

FAIRFIELD CITY SCHOOLS CODE OF STUDENT CONDUCT

INTRODUCTION

Schools function best when students attend school regularly and on time. There must be respect for persons, property, rules and authority. Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline that may be described as the absence of distractions, friction and disturbances which interfere with the effective functioning of the student, class and school. The Board hopes to nurture a friendly — yet businesslike — atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal of the Board of Education in student discipline is to modify undesirable behavior while maintaining a school environment which provides maximum learning opportunities for all students. Respect, responsibility and restraint are essential in promoting appropriate student behavior. Reducing the student dropouts and enhancing the graduation rates are high priorities.

As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions; however, the procedures identified in this document shall apply to all students in grades K – 12.

JURISDICTION OF THE SCHOOL BOARD

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

The Code of Student Conduct may be applied to students involved in off-campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment or which otherwise adversely implicates the school's legitimate educational or administrative interests. The Fairfield City Board of Education may take all necessary actions to ensure that its facilities are safe and secure and that this Code of Student Conduct is enforced. Such action may include the inspection and search of Board facilities and property brought onto Board facilities. Students and others may be asked to walk through a metal detection device or to allow a search of personal property in conjunction with attendance at any Board-related event or when entering Board property. Any person who refuses will be denied admission to the Board facility and will be required to leave the premises immediately. It shall be the policy of the Fairfield City Board of Education to permit law enforcement agencies to make periodic visits to Fairfield City Schools for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to visitation. The Board will also utilize a narcotic detection dog to deter individuals from bringing illegal narcotics onto school property. The dog will be utilized to conduct routine random searches on school property, including, but not limited to, school lockers, school classrooms and school parking areas. Anything on or in Board property is subject to inspection by the Board to enforce this Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state or local law.

PARENT RIGHTS AND RESPONSIBILITIES

Parents have the right (a) to be treated respectfully; (b) expect school to be a safe place for learning; (c) to be informed and receive explanations of academic progress and behavior of their child; (d) to request and be granted conferences with school personnel; and, (e) to be informed of the Code of Student Conduct and appeal process.

Parents, or individuals acting in that capacity, are responsible for seeing that each student under his/her care and control follows school system policy and local school rules and regulations. It is also the responsibility of parents to know such policies, rules and regulations.

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Students are entitled to attend school, participate in school programs and engage in activities in a positive environment that is safe, conducive to learning and free of distraction and disruption. Students have the right to

- (a) receive fair and equitable treatment without discrimination in every aspect of the educational system;
- (b) to be given the opportunity to be heard as well as have witnesses and/or an advocate speak on one's behalf;
- (c) to discuss educational concerns with teachers and/or other school staff at appropriate times;
- (d) to be informed of student responsibilities, rights and discipline policies;
- (e) to be treated respectfully and as an individual; and,
- (f) to be transported in a safe manner.

Students have the responsibility to:

- (a) abide by Alabama Compulsory Attendance Laws;
- (b) resolve problems and issues while treating everyone with dignity and respect;
- (c) to respect the personal property rights of others;
- (d) to dress appropriately;
- (e) to arrive on time and bring materials;
- (f) to follow conduct guidelines adopted by the Fairfield Board of Education;
- (g) to comply with any staff member's request to obey school and bus rules; and,
- (h) to inform a school official of concerns and issues.

FAIRFIELD CITY SCHOOLS ATTENDANCE POLICY/PROCEDURES

All persons between the ages of six and seventeen years of age are required by state law to attend school for a minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance shall be strictly enforced by the Fairfield City Board of Education.

- A. Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time daily. All Elementary Schools begin at 8:00 a.m. and end at 2:45 p.m. Fairfield High Preparatory School (Grades 7-12) begins at 8:30 a.m. and ends at 3:30 p.m. Fairfield Alternative Education Center begins at 8:00 a.m. and ends at 2:45 p.m. Forest Hills Community Development Center students arrive between 7:45 a.m. – 8:15 a.m. and ending time is 2:15 p.m. Students are considered tardy five (5) minutes after school starts and parents must then check-in students in the Main Office.
- B. Students are required to attend school regularly and remain for the entire school day.
- C. Anytime that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian must include a valid phone number and meet the following guidelines:
- Student illness
 - Death in the immediate family
 - Inclement weather (determined by school district) which poses a safety issue
 - Legal quarantine
 - Emergency conditions per principal
 - Prior permission of the Principal

The note or doctor's excuse must be sent within three (3) days of the student's return to school to be counted as an excused absence.

- D. A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding ten (10) absences during the year. Further absences will require a written excuse from a medical doctor or court official. All excuses must be presented within (3) days of the absence.
- E. Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a clinical or doctor's statement verifying the child's condition at the beginning of the school year. Failure to comply can result in unexcused absences accumulation and referral to the Juvenile Court.
- F. Students must attend one-half (½) of the instructional day (11:30 a.m. or 3 ½ hours) to be counted present. Tardies and early checkouts are strongly discouraged. Continuous early checkouts are in violation of the Alabama State Department of Education Attendance Regulations.
- G. Any student who accumulates excessive absences in any course may be subject to a loss of credit for that particular course. In the full block schedule program, a student may not exceed five (5) unexcused absences per term. In a non-block schedule program a student may not exceed ten (10) unexcused absences per term (20 per year). Parental notification will occur by respective school for absences/tardies of 3, 5, & 7.

- H. The parent or guardian may appeal a decision by the principal to withhold credit for an individual student based on excessive unexcused absences to the Director of Student Services, setting forth reasons for the absences and supporting documentation.
- I. A student shall have the opportunity to make up examinations or assignments which occurred during an excused absence. Make-up assignments must be completed as soon as possible after returning to school. It shall be the responsibility of the student or student's parents or guardian to arrange with each teacher to make up work. A teacher may require the student to make up assignments after school hours, in which case advance notice will be given to allow the student to arrange for necessary transportation. Suspension days are excused absences.

ATTENDANCE ZONES

The Fairfield City School District serves over 1,500 students in its schools. Students are assigned to schools based on attendance zones. A student may only attend a school other than his/her zoned school if he/she is eligible for a transfer. Transfers must be applied for and will be administered in strict accordance with the guidelines and orders of the United States District Court. **Transfer applications are available at the Central Office.**

STUDENTS RESIDING OUTSIDE OF SCHOOL DISTRICT

The Board may permit students who do not reside within the Fairfield School District to attend schools within the system. Students who do not reside within the district's zone may apply for admissions by completing a "Certificate of Out-of-Zone Residence" form. A payment of a nonrefundable tuition fee in the amount of \$600 per semester (\$1200/year) is due immediately as a prerequisite to enrollment. Students should be in good academic/behavioral standing (no expulsions or major school infractions). The Board will not provide transportation to and from school or homebound instructions outside of the Fairfield City limits.

EARLY WARNING TRUANCY PROGRAM

The Early Warning Program is a joint effort between the Fairfield City Board of Education and the Family Court of Jefferson County. It is designed to improve school attendance, reduce instances of truancy and to provide parents and students with information relative to the Compulsory School Attendance Law.

Parents and students of Fairfield City Schools will be referred to the *Early Warning Truancy* Program on the fifth (5) unexcused absence and on the fifteenth (15th) tardy to school or early check-out from school. Referral to the program includes the following steps:

1. The parent will receive official notification by U.S. Mail. The notice will require the parent and student to report to the Jefferson County Family Court.
2. The parent and student will meet with the Attendance Officer and a court official. The Attendance Officer will review the system's Attendance Policy; the Court Official will review the State of Alabama's Attendance Laws and consequences of breaking the laws.

3. If the parent and student fail to appear at the scheduled *Early Warning Truancy Program*, the parent may receive legal notice and a court referral.

RESPONSIBILITY OF SCHOOL OFFICIALS

The principal must make sure that the following measures are taken to correct attendance problems before action by the Attendance Department:

1. Teachers shall be responsible for checking the rolls daily in their assigned classes and properly recording the students' attendance in *PowerSchool*.
2. The school will make a concerted effort each day to contact the parent or guardian of any child who is absent. Every school will keep a log to verify attempts made to contact each parent or guardian.
3. On the third (3rd) unexcused absence or upon the fifth (5th) unexcused tardy or early checkout, the principal or designee will send a letter to the parent/guardian. If the return portion of the letter has not been received at the school within five (5) working day of the date of the letter, the principal shall request the Attendance Officer to make contact.
4. On the fifth unexcused absence or the tenth unexcused tardy or early checkout, principals must refer the student to the Attendance Officer.

ATTENDANCE OFFICERS

The Attendance Officer is a vital member of the education community and the entire process for supporting students attending school. Attendance Officers must investigate all reported cases of non-enrollment or non-attendance. When there is no valid reason for the non-enrollment or non-attendance, the Attendance Officer shall give the parents, guardian, or other person having charge or control of the child written notice requiring attendance of the child within three (3) days from the notice date.

Parents will be notified each day that the child is absent from school. Parents/Guardians will receive written notification via U. S. mail when the student has acquire unexcused absences from school in the following increments: three (3) days, five (5) days, seven (7) days, and nine (9) days.

Attendance officers will make referrals to the *Early Warning Truancy Program* (informal meeting with juvenile judge) no earlier than the fifth (5th) unexcused absence or the fifteenth (15th) unexcused tardy or early checkouts of a student.

