

HOMEWOOD BOARD OF EDUCATION

MISSION STATEMENT

The mission of the Homewood City Schools, a small school system in an urban setting rich in tradition and community spirit, is to ensure that each student realizes his or her unique potential through a system characterized by a dedicated and exemplary staff, a supportive and involved community, a recognition and celebration of diversity, an optimal utilization of resources, an uncompromising commitment to excellence, and a willingness to effect change.

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HOMEWOOD CITY SCHOOLS CODE OF STUDENT CONDUCT

INTRODUCTION

The Homewood City Board of Education believes that instruction should occur in an environment that is conducive to learning, and that effective instruction requires orderly disciplinary standards, rules, and procedures. The intent of furnishing this handbook is to foster a safe, friendly and business-like atmosphere in which students and school personnel work cooperatively. The policy of the Homewood City Board of Education is to require the administrators, faculty members, students, and parents and guardians to adhere to and to comply with this Board of Education-approved *Code of Student Conduct*.

As students progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of positive student behavior will apply to all students in grades kindergarten through twelve. These differences will be recognized in taking disciplinary action to maintain an environment that is conducive to teaching and learning.

There is no greater resource for good student behavior than the students themselves. Students are encouraged to be involved in school-related activities. Participation in extracurricular activities may require higher standards of conduct. **All students are expected to show respect, follow rules, and demonstrate good citizenship.**

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Homewood City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, creed, religion, national origin, or disability.

JURISDICTION OF THE BOARD OF EDUCATION

Homewood City School students are subject to the rules and regulations of the Homewood Board of Education while they are on school property; on property near the school which is under the supervision of school personnel; on school provided or authorized transportation traveling to or from school or any school activity, function, or event, or any other school sanctioned or authorized vehicle for transportation; or while in attendance at school-related activities, programs, trips, contests, or other events.

PARENTAL RESPONSIBILITY

Under Alabama law, local school systems are required to inform parents and guardians of their education-related responsibilities. Parents and guardians are responsible for the child's attendance and conduct in school. Parents and guardians are required to read the Code of Student Conduct and return a signed acknowledgement form. Under Alabama law, parents or guardians who fail to compel their child to regularly attend school or fail 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 Board of Education shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may be

sentenced to hard labor for the county for not more than 90 days. (Code of Alabama, §16-28-12)

DUE PROCESS

The intention of the Homewood City Board of Education is to afford due process when the procedures contained within the *Code of Student Conduct* handbook are implemented. The principals are to familiarize their staffs with the applicable procedures and provide each staff member with a copy of this handbook.

This handbook has been published with the following concepts in mind:

1. School rules should be clearly stated and related to the educational purposes of the school.
2. School rules should be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians should be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students should comply with required procedure.
5. Any student who has been identified as ability impaired under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the *Code of Student Conduct* and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

STUDENT GRIEVANCES

The proper channeling of complaints or grievances is as follows: 1) the teacher; 2) the principal* or his/her designee; 3) the superintendent or designee; and in the event of expulsion, 4) the Board of Education.

*Wherever the principal is referred to in this *Code of Student Conduct*, it shall be understood "...his/her designee" also applies.

DRESS CODE

In keeping with the policies of propriety, a student should take pride in his/her appearance and dress appropriately for school. A student dress code is necessary to maintain a school atmosphere that supports and encourages learning. Dress and/or grooming styles that draw an inordinate amount of attention to the individual student or cause divisiveness are considered inappropriate for school and are a violation of the dress code. The dress and/or grooming style of any student must not interfere with the educational process in any way. Non-conformity to the dress code is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the dress code immediately. Parents will be contacted and may be asked to furnish appropriate clothing. Students should adhere to the following guidelines:

1. Students must be neat, clean, and well groomed while at school. An unkempt or sloppy appearance is inappropriate.
2. Jeans and other outerwear must be neat, clean, with no holes, tears, or inappropriate patches.

