 Electronic Mail – Electronic E-mail is available for the support of educational, instructional, extracurricular, and administrative activity. With that purpose in mind, electronic mail accounts are available to employees and students according to the following guidelines:

- a. Staff will receive e-mail accounts when their network accounts are created.
- b. Students receiving e-mail accounts must use these accounts for instructional purposes only and, while at school, should only use mail accounts provided by the district when using the school system's network or school-owned technology device.
- c. All staff and student e-mail accounts are subject to monitoring and acceptable use policies.
- d. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The Board will use a filtering device to screen e-mail for spam and inappropriate content.
- e. District email and other electronic communications are subject to long term logging and/or archiving as deemed appropriate by the Superintendent and DoT.

4.08.13 Internet – The intent of the Board is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for various curricular or extracurricular activities or staff duties. Teachers will screen resources that will be used in the classroom for instructional content prior to their introduction. Board policies and procedures shall apply to use of the Internet.

- a. Internet access is provided to allow students, faculty and staff to conduct research and access resources. Users gaining access to the Internet agree to conduct themselves in a considerate and responsible manner. By signing the Code of Student Conduct and the Student/Parent Device Agreement Form for each student in the household, legal custodians/parents provide written permission for their child to have access to the Internet and network resources.
- b. The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview websites being used for instructional purposes and observe students using the Internet. Teachers are responsible for monitoring and overseeing student use of computers and online resources in accordance with this Acceptable Use Policy, and for educating students about digital safety and ethics as well as integrating into their teaching the Technology Course of Study. If a student encounters inappropriate content online, they are to immediately close the browser and report the incident to the teacher. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the DoT. Teachers may request blocked sites be opened which they feel are appropriate and needed for instruction by contacting the Technology Department.
- c. Sites found to disrupt the learning atmosphere by consuming excessive internet bandwidth may be blocked or

otherwise limited at any time without notice.

- d. Network users are prohibited from accessing external networks or alternate Internet service providers while within the Madison City Schools' internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software. This prohibition includes, but is not limited to, VPN or other technologies that attempt to bypass district filters/security, cellular "hot spots", cellular data plans, etc.
- e. All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
- f. Employees and students should be aware that posting of personal information of any kind about themselves or others is prohibited. Personal information includes home addresses, work addresses, home phone numbers, social security numbers, etc.

4.08.14 Artificial Intelligence Acceptable Use - Madison City Schools acknowledges that technology is ever-changing and has a tremendous impact on our global society, local community, and classrooms. Artificial intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is our responsibility to educate and train students to utilize AI in an ethical and educational way. Therefore, Madison City Schools is not banning the student or teacher use of AI, but each student will need to be aware of the limitations and guidelines of its usage:

- a. Madison City Schools student email accounts and Chromebook access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns.
- b. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.
- c. Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as needed basis, adhering to specific data and privacy guidelines regarding age restrictions and usage.
- d. College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence.
- e. Students who use AI software with a personal device and/or personal credentials should do so at their own risk - acknowledging that each platform is collecting various forms of data.
- f. Students must acknowledge the use of AI in any capacity related to their school work: text, image, multimedia, etc.
- g. The use of AI could be subject to the Academic Dishonesty Policy.
- h. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.
- i. All users must also be aware of the potential for bias and discrimination in AI tools and applications.

4.08.15 Learning Management Systems - The school system provides methods for students to upload and send assignment files to teachers.

4.08.16 Mass Electronic Notification Systems -

- a. **General.** The City of Madison Board of Education maintains mass electronic notification systems for the purpose of facilitating dissemination of educationally-related information to stakeholders. It is the hope of the Board that each school will use such systems for distributing emails and pertinent announcements to parents and guardians.
- b. **Uses.** The mass electronic notification system from Madison City Schools (MCS) will be used for educational and informational purposes only and in accordance with all Madison City policies and procedures. All submissions/postings to the program will be written and released by approved webmasters and/or administrators.
- c. **Membership.** Because mass electronic notification systems maintained by MCS are intended for informational purposes for stakeholders, information for membership will be distributed by each of the schools within the school system and on the school system websites.
- d. **Disclaimer.** The City of Madison Board of Education and its employees cannot be held responsible for postings through mass electronic notification systems including, but not limited to, acts of omission, accidental misinformation, or information that may come into the possession of unintended parties or individuals.