If the student was previously referred to the *Early Warning Truancy Program*, the Attendance Officer may refer the student to Intake at Juvenile Court for referral to *Helping Family Initiative* with a possibility for prosecution of parents after consulting District Attorney's (DA) office, if further unexcused absences/tardies continue to occur.

PARENTAL RESPONSIBILITY FOR ATTENDANCE AND BEHAVIOR

Alabama Code Section 16-28-12

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 school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself 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 (\$100.00) 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. 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/her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his/her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, §1.)

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are organized and supervised activities conducted under the auspices of the school system, the local school or an element thereof who primarily involve students in other than a classroom situation and for which no credit separate from an approved course shall be given toward graduation. By way of example, extracurricular activities may include, but are not limited to, athletics, school clubs and associations, some academic and scholastic teams, musical activities, theatrical activities, student government, student publications and other activities.

Participation in extracurricular activities is a privilege for students and is not a matter of right. Student participation in extracurricular activities may be restricted for any reason in accordance with state, federal and local law. Students must exhibit academic proficiency.

STUDENT PUBLICATIONS

School sponsored publications may be used as educational devices developed as part of the curriculum primarily to benefit those who compile, edit and publish them. School publications may also be extra-curricular activities.

Student publications may offer students the opportunity to share a variety of viewpoints; however, all publications must conform to the basic educational goals of the school. Accordingly, local school officials will retain final editorial control over the style and content of student publications. Local school officials and the Board may promulgate distribution standards and may govern the time, place, and manner of the distribution of the publication.

No publication that causes substantial disruption of or interferes with school activities, school affairs, or the lives of others will be allowed.

SAFE AND DRUG FREE SCHOOLS

The Fairfield City Board of Education is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons. This Code of Student Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The Board is sympathetic to assisting parents with the dispensing of both prescription and non-prescription/over-the-counter medications. Specific instructions concerning the dispensing of medications are available at the local schools. Failure to follow the local school directives can result in the student being disciplined under the Class III section of the Code of Student Conduct. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances or dangerous instruments will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsion for students and other lawful sanctions for the general public. Violation of Board and State policies, rules and regulations involving tobacco, drugs, alcohol, controlled substances, weapons, dangerous instruments or physical harm to persons may subject the student, parent or other individual to criminal charges and a restriction from entering the public schools of the State of Alabama. In accordance with state law, the Board also strictly prohibits its employees, parents, visitors, agents or any other person other than appropriate law enforcement personnel, from possessing guns or firearms of any sort, deadly weapons or other dangerous instruments on Board owned or controlled premises or at any Board or school-related activity. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, in personal items such as purses or backpacks, or otherwise in the actual or constructive possession of any person. Any violation regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system.

Student Anti-Bullying/Harassment/Violence Prevention

The Fairfield City School District fully appreciates its responsibility to maintain a safe and civil learning environment for all students per the State of Alabama's Student Harassment Prevention Act of 2009. Bullying, harassment, and violence are serious barriers to effective teaching and learning. Such behavior is unacceptable and will not be tolerated. In recent years, many state departments of education and local districts have taken steps to reduce bullying, harassment, and violence in schools. The U.S. Department of Education (PDF, 296K, October 26, 2010) fully supports these efforts. Bullying is a form of violence wherein an imbalance of power exists that results in a conscious, and deliberate repeated hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying and all forms of violence foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims. It also undermines the students' ability to achieve their full potential, as well as facilitates an unsafe environment. There are three types of bullying: Verbal, physical, and relational. Cyber bullying occurs when technology is used to further the bullying act. Generally, harassment is a threat to do harm to a person in some form and perceive by that individual whom it is directed toward as being capable of actually inflicting such harm. Harassing conduct may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the Internet; or conduct that may be physically threatening, harmful or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Please note that when such harassment is based on race, color, national origin, sex, or disability, it violates the civil

rights laws (Title VI, IX & Section 504 and Title II) that the United States Department of Education's Office of Civil Rights will enforce. The aforementioned behavior is prohibited per occurrence in the following manner: on school property, school activities or events, school bus, directly to and from school and any electronic communication, devices or cyber space activity whose origin is from a school oriented act/relation. Please see related sections per consequences for violations per The Fairfield City Schools Code of Student Conduct. A series of graduated consequences (class II, III, etc) for violations per facts and occurrences will be in effect. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office.

Alabama Student Harassment Prevention Act Prohibited Behavior; Complaints; School Plans or Programs (Section 16-28B-4)

No student shall engage in or be subject to harassment, intimidation, violence, or threats of violence on school property, on a bus, or any school-sponsored function by any other student in his or her school system.

No person shall engage in reprisal, or false accusation against a victim, witness, or other person who has reliable information about an act of harassment, violence, or threat of violence.

Any student, or parent or guardian of the student, who is the object of harassment, may file a complaint outlining the details of the harassment, on a form authorized by the local board, and submit to the official designated by the local board to receive complaints at the school/system. (Principal, Assistant Principal, Director of Student Services, etc.)

Each school shall develop plans or programs, including, but not limited to, peer mediation teams, in an effort to encourage students to report and address incidents of harassment, violence, or threats of violence.

Duties of Each School (Section 16-28B-6)

Develop and implement evidence-based practices to promote a school environment that is free of harassment, intimidation, violence, and threats of violence.

Report statistics to local board of actual violence; submit reports of threats of violence, and harassment. The local board shall provide the statistics of the school system and each school in the school system to the department for posting on the department website. The posted statistics shall be available to the public and any state or federal agency requiring the information. The identity of each student involved shall be protected and may not be posted on the department website.

Incorporate into civility, citizenship, and character education curricula awareness of and sensitivity to the prohibition of this chapter and local board policy against harassment, intimidation, violence, and threats of violence.

Freedoms of Speech and Expression (Section 16-28B-7)

This Chapter shall not affect the freedom of speech and freedom of expression guaranteed each student under the Constitution of the United States and the Constitution of Alabama of 1901, and other statutory law provided in the Code of Alabama.

Implementation of Standards and Policies (Section 16-28B-8)

Fairfield City School system shall implement all standards and policies to prevent student suicide as well. They

shall foster counseling, training, crisis intervention, community-based services and engage in any other program or activity which is appropriate and prudent in the efforts of the school system to prevent student suicide.

Each school system and school shall implement all aspects of the **State of Alabama's Act No. 2009-571, Student Harassment Prevention.**

Cyberbullying Enacted Legislation: 2006-2010

The willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others are considered as cyberbullying and is prohibited by law and policy.

Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulations, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

POLICY ON PROHIBITED SEXUAL HARASSMENT

As a type of unlawful sex discrimination, and as conduct that is inherently inappropriate in the educational setting, sexual harassment in all its forms is prohibited in facilities, functions, and programs owned, operated, or sponsored by the Fairfield City Board of Education. Employees, students, and others who are or who may have been sexually harassed are encouraged to report such conduct and to pursue resolution of the complaint through formal and informal reporting and complaint procedures approved by the Board. No adverse action will be taken against any employee or student making a good faith report or allegation of sexual harassment. Following appropriate investigation, any employee found to have engaged in prohibited sexual harassment will be subject to disciplinary sanctions, including suspension or termination, and the Board will implement any additional corrective or remedial measures deemed appropriate under the circumstances.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and any other physical or verbal conduct of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition (either explicitly or implicitly) of employment, educational opportunity or other benefits provided by the school system;
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, educational opportunities, or other benefits provided by the school system; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working, learning or educational environment.

The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances.

1. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;

2. Repeated unwelcome solicitation of sexual activity or sexual contact;
3. Unwelcome, inappropriate sexual touching;
4. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment or educational status.

SEXUAL HARASSMENT COMPLAINT REPORTING AND RESOLUTION PROCEDURES

The following complaint reporting and resolution procedures apply to instances of actual or suspected sexual harassment as defined and prohibited by law and Board policy.

A. EMPLOYEE COMPLAINT RESOLUTION PROCEDURE

1. **Reporting Harassment** Any employee with reason to believe that he or she has been or is being subjected to any form of sexual harassment should immediately report the matter to his/her supervisor. The employee may choose to make his/her report of sexual harassment to a supervisor of the same sex as the employee. An employee may also choose to report any incident directly to the Title IX Coordinator or the Office of the Superintendent. Under no circumstances shall an employee be required to present a complaint for investigation or resolution to the person who is alleged to have committed the harassment.
2. **Informal Complaints** Informal complaints of sexual harassment may be submitted to the employee's supervisor for resolution at the local level. The supervisor may investigate and attempt to resolve the matter without resorting to formal procedures. However, the supervisor should inform the Title IX Coordinator when an informal complaint is submitted. If the complaint is not resolved to the satisfaction of the complaining employee, the employee should contact the Title IX Coordinator to initiate formal complaint procedures.
3. **Formal Complaints**
 - a. **Persons Responsible For Receiving & Investigation of Formal Complaints.** The Title IX Coordinator is the primary school official responsible for receiving formal complaints regarding sexual harassment. If the Title IX Coordinator is unavailable or is the subject of the complaint, the complaint should be presented to the Superintendent.
 - b. **Filing the Complaint.** All formal complaints of sexual harassment should be submitted to the Title IX Coordinator. Because an accurate record of the charges is required to fully investigate a complaint, the complaint should be in writing, should fully
 - c. describe the circumstances surrounding the alleged harassment, and should be signed by the complainant. Under appropriate circumstances (e.g., disability, illiteracy, etc.), the Title IX Coordinator may assist the complainant in reducing the complaint to writing.
 - d. **Investigation.** After a formal complaint is received, Board representatives should promptly investigate the complaint, may review the results of any investigation with appropriate

administrators, legal counsel, or other officials, should prepare factual findings, and, if appropriate, recommend action on the basis of the investigation and findings. The complaining party will be informed of the disposition or recommended disposition of the complaint.