3. Shirts worn un-tucked must be neat and not look unkempt.
4. Students must be fully clothed at all times with no bare midriffs, bare sides or bare shoulders. Clothing that may be considered provocative, see-through clothing, or skintight clothing is prohibited. Low riding and low cut pants are prohibited.
5. Students must wear appropriate undergarments. Undergarments should not be visible.
6. Skirts, dresses, and shorts must be fingertip length or longer. No old worn/torn or other type cut-off shorts are allowed.
7. Gym-type clothing, such as soccer shorts or gym shorts can be worn only at the elementary level. Sweat suits and wind suits are considered appropriate classroom attire at all grade levels. Skintight work out or activity clothing is prohibited. Leggings may be worn with uniform skirt and considered appropriate classroom attire with sponsor and principal approval.
8. Caps, hats, bandannas, and other types of headwear or sunglasses are not to be worn at any time in the school building. Students wearing such items in the building during school hours will have them confiscated.
9. Clothing and/or personal items bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, sexual activity, violence, satanism, the occult, or any other wording, drawing, or picture that in any way is questionable or reasonably can be interpreted as being off-color, suggestive, or offensive are prohibited.
10. Clothing or personal items, or visible references which identify a student as associated with a gang, social club, fraternity, sorority, or any subversive, unlawful, or unauthorized organization are prohibited.
11. Shoes or sandals must be worn.
12. Hair must be clean and well groomed, should not impair vision or be of a length that would be dangerous around equipment.
13. Distracting hair styles, hair dyed unnatural colors, spiked hair, and shaven hair patterns are prohibited.
14. Decorative contact lenses, facial or tongue jewelry is prohibited.
15. The carrying of chains or chains connected to wallets are prohibited.
16. Any type of clothing or attire which represents trends or groups that are counter to the accomplishment of our purposes or could be disruptive to the learning environment can be prohibited.
17. With the approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity. The wearing of any such uniform or outfit should be limited to the activities and must conform to the dress code if worn in the classroom setting.

**THE PRINCIPAL OR HIS/HER DESIGNEE SHALL HAVE FINAL
AUTHORITY IN DETERMINING ACCEPTABLE OR UNACCEPTABLE
DRESS AND/OR GROOMING.**

TEACHER INTERVENTION

Each teacher will deal with classroom disruptions by communicating concerns to parents and by taking in-class disciplinary action. Teachers will contact parents or guardians by making a personal call when feasible, and/or by scheduling conferences. After parent contact is made, teachers may retain students after school and provide other outside-of-class disciplinary measures as deemed appropriate by the principal. Only when the action taken by the teacher is ineffective, or the misconduct serious, should the student be referred to the principal. Failure to bring notebook, pencil, books or required materials and equipment to class, failure to do homework or failure to do work in class are not causes for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teachers of students who consistently exhibit poor work habits.

CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into four classes (Class I, Class II, Class III, and Class IV). Before determining the classification of a violation, the principal will consult with the involved student(s) and school personnel. Once the classification of the violation is determined by the principal, he/she will implement the appropriate disciplinary procedure in a fair and consistent manner. The classification of the offense; whether the violation is first, subsequent, or repeated offense; and the list of corresponding disciplinary actions will be used to select/determine the most appropriate consequence.

CLASS I OFFENSES

- 1.01 *Disruption in the classroom, assemblies, and other instructional settings*
- 1.02 *Tardiness*
- 1.03 *Non-directed use of profane language or obscene gestures*
- 1.04 *Non-conformity to dress code*
- 1.05 *Minor disruption on a school bus*
- 1.06 *Inappropriate public display of affection*
- 1.07 *Failure to take correspondence home and/or return to school*
- 1.08 *Failure to obey directions in hallways, assemblies etc.*
- 1.09 *Unauthorized use of school property or personal property*
- 1.10 *Littering school property*
- 1.11 *Inappropriate or unauthorized use of any electronic resources or improperly restricting or inhibiting other users from using electronic resources*
- 1.12 *Displaying unsportsmanlike conduct at school events*
- 1.13 *Failure to serve a school-based disciplinary assignment*
- 1.14 *Unauthorized use in school of personal electronic communication devices, including but not limited to cellular telephones, beepers, or walkie-talkies. Personal communication devices cannot be turned on or visible during the instructional day without permission from the principal.*
- 1.15 *Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances*

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES

First Offense

Parental contact and disciplinary actions:

- In-school conference
- Time out
- Detention

Any Subsequent Class I Offense

Parental contact, disciplinary probation and disciplinary actions:

- Time out
- Detention
- Saturday School (Middle School & High School)
 - Work assignments before and after school
- Intensive School Supervision
- Suspension – 1 to 3 days
- Repeated Class I offenses will be treated as Class II offenses