4.08.17 District Devices and Equipment - All purchases of technology-related devices and equipment for the district, regardless of funding source, must be coordinated through the technology department in order to ensure inventory integrity and safeguard network management, control, and compatibility. Only devices and equipment approved by the DoT may be purchased with district or donated funds. Any technology-related donations to the district must be coordinated through the DoT before being accepted. All MCS students will be given a device and a charger in Kindergarten, or upon successful enrollment in MCS, and the device will travel with the student from school to school until graduation, device refreshment, or withdrawal from MCS.

4.08.18 Personal Devices – Madison City Schools promotes a 1:1 Initiative. As such, a wireless network is provided for cellular devices and guest use only. School-issued devices will authenticate to the network automatically. All personal cellular devices and guest devices should utilize the guest wireless network.

4.08.19 Web Sites (District, School, and School-Sponsored Activities) – The District provides a website platform used by all district entities to maintain consistency. Because District web sites are globally available and represent the community at large, webmasters are required to adhere to all acceptable use standards and present an appropriate and positive image.

Topic 1.28: Use of Digital Devices During the Administration of a Secure Test

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

The following School Test Security Plan shall be enforced at each school in accordance with the Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program (ACAP) Testing.

- a. The possession of a digital device (including but not limited to laptops, smart phones, smart watches, fitness trackers, MP3 players, tablets, cameras, or other communication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. School personnel shall implement a plan to collect all such devices from students before the student enters the testing room. Any digital device that is medically necessary for the health or well-being of the students may be permitted as an exception to this policy if the exception is pre- approved in writing by the Building Test Coordinator or school principal by completion and approval of a Digital Device Exception Request form.
 - b. If a student is in possession of a digital device within the testing room when participating in ACAP testing the device will be confiscated, and testing for the student will cease. The digital device shall be subject to search for information directly related to the ACAP test being administered if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record or share test information or to facilitate cheating on the test. The student also will be dismissed from testing, and the student's test will be invalidated. Violation of this policy may result in suspension or expulsion of the student.
-

Topic 1.29: Student Grievances

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

- a. General. It is the policy of the Board to promote an educational environment in which communication flows freely between students and teachers and students and Principals. These communications are expected to be civil, courteous, and should use forms of address that recognize and respect the relationship(s) of the communicants.
 - i. The Board encourages informal, direct, and frequent communications at the person-to- person level (student-to-teacher; student-to-Principal) as the best approach to resolving student grievances at the point of origin
 - b. Grievances. A student with a grievance should first take it to the immediate teacher or Principal. Both should be consulted prior to further resolution procedures.
 - c. Resolution Activity. Actions required to investigate and resolve alleged grievances should normally be scheduled at times and places for students, teachers, and Principals that do not interfere with regularly scheduled classes or school related activities.
-

Topic 1.30: Notice Regarding Release of Directory Information

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

**City of Madison Board of Education
Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)
Including Right to Opt Out of Disclosure of Directory Information**

- The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.
- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies, and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory information is information generally not considered harmful or an invasion of privacy if released, and it can be disclosed by Madison City Schools publicly or to outside organizations without a parent's prior written consent.

Madison City Schools has designated the following information as directory information:

**Student's name
Parent(s) name
Address/Email address
Telephone listing
Grade level
Photograph
Date and place of birth
Date(s) of attendance
Participation in school activities and sports
Weight and height of members of athletic teams
Degrees, honors, and awards received**

Examples of instances where Madison City Schools may publish certain directory information include, but are not limited to the following:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs;
- Sports activity sheets/ programs, such as for wrestling, showing weight and height of team members.