- d. **Review by Superintendent or Board of Education.** If the complainant is not satisfied with the action proposed to be taken in response to a complaint, he or she may request that the Superintendent further review the complaint, or present it to the Board of Education for review and action. The Board will render a final decision on any appeal it considers as soon as is practicable.

B. STUDENT COMPLAINT RESOLUTION PROCEDURE

1. **Reporting Harassment** Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, assistant principal or principal, or other school official, who, in turn, should promptly apprise the Title IX Coordinator within three (3) days of the reported incident. A student may choose to make his/her report of sexual harassment to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, teacher, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.
2. **Local Investigation & Resolution** Some cases are most appropriately resolved by investigation and disposition at the school site in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without resorting to formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his/her representative should contact the Title IX Coordinator, Mrs. Ardrene Bishop, immediately.
3. **Formal Complaints**
 - a. **Persons Responsible For Receiving & Investigation of Formal Complaints.** The Title IX Coordinator is the primary school system official responsible for receiving formal complaints of sexual harassment. If the Title IX Coordinator is unavailable or is the subject of the complaint, the student may present the complaint to the Superintendent or other official designated by the Superintendent for that purpose.
 - b. **Filing the Complaint.** All formal complaints of sexual harassment should be submitted to the Title IX Coordinator. Because an accurate record of the charges is required to fully investigate a complaint, the complaint should fully describe all circumstances giving rise to the complaint and be signed by the complainant. Under appropriate circumstances (e.g., disability, illiteracy, etc.), the Title IX Coordinator may assist the complainant in reducing the complaint to writing.
 - c. **Investigation.** After a formal complaint is received, the Board's representatives should promptly investigate the complaint, may review the results of any investigation with appropriate administrators, legal counsel, or other officials, should prepare factual findings and, if appropriate, recommend action on the basis of the investigation and findings. The

complaining party or his/her representative will be informed of the disposition or recommended disposition of the complaint.

- d. **Review by Superintendent or Board of Education.** If the complainant is not satisfied with the action proposed to be taken in response to a complaint, he or she may request that the Superintendent further review the complaint, or present it to the Board of Education for review and action. The Board will render a final decision on any appeal it considers as soon as is practicable.

C. **CONFIDENTIALITY**

To the extent practical, all reports of sexual harassment should be kept confidential. Complete confidentiality cannot be guaranteed.

D. **RETALIATION PROHIBITED**

Any form of retaliation or adverse action taken in response to a good faith report of sexual harassment is expressly prohibited.

E. **PROVIDING FALSE INFORMATION**

Any Board employee who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment may be subject to appropriate disciplinary action, up to and including termination. Any student who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment may be subject to disciplinary action in accordance with the Code of Student Conduct.

F. **PENALTIES FOR VIOLATION**

1. **Employees.** Any employee who sexually harasses a student, employee, or other person in violation of the Board's sexual harassment policy, or who impedes or refuses to cooperate with a Board investigation into allegations of sexual harassment, will be subjected to appropriate disciplinary action up to and including termination (due process).
2. **Students.** Any student who sexually harasses another student or person in violation of the Board's sexual harassment policy, or who refuses to cooperate with a Board investigation into allegations of sexual harassment, will be subject to punishment in accordance with the Code of Student Conduct.

G. **TITLE IX COORDINATOR**

The Title IX Coordinator may be reached at the following address:

Mrs. Ardrene Bishop
Fairfield City Board of Education
6405 Avenue D
Fairfield, Alabama 35064
(205) 783-6850

The foregoing procedures are intended to provide an effective means of enforcing the Fairfield City Board of Education's strict prohibition against sexual harassment and to facilitate the reporting, processing, and resolution of sexual harassment complaints. Accordingly, they may be flexibly applied as appropriate and necessary to serve their intended purposes, and are not intended to limit the right or authority of the Fairfield City Board of Education to address or respond to complaints of sexual harassment or related misconduct.

Student Dress Code Policy

(Effective Beginning 2019-2020 School Year)

The Fairfield City Board of Education (the Board) recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain a climate conducive to learning, the Board requires that all students dress in a manner to ensure their health and safety. With this in mind, students may choose to adhere to the Board's **General Dress Code** and/or **Uniform Dress Code Policy** as stated below.

General Dress Code

- Articles of clothing must be appropriate for school wear. Skirts, dresses, and shorts may be no shorter than four inches above the top of the knee.
- Appropriate dress that does not reveal the body in an inappropriate manner, e.g. clothing must not be too tight, too short, or bare at the midriff or sides.
- Sundresses and backless dresses or tops will be worn with a jacket or appropriate covering. (Jacket or covering may not be sheer or mesh).
- Jeans and other articles of clothing must be clean with no open holes above the knee. Shredded jeans are not allowed.
- Sweat pants and jogging pants are allowed as long as they are properly fitted.
- Halter tops, tube tops, and midriff tops of any style are not allowed.
- Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled. Pants must be worn at the waist. School administration **may** require that shirts and blouses be tucked in and coats be removed upon entering the building.
- Hats, caps, headbands, sweat bands, hair picks, bandanas, visors, and sunglasses must be removed and placed in the locker or designated area and remain during the school day.
- Hair must be clean and well groomed, and should not impair vision.
- Insignias, buttons and clothing which are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, are drug-related, or are demeaning to other persons may not be worn at school.
- Shoes appropriate to the school setting must be worn at all times. Flip-flops and athletic open-toed slides are not allowed.
- Only clear or mesh book bags/back packs may be used by students. Athletic bags must be placed in the locker or designated area.

Uniform Dress Code

<u>Shirts/Blouses</u>	Solid colored white, blue, black, or khaki shirt/blouses are to be worn. Solid colored sweatshirts, turtlenecks are allowed.
<u>Pants/Dresses</u>	Solid colored black, blue, and khaki pants or knee length shorts are allowed. Skirts, jumpers, skorts, or capris, may be worn and should not be more than four inches above the knee. Pants must be worn on waistline at all times.
<u>Sweaters</u>	Solid colored black, blue, khaki, or white V-neck style, crew neck style, cardigan, and sweater-vest styles are permissible..
<u>Belt Buckles</u>	Belt buckles must be no larger than 2" by 3", without any wording/symbols printed on the face of the buckle.
<u>Socks</u>	Solid colored socks or hosiery should be worn.
<u>Shoes</u>	Shoes appropriate to the school setting must be worn at all times. Flip-flops and athletic open-toed slides are not allowed.
<u>Book Bags</u>	Only clear or mesh book bags/back packs may be used by students. Athletic bags must be placed in the locker or designated area.

School distributed Student ID badges must be worn by students in grades 7-12.

The principal or designee may consider certain attire which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction, as a Student Dress Code Policy violation.

Failure to follow the dress code will be treated as a violation of the *Code of Student Conduct*.

ELECTRONIC COMMUNICATION DEVICES

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

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

Violations of this policy will be handled as a Class II Offense. Personal, wireless communication devices may be confiscated from students who violate this policy and will be returned only to parents.

STUDENT DISCIPLINE

Violations of the Fairfield City Board of Education's Code of Student Conduct are generally grouped into three classes — Minor Offenses (Class I), Intermediate Offenses (Class II) and Major Offenses (Class III). The disciplinary procedures for each class may be different, depending on the recommended action that is to be taken.

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

When a student is referred to the administration or his/her designee, the administration will then have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed to provide an explanation (Due Process) — to admit or refute any charges — prior to any final disciplinary action taken by the school administration.

CLASS I – MINOR OFFENSES

- 1.00 EXCESSIVE DISTRACTION OF OTHER STUDENTS** Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management.
- 1.01 GAMBLING** - Possession of items relating to games of chance, such as flipping coins, unauthorized possession of cards and/or dice or any participation in games involving these items.
- 1.02 UNEXCUSED TARDIES** - (Grades K-6) Reporting late to school a total of six (6) times per semester. (Grades 7-12) Reporting late to school a total of three (3) times per semester. Tardy to class is defined as arriving in class after the tardy bell has sounded.
- 1.03 INCIDENTAL USE OF PROFANE OR OBSCENE LANGUAGE OR GESTURES**
- 1.04 NONCONFORMITY TO DRESS CODE**
- 1.05 MINOR DISRUPTION ON A SCHOOL BUS AND/OR BUS THAT TRANSPORTS STUDENTS TO AND FROM SCHOOL ACTIVITIES**
- 1.06 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**
- 1.07 HORSEPLAY/SHOVING/RUNNING, INTIMIDATION, TEASING/TORMENTING OF A STUDENT**
- 1.08 UNAUTHORIZED ABSENCE FROM CLASS/SCHOOL.** Repeated Offenses will result in a referral to the attendance officer.
- 1.09 CONTINUED FAILURE TO BRING MATERIALS TO CLASS**
- 1.10 POSSESSION OF A LASER POINTER OR OTHER SIMILAR DEVICES**
- 1.12 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

CLASS I – INTERVENTIONS AND DISCIPLINARY RESPONSES

For Class I offenses, Parent or Guardian notification and one or more of the following may be implemented:

- Warning
- Restorative practices
- Conflict resolution
- Mentoring
- Peer mediation
- Withdrawal of privileges
- Confiscation of property (*to be returned to parent*)
- Service to school
- IEP or 504 team referral/re-evaluation
- Restitution
- Other interventions identified by administrator/designee
- Detention
- In-School suspension-up to 2 days

Class I Offenses may not be appealed beyond the local school level.