Outside organizations to which directory information may include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws¹ require the district to provide military recruiters, upon request, with student's names, addresses, e-mail addresses and telephone listings unless parents have advised the district that they do not want such information disclosed without their prior written consent. **Parents or students who do not wish to have such information disclosed to military recruiters must submit to the school principal a written request for non-disclosure, within 10 days from receipt of this Notice.**

Parents and eligible students may elect not to have their directory information disclosed by notifying the district in writing of their election to opt out of permitted disclosure of directory information. **If you do not want Madison City Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's principal in writing within ten (10) days from your receipt of this notice of your decision to opt out of permitted disclosure of such information.** You may opt out of disclosure to military recruiters without opting out of disclosure of directory information generally by submitting a notice under the previous paragraph. A notice submitted under this paragraph will opt out of any disclosure of directory information.

Absent written documentation of receipt you will be deemed to have received this notice within three (3) days after the Code of Student Conduct is distributed in your child's school. Unless timely written notification of your decision to opt out of disclosure is received by your child's principal, directory information regarding your child will be published or disclosed as outlined above.

¹These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Forms 1: Notice of Receipt and Review

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

See PDF on the next page.

ATTACHMENT I

(Return this form to school)

**CODE OF STUDENT CONDUCT
NOTICE OF RECEIPT AND REVIEW**

(Please print)

_____, a student enrolled in
(name of student)

(name of school)

and legal custodial parent _____
(name of legal custodial parent)

hereby acknowledge by our signatures that we have received and read, or had read to us, and reviewed together the City of Madison Board of Education *Code of Student Conduct*. We understand that this Code, which includes rules on the acceptable use of computer technology and related resources, applies to all students and parents in the public schools, to school campuses, school buses, or other school-owned/operated vehicles, and school-related activities and events.

Signature _____ Date _____
(Student Grades 5-12 ONLY)

Signature _____ Date _____
(Legal custodial parent)

Signature _____ Date _____
(Legal custodial parent)

NOTES:

The student is to sign the above statement. If the student lives with both legal custodial parents, both are to sign the statement. If the student lives with only one legal custodial parent, only one is to sign. A separate statement is to be signed for each student in the household. After this page is filled in and signed, the student is to return it to the school, where it will be entered into the student's record. Keep the CSC for reference and use during the school year.

Forms 2: Pupil-Parent Responsibilities for Care of Textbooks

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

See PDF on the next page.

Madison City Schools

MEMO To: Custodial Parent

SUBJECT: Pupil-Parent Responsibilities for Care of State-Owned Textbooks in ACCORDANCE with Section 25 of the Free Textbook Law, Act 221, Special Session 1965 (Ala. Code § 16-36-32)

I. All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected.

II. Textbooks issued to pupils may be used in the same manner and to the same extent as though such books were owned by the pupil, except that pupils must recognize their responsibility for the proper care of the books checked out to them by observing the following practices:

- A. Keeping the book clean outside and inside.
- B. Refraining from marking the book with pen or pencil.
- C. Keeping the pages free from finger prints.
- D. Avoiding turning down, tearing, or otherwise damaging pages.
- E. Refraining from placing the book where it may become soiled or damaged by the weather.
- F. Keeping the book protected with a book cover (optional).

III. Parents and pupils must accept liability for any loss, abuse or damage in excess of that which would result from normal use.

- A. For such loss or damage, the pupil will be assessed a variable of:
 - 1. Full price if new when issued.
 - 2. Seventy-five percent of full price for books two years old.
 - 3. Fifty-percent for books three years old or older.
- B. No additional textbooks will be issued to any pupil until all charges for lost or damaged textbook(s) have been paid.

IV. All textbooks must be returned to the issuing school by the pupil when he /she is promoted or transferred and when he terminates his/her attendance for any reason.

Thank you for your cooperation.

I certify that I have read and understand the above regulations and agree to comply with them (Please return one copy to your child's teacher and keep one copy for your records).

DATE _____ STUDENT SIGNATURE _____

DATE _____ CUSTODIAL PARENT SIGNATURE _____

Forms 3: Complaint-Grievance Form

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

See PDF on the next page.

Attachment III

Madison City Schools
Complaint/Grievance Form

This form may be used to submit a complaint/ grievance authorized by Board Policy 4.6 [Complaints and Grievances]).

Check One:

☐ Student ☐ Parent/Guardian ☐ Employee ☐ Other: _____
(describe)

Name: _____ Work Phone: _____
(if applicable)

Home Address: _____

Home Phone: _____ E-mail Address: _____

Preferred method of contact (check one):

☐ Regular Mail ☐ E-mail ☐ Work Phone ☐ Home Phone

Describe the grievance, including the date(s) of the act, omission or decision that is the subject of the complaint/grievance, and all pertinent facts supporting the complaint/grievance, including the names of any people who can provide information regarding the complaint/grievance:

(Attach additional paper, if needed.)

Identify (and attach) any Board policy, procedure, or work rule that has been violated or misapplied, if any:

(Attach additional paper, if needed.)

Identify supervisors, administrators, or other decision makers whose actions led to the filing of the grievance, and all witnesses or other persons having information that is relevant to the grievance:

(Attach additional paper, if needed.)

Description of Efforts Made to Resolve the Problem or Complaint (If No Such Effort Has Been Made to Date, Explain Why):

(Attach additional paper, if needed.)

Do you have suggestions for resolving this situation? If so, list them here:

(Attach additional paper, if needed.)

Attach documents or other evidence that is relevant to the complaint/grievance.

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Grievance Received: _____ Superintendent: _____

Date Decision Delivered: _____ Superintendent: _____

Date Appeal of Grievance Received: _____ Superintendent: _____

Date Appeal Decision Delivered: _____ Superintendent: _____

**Forms 4: Form for Reporting a Complaint of Harassment, Violence, Threats of Violence,
Intimidation, Bullying or Cyberbullying**

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

See PDF on the next page.

Attachment IV

Madison City Schools
Form for Reporting a Complaint of Harassment, Violence,
Threats of Violence, Intimidation, Bullying or Cyberbullying

This form may be used by a student or a student's parent or guardian to submit a complaint regarding Harassment, Violence, Threats of Violence, Intimidation, Bullying or Cyberbullying (Board Policy 6.23 [Harassment, Violence, and Threats of Violence Prohibited]). This form should be submitted to the principal of the school via mail or delivered to the principal's office.

Student's Name: _____ School: _____

Home Phone: _____ Email address: _____

Home Address: _____

Preferred method of contact (provide address, e-mail, or phone number): _____

Describe the conduct/circumstances leading to the complaint, including all pertinent facts supporting the complaint.

(Attach additional paper, if needed.)

When did this happen (over what time period if continuing or more than once):

(Attach additional paper, if needed.)

Identify the person(s) whose actions led to the filing of the complaint, and all witnesses or other persons having information that is relevant to the complaint.

(Attach additional paper, if needed.)

Do you have suggestions for resolving this situation? If so, list them here:

(Attach additional paper, if needed.)

OTHER INFORMATION:

- I believe the incident in question was motivated by the following characteristic(s) (Check All That Apply):

☐ Race
☐ Sex
☐ Religion
☐ National Origin
☐ Disability
☐ An imbalance of strength, power, or influence
☐ Other personal characteristics

- The incident resulted in a threat of suicide by the victim: ☐ Yes ☐ No

Attach copies of documents or other evidence that is relevant to the complaint.

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Student Signature: _____ Date: _____

OR

Parent/Guardian Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Grievance Received: _____ Principal: _____

Date Reply Delivered: _____ Principal: _____

Date Request for Review Received: _____ Superintendent: _____

Date Response to Request Delivered: _____ Superintendent: _____

Forms 5: Student Sexual Harassment Complaint Form

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

See PDF on the next page.