**CLASS II
INTERMEDIATE OFFENSES**

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

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

2.02 BATTERY UPON STUDENTS - Actual and intentional striking another student against the will of the other student, causing bodily harm to the individual. This will result in an automatic suspension of up to three days from school.

NOTE: Severity and maturity of the participants may constitute a Class III Offense.

2.03 FIGHTING - physical conflict (e.g., fisticuffs) between two or more individuals. This will result in an automatic suspension of up to three days from school.

NOTE: Due to the inherent disruption of these two offenses (2.02 and 2.03), the suspension may take effect immediately.

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

2.05 STEALING, LARCENY, THEFT - the intentional unlawful taking and/or carrying away of property valued at less than \$100.00 belonging to or in the lawful possession or custody of another. Restitution will be required.

2.06 POSSESSION OF STOLEN PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN

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

NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim constitutes a Class III offense.

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

NOTE: Trespassing while suspended is a Class III Offense.

2.09 POSSESSION OF FIREWORKS, FIRECRACKERS, OR STINK BOMBS

2.10 POSSESSION OF A POCKET KNIFE (SMALL OR KEY CHAIN VARIETY), OR SIMILAR INSTRUMENTS THAT WOULD NOT NORMALLY BE CONSIDERED A WEAPON.
(Grades K-6; Also see Offense 3.09)

2.11 OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS

- 2.12 ANY WRITTEN, VERBAL AND/OR ACTION THAT LEADS TO THE ENGAGEMENT OF SEXUAL CONDUCT:** engaging in inappropriate physical conduct, whether of a sexual nature, including but not limited to kissing, hugging, or similar physical manifestation.
- 2.13 USE OF OBSCENE AND INAPPROPRIATE CONDUCT MANIFESTATIONS WHETHER VERBAL, WRITTEN, GESTURES OR TOUCHING TOWARDS ANOTHER PERSON**
- 2.14 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE - (Grades K-6)** Such actions will result in an automatic suspension of up to three days from school. (For grades 7-12, see 3.22)
- 2.15 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION OR BEING TRUANT FROM CLASS OR SCHOOL**
- 2.16 DISRESPECT TO A SCHOOL BOARD EMPLOYEE** - Any verbal or nonverbal conduct and/or behavior directed toward a School Board employee that is rude or discourteous.
- 2.17 FALSE INFORMATION** - Intentionally providing false information to a School Board employee including giving false student information or concealment of information directly relating to school business. This includes forgery of school notes, re-admittance slips, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school, including all written communication provided by the Board or a school.
- 2.18 POSSESSION OF FIREARM AND ANY LIKE ITEM THAT MAY BE PERCEIVED AS A REAL FIREARM** - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.
- 2.19 ILLEGAL ORGANIZATION** - Any participation in prohibited or secret societies.
- 2.20 THREAT, HARASSMENT, OR INTIMIDATION OF A STUDENT** - Threatening to injure or do harm of any kind to another student, either by word or by act. See also “3.28 Aggravated Threat, Harassment, or Intimidation of a Student” (hate orientated behavior).
- 2.21 VERBAL ABUSE** - Speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national and ethnic origin.
- 2.22 THE WEARING OF CLOTHING, POSSESSION OF WRITINGS OR DRAWINGS, OR THE USE OF GESTURES OR SIGNALS WHICH INDICATE GANG AFFILIATION**
- 2.23 FALSE ACCUSATION OF SEXUAL HARASSMENT OR ANY OTHER OFFENSE**
- 2.24 ANY VIOLATION OF THE STUDENT NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT** (This agreement will be provided for each student and parent to sign at the beginning of the school year.) See also: 3.19, 3.20 and 3.26).
- 2.25 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL**
- 2.26 THE USE OF A LASER POINTER OR OTHER SIMILAR DEVICES**

- 2.27 CHEATING** - In addition to the disciplinary action appropriate to this offense, cheating will also result in a grade of zero being assigned to the student. Evidence of cheating must be documentable to ensure due process.
- 2.28 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

CLASS II – INTERVENTIONS AND DISCIPLINARY RESPONSES

For Class II offenses, Parent or Guardian notification and one or more of the following as determined by the Administrator:

- **Required parent conference**
- **Warning**
- **Restorative practices**
- **Conflict resolution**
- **Mentoring**
- **Peer mediation**
- **Withdrawal of privileges**
- **Confiscation of property (*to be returned to parent*)**
- **Service to school**
- **IEP or 504 team referral/re-evaluation**
- **Restitution**
- **Other interventions identified by administrator/designee**
- **Detention**
- **Temporary removal from extracurricular activities**
- **In-School suspension-up to 4 days**
- **Out-of School suspension – up to 3 days**

Class II Offenses may not be appealed beyond the local school level.

CLASS III MAJOR OFFENSES

Class III offenses are considered safety violations and/or criminal misconduct. Students found in violation of a Class III offense are subject to long-term suspension or expulsion. Restitution also may be required. The principal will notify appropriate law enforcement officials when a student violates policies concerning drugs, alcohol, weapons, and physical harm to a person or threats of physical harm to a person. The school district reserves the right to proceed with action against any student charged with a Class III offense regardless of whether the student is criminally charged.

- 3.00 ALCOHOL** - Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages, being under the influence of alcoholic beverages.
- 3.01 DRUGS** - Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia (including, but not limited to, water pipes, roach clips, pot pipes, bong, rolling papers), intent to use, buy, or sell drugs; being under the influence of drugs. "Drugs" also includes all illegal controlled substances, prescription drugs, over-the-counter medications, and any other substance with a potential for abuse which might create a hazard to the user's health or safety or the health or safety of another.
- 3.02 ARSON** - The burning of any part of a building or its contents and/or other school property.
- 3.03 BATTERY UPON A SCHOOL BOARD EMPLOYEE** - The unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school employee.
- 3.04 ROBBERY** - The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of same. Restitution will be required.
- 3.05 STEALING, LARCENY, GRAND THEFT** - The intentional unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another. Restitution will be required.
- 3.06 ILLEGAL SCHOOL ENTRY** - Breaking, entering or remaining in a structure or conveyance without justification during the hours the premises are closed to the public.
- 3.07 CRIMINAL MISCHIEF** - Willful and malicious injury or damages at or in excess of \$200.00 to public property, or to real or personal property belonging to another. Restitution will be required.
- 3.08 POSSESSION OF FIREARMS** - Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame silencer; any similar destructive device.
- 3.09 POSSESSION OF A KNIFE** - Possession of a knife (See 2.10) including but not limited to: pocket knives, switchblades, hunting knives, razor blades, or box cutters. Possession of any knife or other object which is used in a threatening manner and which is perceived by the individual being threatened as capable of inflicting physical harm.
- 3.10 POSSESSION OF PROHIBITED OBJECTS** - Possession or use of a gun, (including a starter gun, "BB" gun, pellet gun, or paint ball gun), metallic knuckles, tear gas gun, chemical weapon or device, martial arts

weapon, tasers or any other similar object. Possession or use of any other object, as defined by state law to be deadly weapons or dangerous instruments capable of causing physical harm.

- 3.11 BOMB THREATS** - Any such communication(s) which has the effect of interrupting the educational environment.
- 3.12 EXPLOSIVES** - Preparing, possessing or igniting on School Board property, explosives (including live projectiles) which have the potential to cause serious bodily injury or property damage.
- 3.13 SEXUAL OR LEWD ACTS** - Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.
- 3.14 AGGRAVATED BATTERY** - Intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.
- 3.15 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER** - Leading, encouraging or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others (hit list included).
- 3.16 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM**
- 3.17 ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE GREAT BODILY HARM OR TO SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS**
- 3.18 THREAT TO A SCHOOL BOARD EMPLOYEE** - Threatening to injure or do harm of any kind to a school board employee by word or act.
- 3.19 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:**
- (A) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
 - (B) Computer tampering which causes a major disruption in the educational or administrative process. Student must also pay restitution for the cost of repairs
 - (C) Distribution of restricted computer passwords.
 - (D) Introduction of unauthorized software into computer system.
- 3.20 REFUSAL BY STUDENTS TO HONOR THE LAWFUL REQUEST MADE BY THE ADMINISTRATION**
- 3.21 LIGHTING FIREWORKS, FIRECRACKERS OR ACTIVATING STINK BOMBS**
- 3.22 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE**
- 3.23 MULTIPLE CLASS II OFFENSES**
- 3.24 HAZING - THIS IS DEFINED AS:**
- (A) Any willful action taken or situation created, whether on or off any school or educational premises, which recklessly or intentionally endangers the mental or physical health of any student.