Madison City Schools
Student Sexual Harassment Complaint Form

This form may be used by a student, a student's parent or guardian, or an individual acting on a student's behalf who believes the student is a victim of sexual harassment to submit a complaint regarding sexual harassment (Board Policy 6.10 [Student Sexual Harassment]). This form should be submitted to the principal of the school. However, if the complaint concerns the principal, the complaint may be made directly to the Title IX Coordinator or the Superintendent.

Student's Name: _____ School: _____

Your Home Phone: _____

Your Home Address: _____

Your E-mail Address: _____

Preferred method of contact (provide address, e-mail, or phone number): _____

Describe the sexual harassment, including all pertinent facts supporting the complaint.

(Attach additional paper, if needed.)

When did this happen (over what time period if continuing or more than once):

(Attach additional paper, if needed.)

Identify the person(s) whose actions led to the filing of the complaint, and all witnesses or other persons having information that is relevant to the complaint.

(Attach additional paper, if needed.)

Do you have suggestions for resolving this situation? If so, list them here:

(Attach additional paper, if needed.)

Attach copies of documents or other evidence that is relevant to the complaint.

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Signature _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Grievance Received: _____ Principal: _____

Date Reply Delivered: _____ Principal: _____

Date Request for Review Received: _____ Superintendent: _____

Date Response to Request Delivered: _____ Superintendent: _____

**Forms 6: Annual Notification Regarding School Provided or Sponsored Counseling or
Mental Health Services for Students Under 14 Years of Age**

Status: ADOPTED

Original Adopted Date: 07/01/2022 | **Last Reviewed Date:** 07/01/2022

See PDF on the next page.

Madison City Schools
Annual Notification Regarding
School Provided or Sponsored Counseling or Mental Health Services
For Students Under 14 Years of Age

(This annual notification is required by Ala. Act. #2022-422, effective July 1, 2022.)

Parental “Opt-in” Required to Receive Services

Madison City Schools offers a variety of student counseling and mental health services for your child. However, Alabama law now requires that parents and/or guardians of all children under 14 years of age must submit a written “**opt-in**” **each year** for their children to receive most counseling and mental health services.* You may choose for your child to receive none, some, or all the counseling or mental health services listed below:

1. **General Guidance Counselor Services** – access to or participation in ongoing counseling services addressing issues including, but not limited to bullying, stress management, test or other anxiety, making good choices, substance abuse, peer relationships, etc.
2. **Mentoring** – Counselors or partner organizations addressing student needs on issues such as friendships, healthy relationships, anger management, and anxiety.
3. **Assessments/Surveys** – student questionnaires related to social behaviors, feelings, etc.
4. **Intervention** - short-term assistance by school counselor or professionals to address concerns regarding the student’s well-being or mental health.
5. **School-Based Mental Health** - Mental health counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian’s permission will be obtained for specific private practitioner counseling before services are provided.

**Counseling or mental health services may be provided without an opt-in (1) based on a PST, IEP or §504 plan, (2) when there is an imminent threat to the health of the student or others, or (3) when students meet with guidance counselors related to course selection, course registration, career interests or opportunities, or similar activities. Opt-in is also not required for instructional services in the approved curriculum or required by law.*

Review of Materials

You may request to review any materials used in the guidance and counseling programs available to students by submitting your written request for access to those materials to the school principal.

***Information Regarding How to Allow, Limit, or Prevent Your
Child’s Participation in Counseling or Mental Health Services***

If your child is under fourteen, under Alabama law, they will only be allowed to participate in certain counseling or mental health services if you opt-in unless one or more of exceptions. **If you would like the school system to be able to offer your child any of the counseling or mental health services in the numbered list above, you must OPT-IN for each listed service you choose on the form provided below.** You may limit or prevent your child’s participation in ongoing counseling or mental health services by checking only the services desired, by declining to opt-in to one or more counseling or mental health services, or by rescinding a previous opt-in for services.

MADISON CITY SCHOOLS

OPT-IN FORM FOR COUNSELING AND MENTAL HEALTH SERVICES FOR STUDENTS UNDER 14 YEARS OF AGE

Madison City Schools offers a variety of student counseling and mental health services for your child. However, Alabama law now requires that parents and/or guardians of all children under 14 years of age must “**opt-in**” **each year** for their children to receive most counseling and mental health services.* You may choose for your child to receive some, or all of the available services. **However, unless this form is completed and returned, most counseling and mental health services will not be available to your child.** When received, this form is effective for the current school year unless rescinded in writing.

Student Name	Grade	School
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** Counseling or mental health services may be provided without an opt-in (1) based on a PST, IEP or §504 plan, (2) when there is an imminent threat to the health of the student or others, or (3) when students meet with guidance counselors solely related to course selection, course registration, career interests or opportunities, or similar activities. Opt-in is also not required for instructional services in the approved curriculum or required by law.*

[Circle “Yes” or “No” to indicate your preference for provision of the described services.]

Yes No General Guidance Counselor Services – access to or participation in ongoing counseling services addressing issues including, but not limited to bullying, stress management, test or other anxiety, making good choices, substance abuse, peer relationships, etc.

Yes No Mentoring – Counselors or partner organizations addressing student needs on issues such as friendships, healthy relationships, anger management, and anxiety.

Yes No Assessments/Surveys – student questionnaires related to social behaviors, feelings, etc.

Yes No Intervention - short-term assistance by school counselor or professional.

Yes No School-Based Mental Health - Mental health counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian’s permission will be obtained for specific private practitioner counseling before services are provided.

I understand that based on my option for services the counselor or other service provider will keep me fully informed regarding diagnosis, recommended counseling or treatments and that I will retain the authority to make final decisions regarding ongoing counseling or treatments. I also understand that I may rescind permission for my child to participate in selected counseling and mental health services at any time by providing written notice to school administration.

Parent/Guardian Name (Printed)

Parent/Guardian Name (Signature)

Date: _____

Forms 7: Student/Parent Device Agreement

Status: ADOPTED

Original Adopted Date: 07/17/2012 | **Last Reviewed Date:** 07/17/2012

See PDF on the next page.

Student/Parent Device Agreement

The goal of using the school's computers, local area network, the system's wide area network and the Internet is to bring available educational resources to both students and staff and to facilitate diversity and personal growth in technology, information gathering skills, and communication. Providing these resources is intended to promote educational excellence by linking individuals and classrooms to global resources to facilitate resource sharing, innovations, and communications. These rules establish usage appropriate for an educational setting and require users to act responsibly and accountably.

- I will use my device in ways that are appropriate, educational, and meet the expectations of the district policies.
- I will use appropriate language when communicating on my device.
- I will not advocate, promote violence, or hatred against any group, or promote or advocate the superiority of one racial, ethnic, or religious group over another.
- I will not use my device, internet, or communication on the device to create dissension, conflict, or harassment of others.
- I will not access, transmit, or retransmit any sexually oriented material or language.
- I will not purchase or install software on my device, or use bootleg software on my device.
- I will take proper care of my device.
- I will never leave my device unattended or loan it to another person.
- I will charge my device daily and arrive at school with it fully charged.
- I will keep food and beverages away from my device.
- I will not disassemble my device, attempt my own repairs, or allow any company to repair my device.
- I will use the internet for instructional purposes only.
- I am aware that, at any point, my device can be inspected and is the property of Madison City Schools.
- I will only let MCS certified technicians handle repairs on the device.

I agree to return my device and charger before withdrawing from MCS, or upon graduating, and agree to the policies set forth in the *Student Code of Conduct* and *Acceptable Use Policy*.

Student Name (first and last) _____

Student Signature _____ **Date:** _____

Parent/Guardian Name (first and last) _____

Parent/Guardian Signature _____ **Date:** _____