- (B) Any willful act on or off any school or educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim or to do or seriously offer, threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.
- (C) The term hazing as defined herein does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with an initiation into or affiliation with any organization.

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

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

3.27 ANY AGGRAVATED ACT ON A SCHOOL BUS THAT HAS THE POTENTIAL TO CAUSE GREAT BODILY HARM TO THE PASSENGERS OR DRIVER

3.28 AGGRAVATED THREAT, HARASSMENT OR INTIMIDATION OF A STUDENT - A threat to do serious bodily harm or violence to another student by word or act; a threat to kill, maim or inflict serious bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm; any threat in the form of a "hit list", writing, statement, or communication evidencing a plan or intent to do violence to another.

3.29 GAMBLING-Participating in games of chance for money or value on campus such to include any school approved oriented activity.

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

3.29.2 REPEATED VIOLATIONS OF THE FAIRFIELD CITY SCHOOLS CODE OF STUDENT CONDUCT

3.30 CYBER BULLYING IS UNACCEPTABLE CONDUCT. Use of the internet to transport pictures, words, and other images to defame or intimidate another is prohibited. This includes the unauthorized recording/photos of teachers and students on campus and posting of recordings/photos on social media.

CLASS III – INTERVENTIONS AND DISCIPLINARY RESPONSES GRADES K – 12

The disciplinary response for the commission of a Class III offense may be removal from school. This may include the remainder of the school year and/or the next school year. This determination is made as a part of the student hearing process.

The principal (or designee), after reviewing the allegations and evidence against a student and giving the student the opportunity to respond to the allegations, is initially responsible for deciding that a Class III offense has been committed. Once that determination has been made, the principal (or designee) will give the student a suspension notice containing a written statement of the charges (and a statement of mitigating or extenuating circumstances, if any) and will refer the student to a hearing officer. If the hearing officer determines, based on facts and evidence presented at the hearing, that the student committed a Class III offense, the student may be subject to expulsion. If, however, there are mitigating or extenuating circumstances, the hearing officer will separately state those circumstances and may consider them in deciding appropriate disciplinary action. Mitigating or extenuating circumstances include, but are not limited to, the absence of severe personal injury, the absence of extensive property damage, identified disabilities, including lack of English proficiency, which may require the need to provide English as a Second Language services or interventions at the local school level, and no prior record of a Class III offense.

Students assigned to alternative programs for disciplinary reasons are not eligible to participate/attend in any activities of any school other than their assigned school/program. Students who are candidates for promotion/graduation ceremonies who are found guilty of a Class III offense during their last grading period of study may be subject to exclusion from all promotion/senior activities including, but not limited to the prom, senior picnic, honors and awards day, and the graduation ceremony

GRADUATING SENIORS WHO ARE UNDER SUSPENSION AT THE TIME OF GRADUATION MAY BE DENIED PARTICIPATION IN THE COMMENCEMENT EXERCISES.

SCHOOL BUS CODE

The Fairfield City Schools School Bus Code is a supplement to the Code of Student Conduct and has been adopted to enhance safety for all students, board staff and the general public. **The school bus is considered an extension of the classroom and all Fairfield City Board of Education rules apply while being transported and while waiting at the bus stops.** The violation of any school bus rule may result in suspension from the bus in addition to any other disciplinary action prescribed in this Code of Student Conduct.

1. Transportation services are a privilege, not a right.
2. Regular student transportation is available to all Fairfield City students that live beyond the immediate proximity of their respective schools. Special accommodations will be made to address students' need per facts and parental requests based on circumstances.
3. Students will be assigned to a particular school bus by the appropriate transportation personnel. Students are **not** permitted to ride any bus other than their regularly assigned bus without written permission from a school administrator.
4. Each student will ordinarily be transported to or from a bus stop in proximity to his/her residence. If a student is to be transported from school to an address other than his/her residence, he/she must go to the same address every day.
5. There will be **no** transportation provided for students wishing to go to another address for occasional visits, parties, extracurricular activities or other social events, except upon written request by the students' parent or guardian and specific written permission from a school administrator.
6. The location of bus stops shall be determined at the sole discretion of the Transportation Department. All requests for a new/changed bus stop location must be made in writing to the school principal and then forwarded to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school principal.
7. Only students living along a bus route will be assigned to the bus serving that route. Other students will **not** be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
8. If a student misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the student which could result in serious injury. Chasing a bus down to board at another stop may result in a bus suspension. Parents are strongly encouraged to monitor their elementary school children per timely arrival for bus pick up daily.
9. In emergency situations, the Transportation Department reserves the right to change bus routes in order to get all children home in a timely and safe manner. This may include combining double run routes into single run routes which could result in elementary and high school students riding the bus together in these instances.

10. Students may use earbuds to listen to their personal wireless device as long as the volume does not disturb the bus driver or others. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The Bus Driver reserves the right to ask students to discontinue the use of personal/wireless communication devices during emergency situations or when the use of such devices poses a safety threat. Students must remove earbuds upon exiting the school bus.
11. Appropriate students behavior while riding the bus is required consistent with the Code of Student Conduct.

Video cameras may be placed on school buses to be used as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Conduct and this School Bus Code.

Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment, science projects, school fund raiser items, etc.) must be held by the student owner or placed under the seat and must not interfere with either the seating or the safety of other students on the bus.

DISCIPLINARY INFRACTIONS PERTAINING TO TRANSPORTED STUDENTS

Every Student who utilizes transportation services is subject to the Fairfield City Schools Code of Student Conduct. **Failure to comply with the following may result in an office referral and may result in permanent removal from the bus.** Infractions are grouped according to the seriousness of the violations.

CLASS I BUS INFRACTIONS:

1. Failure to follow proper procedure at bus stops, including but not limited to the failure to do any of the following:
 - a. Walk on the left, facing traffic, to the bus stop and stay off roadway at all times while waiting for a bus.
 - b. Be at your stop ahead of the scheduled bus arrival time.
 - c. Wait until a bus comes to a **COMPLETE** stop before attempting to get on or off.
 - d. Cross the roadway, if necessary after leaving a bus, in the following manner:
 - i. Make certain that the bus is stationary.
 - ii. Upon alighting from the bus, stand on the side of the road at a point 10 feet in front of the bus and wait for proper signal to cross.
 - iii. Upon signal from driver, look to both the right and left and proceed across the roadway in front of the bus. Never cross behind the bus!

2. Use of profane or indecent language.
3. Changing seats or standing while the bus is in motion. Removing seat belts before coming to a complete stop on buses for handicapped students.
4. Bringing prohibited items aboard the bus including, but not limited to, gum, candy, drinks, audio and/or video devices, laser pointers, beepers, (cell phone is to remain in book bag and non operational) or other similar devices.
5. Moving from a student's assigned seats.
6. Yelling or speaking in a loud or disruptive manner.
7. Speaking when approaching or crossing railroad tracks.
8. Blocking, restricting or otherwise placing objects on or in the aisles, steps or emergency exits.
9. Failing to secure all items within book bags, back packs or cases. No items should hang from bags, cases or backpacks as it constitutes a safety hazard, (i.e., key chains, toys, scarves).
10. Any other offense principal deems to be a minor infraction.

DISCIPLINARY RESPONSES FOR CLASS I MINOR SCHOOL BUS INFRACTIONS

1st Bus Infraction:	Conference with student and parent notification.
2nd Bus Infraction:	Conference with student, up to 3 day bus suspension, parent contact required.
3rd Bus Infraction:	Conference with student, 3-5 day bus suspension, parent conference required.
4th Bus Infraction:	Conference with student, 5-10 day bus suspension, and in-school conference with parent required.
5th Bus Infraction:	Conference with student, 10-15 day bus suspension, and in-school conference with parent required.
*6th Bus Infraction:	Conference with student, removal from bus for the remainder of the year, parent conference required.

Additionally, minor school bus infractions resulting in suspension from the bus may be recorded as a Class I offense on a student's discipline tracking form. The principal or the Transportation Department may modify the above listed disciplinary actions in special circumstances.

***Generally, there is no appeal of discipline actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the school principal or his/her designee and the Hearing Officer.**

Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

CLASS II INTERMEDIATE BUS INFRACTIONS

1. Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a *bona fide* emergency.
2. Fighting or striking another student.
3. Bringing prohibited objects onto the bus.
4. Use of tobacco in any form on the bus.
5. Throwing or expelling anything, including but not limited to objects, liquids, paper or any other material, in or out of the bus at any time.
6. Failure to keep head and hand inside bus windows at all times.
7. Entering or leaving the bus without the consent of the driver.
8. Tampering with door handles and other safety equipment at any time unless directed to do so by the driver or the aide.
9. Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required before student rides bus again.
10. Disrespect to a School Board employee.
11. Any other offense the principal may deem an intermediate offense.

DISCIPLINARY RESPONSES FOR CLASS II INTERMEDIATE SCHOOL BUS INFRACTIONS

- 1st Intermediate Bus Infraction:** Conference with student, up to 5 day bus suspension, parent will be contacted.
- 2nd Intermediate Bus Infraction:** Conference with student, 5-10 day bus suspension, parent conference required.
- 3rd Intermediate Bus Infraction:** Conference with student, 10-15 day bus suspension, parent conference required.
- *4th Intermediate Bus Infraction:** Conference with student, removal from bus for remainder of year, parent conference required.

Additionally, intermediate bus infractions may be recorded as Class II offenses on a student's discipline tracking form. The principal or the Transportation Department may modify the above listed disciplinary actions in special circumstances.

Generally, there is no appeal of discipline actions for intermediate bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the school principal or his/her designee and the Hearing Officer.

Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

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

MAJOR BUS INFRACTIONS CLASS III OFFENSES AND RESPONSES

1. Any Class III offense occurring on a bus or at a bus stop will be considered a major bus infraction. **(See 3.00 to 3.32 Code of Student Conduct)**
2. Students referred to the school administrator for offenses under Class III will be disciplined according to the Fairfield City Schools Code of Student Conduct and may be removed permanently from the school bus per a due process hearing, per the principal's recommendation and Director of Student Services review.
3. Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

The principal has the authority to suspend a student from riding a bus if the behavior of the student represents a danger to the health and safety of others riding the bus per a due process hearing and review.

PROCEDURES FOR SUSPENSIONS

A student accused of misconduct, which (in the opinion of the principal/designee) would require suspension from school, will be afforded the procedure below. A student must be given an opportunity to complete assignments, take textbooks home and take major tests or exams missed during the period of suspension (within three days of returning from suspension). Detailed steps in the process are as follows:

1. The student must be told by the principal/designee the reason for the consideration of suspension.
2. The student must be given the opportunity to have an informal hearing with the principal and to present their version of events and identify witnesses to the incident. The informal hearing typically will occur immediately after the student is informed of the charges, but may be delayed if the student's continued presence on the campus is a safety concern.
3. The principal/designee will make a determination as to whether a student is guilty of the misconduct and, if so, what disciplinary response will be imposed. Initial notices to impose suspension may be communicated verbally to the parent; written notification must follow.
4. The principal/designee will report each suspension in writing to the student's parent/guardian. This report will be sent to the parent by email, regular mail or other reliable means by the end of the day of the suspension when reasonably possible; otherwise, it must be sent within 48 hours. Reasonable effort will be made prior to the start of the suspension. If parents or guardians cannot be reached prior to the start of the suspension, the principal/designee may determine the start of suspension, but continued reasonable efforts will be made.

A student who is suspended out of school cannot attend school during the daytime or at night, cannot ride a School bus, cannot be present at any school district facility or activity and cannot participate in extracurricular activities. During the time of a school bus suspension, parents are responsible for transporting the student to and from the alternative school. Students are expected to attend school while on suspension from the bus.

SUMMARY SUSPENSION

If the principal sees or is advised of any major student misbehavior and concludes the student should be removed from school immediately to restore order or to protect others at school, she/he may summarily suspend the student up to two (2) school days. In these cases, the principal does not have to investigate the matter first. However, by the end of the second school day following the summary suspension, the principal should have investigated the matter and determine what, if any, additional suspension days, not to exceed a total of 10, are appropriate. Parents will be notified of the principal's decision.

If the principal determines that the student should not have been suspended, arrangements will be made for the student to make up any work missed while on suspension. The principal also will remove the reference to suspension from the student's record.

PROCEDURES FOR FORMAL DUE PROCESS HEARINGS

A principal (or designee) may suspend a student for a Class III offense by complying with the procedures for suspension by a principal (or designee) and notifying the parent(s) that the student is suspended with a recommendation to the Hearing Officer regarding other disciplinary measures such as Alternative School.

1. The Hearing Officer will give the student and the student's parent(s) or guardian verbal or written notice of the charge or charges against the student before a hearing. The hearing officer will normally conduct a hearing within five (5) to ten (10) school days from the date of receipt of the suspension notice from the school.
2. The student's parent or legal guardian must appear with the student at the hearing. Rescheduling must be requested at least two (2) school days before the hearing time; otherwise, hearings will be held as scheduled regardless of the attendance of the parent/guardian or student. Due to scheduling requirements, a delay of no more than 15 minutes can be allowed for a tardy parent/guardian/student.
3. A school hearing is an administrative proceeding. The parent/legal guardian should notify the Hearing Office within two (2) school days if they are bringing an attorney to the hearing.
4. The Hearing Officer reserves the right to admit or deny the presence of any person in the hearing conference, other than the student and the student's parent or legal guardian. Documentation of legal guardianship will be required.
5. At the hearing, the Hearing Officer will give the student an opportunity to admit or deny the offense or offenses.
6. If the student denies the offense or offenses, he/she will be given an explanation of the evidence on which the offenses are based and an opportunity to explain his/her version of the facts.
7. The Hearing Officer must allow all parties to call witnesses. The witnesses have a right to privacy.
8. Appropriate behavior by the student and the parent/guardian is expected during the hearing procedure. The Hearing Officer may, at his/her discretion, stop the hearing at any point or have any party removed for failure to comply with a directive of the Hearing Officer.
9. After following the above procedures, the hearing officer, based on all facts presented in writing and orally, will decide whether the student did or did not commit an offense, what offense, if any, was committed and the appropriate punishment. The hearing officer will prepare a written decision that will include the offenses against the student; the time, date and location of the hearing; a summary of the evidence presented at the hearing; the conclusions drawn from the evidence; and the disposition of the case.
10. The Hearing Officer may require restitution for damages to the school board for personal property.

A recording will be made of the hearing and will be kept in the Hearing Office for no less than one year from the date of the hearing. The parent may request a copy of the recorded hearing for a minimal fee from the Hearing Office. No other parties may record the hearings.

At the Hearing Officer's discretion, based upon the information presented at the hearing, one of the following district-level sanctions (listed from least to most severe) may be imposed (not an exhaustive list):

- Written warning or behavioral contract and return to school
- Assignment to a support program (if available) and return to school
- Suspension (1-10 school days)
- Short-term placement (11-45 school days) in an alternative program
- Long-term placement (45+ school days) in an alternative program
- Expulsion

If the Hearing Officer confirms an **Expulsion** recommendation, a "district level review committee" and the Superintendent will review the case to determine if an Expulsion recommendation to the Board of Education is warranted.

APPEALS PROCESS

If, after a conference with the principal, the parents believe the student's suspension was unjustified, an appeal of the suspension may be made to the Hearing Officer. The parent(s)/guardian must request the appeal in writing within three (3) calendar days after the principal's conference advising why it believes that the suspension was unfair. The decision of the hearing officer may be appealed to the superintendent if a written notice of appeal is made to the superintendent within five (5) days of notification of the hearing officer's decision. An appeal will be limited to the established record, and no new testimony will be allowed.

SPECIAL EDUCATION STUDENTS DISCIPLINARY PROCEDURES

Suspensions of special education students shall conform to generally applicable substantive and procedural criteria but shall not exceed ten consecutive school days without prior consultation with the District Level Exceptional Education Department or Section 504 Coordinator.

Procedures for the out of school suspension and expulsion of children with disabilities:

- A. Every school administrator in Fairfield City School System is given a class roll of all students with disabilities enrolled at his/her school by the assigned Special Education Department Chair.
- B. The school administrator will bring misbehavior by a disabled student in the general education classroom to the attention of the student's case manager and/or special education teacher.
- C. If there are repeated or severe discipline problems, the special education teacher will inform the District's Special Education Lead Teacher or the Director of Special Education.
- D. If students have an excessive number of disciplinary write-ups as noted by the school's administration or case manager, an IEP meeting will be held to develop a Behavior Intervention Plan, and a Functional Behavior Analysis.
- E. If the student has a Behavior Intervention Plan and a Functional Behavior Analysis as a part of his/her IEP, the procedures outlined in regard to misbehavior will be followed.
- F. Repeated misbehavior will result in an IEP meeting to change the behavior plan if necessary.
- G. If the student does not have a Behavior Intervention Plan and Functional behavior Analysis as part of his IEP, school administrators may discipline the disabled student as non-disabled students.
- H. Continued misbehavior or violation of disciplinary rules may result in the disabled student being removed from the current educational placement for more than ten (10) days. The case manager will convene an IEP meeting to conduct a manifestation determination.
- I. The recommendation of the IEP team will follow the Alabama Administrative Code.
- J. A change of placement occurs if the removal is for more than ten (10) days or if the child is subjected to a series of removals that constitute a pattern.
- K. Fairfield City Schools (FCS) ensures that services outlined in the IEP will continue if a special education student is suspended for more than ten (10) days.
- L. Disciplinary actions and procedures for FCS are contained in the Code of Student Conduct (CSC) Handbook, which is distributed each school year.
- M. Parents/Guardians must sign the "Notice of Receipt" form for the Code of Student Conduct and submit the form to the student's assigned teacher.

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURED TEST

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

The suggested guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:
 - a. Learn the facts regarding the seizure of the device from the test administrator, and
 - b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device then it may be returned to the student in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
12. In any situation involving the search and seizure of a student's property a school administrator should consult with his or her supervisor in accordance with the school system's policy.

INTERNET USE

Access to Technology Resources Policy

In order to enhance educational opportunities for its students, it shall be the policy of the Fairfield City Board of Education to permit access to and use of developing technology resources, including but not limited to the "Internet." Such access and use shall be restricted to faculty, students, and other persons who are engaged in bona fide educational and administrative activities which serve and are consistent with identified educational objectives and authorized support functions. To those ends, the Superintendent is authorized to promulgate reasonable rules and regulations regarding access to and use of school-based technology resources and to require adherence to such rules and regulations through such means as the "Internet Use Agreement" and by the application of appropriate disciplinary policies and procedures.

Introduction

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually-stimulating environment, the Fairfield City Board of Education ("the Board") provides students and employees with opportunities to access a variety of technology resources, including the Internet.

What is the Internet?

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

Students and teachers, through the Internet, will have access to:

1. Electronic mail communication with people all over the world;
2. Information from university library catalogs, electronic journals, government sources, and news;
3. Public domain software and shareware of all types;
4. Discussion groups on a variety of topics.

Statement of Caution and Consequences

Board policy restricts access to and use of computers and the Internet to instructional and related purposes. However, because of the nature of the technology, it is impossible to ensure that a user intent upon doing so will not be able to gain access to unsuitable material and data through misuse of computers or the Internet. When detected, misuse of equipment to access prohibited or otherwise inappropriate Internet sites are a violation of this agreement as well as Board policy. Violations of this agreement and of Board policy may result in denial or cancellation of access privileges, and are subject to disciplinary action in accordance with the Code of Student Conduct and other applicable policies and regulations. Internet users are also subject to any civil penalties or criminal sanctions that may arise from unlawful use of the Internet.

Regulations Regarding the Use of Internet Resources

1. **Acceptable Use.** The use must be in support of education or research, or otherwise consistent with the educational objectives of the Board. Transmission or receipt of any material in violation of any state or federal law is prohibited.
2. **Privileges.** The use of computers and the Internet is a privilege, not a right, and their unauthorized or inappropriate use will result in a cancellation of those privileges.

3. **Network and E-Mail Guidelines.** Internet users are expected to abide by the generally accepted rules of network etiquette. All Internet users are expected to act in a considerate and responsible manner. The following infractions are not permitted on any Board computer, computer network, or the Internet:
- a. Sending, displaying, or downloading offensive, profane, or prurient messages or pictures;
 - b. Using obscene language;
 - c. Harassing, insulting, or attacking others;
 - d. Damaging computers, computer systems, or computer networks (this includes changing workstations and printer configurations, and erasing or reattributing files);
 - e. Violating copyright laws;
 - f. Using another user's password;
 - g. Trespassing in another user's "files", folders, or work;
 - h. Intentionally wasting limited resources;
 - i. Using the network for commercial or political purposes;
 - j. Revealing personal information (i.e., photographs, addresses, phone numbers);
 - k. Disrupting the use of the network by other users;
 - l. Uploading or creating computer viruses.

4. **Security**

- a. Users who discover or suspect a security problem within the computer system should notify the school technology team leader, library media specialist, or principal, and should not discuss the problem with or demonstrate it to other users.
- b. Users may only log on to the network with their assigned user name and password.
- c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

5. **Procedures for Use**

- a. Student users must have permission from their instructors before using computers or related technology resources.
- b. Users must sign in or register in the classroom or library media center each time they use the network.
- c. Users may not play games or use computer resources for non-academic activities unless given written permission to do so by the Superintendent, Board, or Director of Technology.
- d. Users may not waste or take without permission supplies (such as paper, printer, ribbons, and diskettes) that are provided by the Board.
- e. No user of electronic media may purchase and/or install technology hardware or software without the written approval of the Director of Technology.

Fairfield City Board of Education
Notification of Parent and Student Rights:
Family Educational Rights and Privacy Act (FERPA)
Protection of Pupil Rights Amendment (PPRA)

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

- **The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.**

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- **The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.**

Parents or eligible students may ask the school to amend a record they believe is inaccurate by notifying the school principal in writing. The request must clearly identify the part of the record to be amended and must specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the parent or eligible student at the time of this notification.

- **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Fairfield City Board of Education school administrators will transfer upon request all education records, including disciplinary records, with respect to a suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis.

School Districts, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, school districts may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary.

The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Additionally, parents have to right to inspect, upon request, any instrument used in the collection of information as described above. This inspection will be scheduled within 45 days of the day the school receives such a request in writing.

The Fairfield City Board of Education has designated the following information as Directory Information:

- a) student's or parent's name;
- b) address
- c) telephone listing
- d) participation in officially recognized activities and sports
- e) weight and height of members of athletic teams
- f) electronic mail address
- g) photograph
- h) diplomas, honors and awards received
- i) date and place of birth
- j) dates of attendance
- k) grade level
- l) most recent educational agency or institution attended

The use of directory information by Fairfield City Schools is for educational purposes and for the benefit and enhancement of educational programs.

Parents and eligible students have the right to request that directory information not be disclosed by contacting the school principal *in writing* no later than fifteen (15) days of the beginning of the school year or within (15) days after enrollment in school, which ever is later.

- Parents should know that schools may, upon request, provide military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and must provide student's names, addresses, and telephone listings to military recruiters, when requested, unless a parent has "opted" out of providing such information. Parents of Fairfield City School students and eligible students wishing to "opt" out must notify the school principal in writing no later than fifteen (15) days after receipt of this notice each school each year.

- Parents should know that schools and contractors must obtain prior written parental consent before minor students are **required** to participate in any Education Department funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations or beliefs of the student or the student’s parent;
 - Mental and psychological problems of the student or the student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parent;
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Additionally, schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate.

- Parents have the right to inspect, upon request, a survey created by a third party (non-Department of Education funded), if the survey contains one or more of the eight items of information noted above, before the survey is administered or distributed by a school to students. This inspection will be scheduled within 45 days of the day the school receives such a request.
- Parents have the right to opt out of (deny permission for their child) activities involving the collection and disclosure of personal information from students for marketing purposes or for selling that information, or otherwise providing that information to others for that purpose. However, this right does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - College or other postsecondary education recruitment, or military recruitment
 - Book clubs, magazines, and programs providing access to low-cost literacy products.
 - Curriculum and instructional materials used by elementary schools and secondary schools.
 - Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students.
 - The sale by students of products or services to raise funds for school-related or education-related activities.
 - Student recognition programs.

- Parents have the right to opt out of (deny permission for their child) participation in the administration of any third party (non-Department of Education funded) survey containing one or more of the above described eight items of information. **Parents wishing to opt out must notify the school administrator in writing within fifteen (15) days receipt of notice of survey(s) or by the designated due date.**

The Fairfield City Board of Education will make arrangements to protect student privacy in the event of the administration of a survey to students.

- Parents have the right to inspect, upon written request to the school principal, any instructional material used as part of the educational curriculum for students. This inspection will be scheduled within 45 days of the day the school receives such a written request.
- Parents have the opportunity to “opt out” of the administration of physical examinations or screenings that are non-emergency or invasive and are 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; AND 3) NOT necessary to protect the immediate health and safety of the student, or of other students. (Invasive physical examination is defined as any medical examination that involves the exposure of private body parts, or any act during such an examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.) **Fairfield City Schools do not conduct invasive physical examinations or screenings.**

Vision, hearing and scoliosis screenings are scheduled throughout the school year in Fairfield City Schools. Please contact your school regarding these screenings. **Parents wishing to “opt out” of health screenings must notify the school principal in writing within fifteen (15) days of receipt of this notice or upon written notification of a scheduled screening. “Opt Out” forms are available at all schools and on the Fairfield City Schools web site.**

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Fairfield City School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

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

The Alabama Legislature passed legislation which has important implications for parents. This is to inform you of the statutory requirements of Ala. Code 16-28-12(1975) and its amendments.

Parental responsibilities in Ala. Code 16-28-12 (1975) are as follows:

- To enroll children between the ages of 7 and 16 in school (public school, private school, church school, or be instructed by a private tutor).
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor.
- To compel the child to properly conduct himself or herself as a pupil.

Parents should be aware that:

- Any student **enrolled** in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state.
- The Early Warning Truancy Prevention Program shall be followed to implement this legislation.
- Inappropriate student conduct or behavior may result in suspension from school.
- The Code of Conduct and related behavior and discipline policies adopted by the Board of Education which were provided to you at the beginning of the school year shall define proper conduct.
- Out-of-school suspension shall be reported to the superintendent of education and the district attorney.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law.

IT'S THE LAW!

Parental Notification of Civil Liabilities and Criminal Penalties

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct (Act 94-782)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance

with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794)

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

Drug Dealing (Act 94-783)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately

suspend that person from attending regular classes and schedule a hearing within five school days.

If a person is found to have violated a local board of education policy concerning

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

Weapons in Schools (Act 94-817)

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

Vandalism (Act 94-819)

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

Pistol Possession/Driver's License (Act 94-820)

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

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in -16-28-40, Ala. Code, 1975)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

FAIRFIELD CITY SCHOOLS STUDENT CHECK OUT POLICY/PROCEDURES

It shall be the policy of Fairfield City Schools that each school will comply with this student check out procedure as outlined herein. All staff responsible for checking students out will receive training on these procedures. The procedures for student check out are as following:

1. All students are to officially check out through the main office. A register must be signed by the person checking the student out. This register also must be signed by the school employee authorizing the check out.
2. When checking a student out of school, a parent or guardian must report to the main office.
3. The person checking the student out of school shall show a Government Issued Picture I.D.
4. The person checking the student out shall be listed on the student information/enrollment card that has been completed and signed by the parent/guardian.
5. If official paperwork is received that changes custody or does not allow a parent access to the child, that information shall be listed on the student information card/record. Official court papers will be signed by a judge.
6. If the school receives a phone call/written note to allow student to be checked out, a verification call must be made to the parent/guardian from numbers listed on student information form.
7. If there is any doubt as whether the person checking the student out has the appropriate authorization, please contact the school's administrator and or resource officer.

*Students who leave campus at anytime without parental permission and administrative approval are subject to disciplinary action.

NON-DISCRIMINATION POLICY

Fairfield City School System does not discriminate on the basis of race, color, national origin, sex, ability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquires regarding the non-discrimination policies:

Mrs. Ardrene Bishop, Title IX

6405 Avenue D · Fairfield, AL 35064 · (205) 783-6850 · Email: abishop@fairfield.k12.al.us

Mrs. Zenobia Odoms, Career Tech, Section 504

6405 Avenue D · Fairfield, AL 35064 · (205) 783-6850 · Email: zodoms@fairfield.k12.al.us

Fairfield City School System will not prevent, hinder, or discourage English Language Learners, Homeless or Migrant Students from enrolling and fully participating in the school district's programs and services.

Child Find

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21. Please call Mrs. Ardrene Bishop, (205) 783-6850 for more information.

RESPONSE TO INTERVENTION (RtI)

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

Contact for RtI:

Mrs. Zenobia Odoms, Coordinator
6405 Avenue D
Fairfield, Alabama 35064
205-783-6850

GIFTED/ TALENTED PROGRAM

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 to others of their age, experience, or environment. These children and youth required 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.

A student may be referred by teachers, counselors, administrators, parents or guardian, peers, self, or any other individuals with knowledge of the students, abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist provided by the State Department of Education.

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

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

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that protects the rights of persons with qualifying disabilities. It requires that recipients of federal funds make programs and activities accessible to all persons with disabilities.

Contact for Section 504 Coordinator

Mrs. Zenobia Odoms
6405 Avenue D
Fairfield, Alabama 35064
205-783-6850

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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

Disabilities include:

Intellectual Disability	Autism	Deaf/Blindness
Orthopedic Impairments	Speech or Language Impairment	Other Health Impairment
Emotional Disturbance	Visual Impairment	Multiple Disabilities
Traumatic Brain Injury	Hearing Impairments	Developmental Delay
Specific Learning Disabilities		

Disabled students are those (ages 3-21) with one or more disabilities who need special education and related services to meet their unique needs and to receive a free, appropriate public education. All individuals who are disabled under IDEA are protected under Section 504 of the Rehabilitation Act.

Fairfield City Schools

2019-2020 Student Academic Calendar

July 4-5	Independence Day Observed (All Schools, Offices and Board Closed)	Thursday-Friday
August 12	Students' First Day of School	Monday
September 2	Labor Day (All Schools, Offices and Board Closed)	Monday
September 9	Early Dismissal for Students and Professional Development for Employees	Monday
September 13	Mid-Term Progress Reports	Friday
October	Parent Day - Each school will designate their day (<i>School is in Session for Students and Employees</i>)	
October 4	Homecoming (Early Dismissal To Be Announced)	Friday
October 11	1 st Quarter Ends	Friday
October 17	Report Cards	Thursday
October 18	No Students – Employee Professional Development Day	Friday
October 25	Fall Break Holiday – Schools Closed	Friday
November 11	Veteran's Day Holiday Observed (All Schools, Offices and Board Closed)	Monday
November 15	Mid-Term Progress Reports	Friday
November 25-29	Thanksgiving Holidays	Monday-Friday
December 20	Students' Last Day for 1st Semester	Friday
December 23- January 3	Winter Holiday Break	
January 6	Students Return	Monday
January 10	Report Cards	Friday
January 13	Early Dismissal for Students and Professional Development for Employees	Monday
January 20	Dr. Martin Luther King, Jr. Holiday (All Schools, Offices and Board Closed)	Monday
February 7	Mid-Term Progress Reports	Friday
February 17	Presidents' Day Holiday (All Schools, Offices and Board Closed)	Monday
February 18	Professional Development Day - No Students	Tuesday
March 9	Early Dismissal for Students and Professional Development for Employees	Monday
March 13	3 rd Quarter Ends	Friday
March 19	Report Cards	Thursday
March 23-27	Spring Break	Monday-Friday
April 13	Early Dismissal for Students and Professional Development for Employees	Monday
April 24	Mid-Term Progress Reports	Friday
May 27	Students' Last Day of School 4 th Quarter Ends	Wednesday

Parents will pick up Report Cards on October 17. Students will be issued Report Cards on January 10 and March 19. Report Cards will be mailed on May 29, 2020, unless Parents are notified otherwise.

**FAIRFIELD CITY SCHOOLS
NOTICE OF RECEIPT
2019-2020 CODE OF STUDENT CONDUCT**

I, _____, a student enrolled in _____ School
Name of Student (Please Print) (Name of School)

and my parent/guardian hereby acknowledge by our signatures that we have received, read and understand, and/or had read to us and understand the Fairfield Board of Education Code of Student Conduct.

We understand that these policies and laws apply to all parents and students enrolled in Fairfield City Schools and at all activities and events, including school buses, sponsored or supervised by Fairfield City School officials.

Student Signature

Date

NOTE: If the student lives with both parents/guardians, both are to sign the statement. If the student only lives with one parent, only one signature is required. Failure to return this form does not absolve student or parent from requirements stated in this Code of Student Conduct.

Parent/Guardian

Date

Parent/Guardian

Date

FAIRFIELD CITY SCHOOL SYSTEM
TECHNOLOGY AND ETHICS USAGE POLICY AGREEMENT/PERMISSION FORM

1. Computers/digital devices will be used **FOR EDUCATIONAL PURPOSES ONLY.**
2. Using a computer/digital device or entering a room with computers without the supervision of a staff member is prohibited.
3. Accessing the Internet without the permission or supervision of staff is prohibited and limited to approved websites.
4. **STUDENTS MAY NOT:**
 - a. Access websites which are not educational such as email, chat rooms, social media, Instant Messenger.
 - b. Access, print or use language, pictures or other material that is obscene, vulgar, sexual or have harmful and/or violent intent.
 - c. Use digital devices to harass, bully or humiliate others.
 - d. Print without staff permission.
 - e. Permit others to use one's account or passwords or use anyone else's account or passwords.
 - f. Damage or abuse any computer hardware components.
5. **Students need to demonstrate and understand the following:**
 - a. Technology in my school and home should be treated with respect. **DON'T POST IF IT'S DISRESPECTFUL/HARMFUL.**
 - b. Use the computer/digital device with the guidance and supervision of an adult.
 - c. When confronted with a computer/digital device issue, whether it's a technological problem or inappropriate content, I will ask a staff member, parent volunteer, or parent for help.
 - d. When using school networks and programs, never give personal information about myself or others (passwords, real names- including first and last name, birth date, home or school address, phone numbers, photos/images, etc.) with others online or otherwise.
 - e. Participate and use technology resources respectfully and courteously at all times.
 - f. Others may post unauthorized images of you. If this happens, contact parent/guardian/administrator immediately to take steps to remove unauthorized content.
6. The misuse of technology will result in the same consequences referenced in Fairfield City Schools Code of Student Conduct.

STUDENTS PLEASE CHECK OFF EACH ITEM:

- I HAVE READ AND UNDERSTAND THE CODE OF ETHICS FORM.
- I HAVE READ AND UNDERSTAND THE IMPORTANCE OF INTERNET AND TECHNOLOGY SAFETY.
- I UNDERSTAND I WILL NOT BE GIVEN ACCESS TO COMPUTERS UNTIL THIS DOCUMENT IS COMPLETED AND RETURNED TO THE SCHOOL.

STUDENT'S PRINTED NAME _____

STUDENT'S SIGNATURE _____

PARENT'S SIGNATURE _____

DATE SIGNED _____

FAIRFIELD CITY SCHOOLS
Media Release Consent Form

SCHOOL: _____

DATE: _____

I hereby give my consent to have _____

(Print Student's Full Name)

photographed, videotaped, audio taped and/or interviewed by Fairfield City Schools or the news media on the school premises, or when my child is under the supervision of the Board. Additionally, I hereby give consent to use creative work(s) generated and/or authorized by my child on the Internet, or on an educational CD, or any other electronic/digital media. I understand that my child will be identified by first name only, for confidentiality purposes, as the author of said work.

I also consent to the Board's use of my child's photograph or likeness or voice on the Internet or on an educational CD, or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the Board of Education of Fairfield City Schools, its members, officers, contractors, volunteers and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of, or be caused by the use of my child's creative work(s), photograph, likeness or voice on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.

Student's Name _____

Address _____

Signature of Parent/Guardian

Teacher Signature