CLASS II OFFENSES

- 2.00 *Repeated Class I offenses*
- 2.01 *Defiance of Board of Education employee's reasonable directives*
- 2.02 *Intimidation, harassment, threats, hazing, or extortion*
- 2.03 *Fighting*
- 2.04 *Intentionally touching or striking another student against his/her will, horseplay which may lead to a fight, or attempting to incite a fight or confrontation*
- 2.05 *Vandalism or the intentional damage to property*
- 2.06 *Theft of property*
- 2.07 *Possession of stolen property with the knowledge that it is stolen*
- 2.08 *Gambling*
- 2.09 *Trespassing*
- 2.10 *Directed use of profane language or obscene gestures, or possession of obscene material*
- 2.11 *Unauthorized absence from a class or from school*
- 2.12 *Providing false information to a Board of Education employee*
- 2.13 *Possession of a pocket knife or key chain knife*
- 2.14 *Possession and/or use of tobacco products*
- 2.15 *Possession of and/or use of matches or lighter*
- 2.16 *Inappropriate or unauthorized use of all Internet resources; including but not limited to, electronic mailing, newsgroups/list servers, chat rooms, interactive games and simulations; and unauthorized downloading, installing, or copying of software.*
- 2.17 *Failure to show respect*
- 2.18 *Possession and/or unauthorized use of a laser*
- 2.19 *Participation in unauthorized group activities, such as initiations, during school or at school sponsored events*
- 2.20 *Unauthorized use of any recording device used to tape a student or Board of Education employee without his or her consent*

- 2.21 *Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances*

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES

First Offense

Parental contact, disciplinary probation and disciplinary actions:

- Detention (Elementary School)
- Saturday School (Middle School & High School)
- Work assignments before and after school
- Intensive School Supervision
- Suspension - one (1) to ten (10) days

Any Subsequent Class II Offense

Parental contact, disciplinary probation and disciplinary actions:

- Intensive School Supervision
- Suspension - three (3) to ten (10) days
- Alternative School
- Any third Class II offense will be treated as a Class III offense.

MORE SEVERE DISCIPLINARY ACTION FOR CLASS I/CLASS II OFFENSES

For Class I and/or Class II Offenses special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for alternative programs or expulsion. Students may be assigned to Intensive School Supervision a maximum of three times per semester and to suspension a maximum of three times per year before more severe disciplinary action is taken.

CLASS III OFFENSES

- 3.00 *Any third Class II offense*
- 3.01 *Unauthorized possession and/or use of drugs, drug paraphernalia or alcoholic beverages or being under the influence of same; refusal to submit to a drug test when under reasonable suspicion
(See Drug Testing, page 23)*
- 3.02 *Offensive touching of another person*
- 3.03 *Striking or causing bodily harm to a School Board employee*
- 3.04 *Robbery*
- 3.05 *Trespassing with intent to commit an offense when school premises are closed*
- 3.06 *Willful and malicious vandalism or damage to property*
- 3.07 *Possession of weapon other than a firearm or a replica of a weapon, including a replica firearm*
- 3.08 *Bomb threat*
- 3.09 *Unjustified activation of a fire alarm system or fire extinguisher*
- 3.10 *Preparing, possessing, or igniting explosives; possessing or igniting fireworks, firecrackers or smoke bombs*
- 3.11 *Sexual acts, including propositions to engage in sexual acts*
- 3.12 *Assault or battery of another person*
- 3.13 *Inciting or participating in a major student disorder*
- 3.14 *Sexual harassment*

- 3.15 *Fleeing a School Board employee*
3.16 *Stalking*
3.17 *Violating the security of any electronic resource or undermining its integrity*
3.18 *Using any electronic resource to transmit material, information, or software in violation of any law, including material which may be harmful to minors*
3.19 *Intimidation, harassment, threats, hazing or extortion by two or more students acting as a group or by an individual who threatens the safety of others*
3.20 *Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances*

DISCIPLINARY ACTIONS FOR CLASS III OFFENSES

First Offense

Parental contact, disciplinary probation and disciplinary actions:

- Suspension up to ten (10) days
- Alternative School
- Expulsion

Any Subsequent Class III Offense

Parental contact and disciplinary actions:

- Alternative School
- Expulsion

CLASS IV OFFENSES

- 4.01 Selling, dealing, or attempting to sell unauthorized drugs or substances purported to be drugs
4.02 Sexual intercourse on school property, rape or attempted rape
4.03 Possession of a firearm (Alabama Code 16-1-24.3)
4.04 Arson

DISCIPLINARY ACTIONS FOR CLASS IV OFFENSES

Parental contact and disciplinary action:

- Expulsion

SUMMARY OF DISCIPLINARY ACTIONS

Class	First Offense	Subsequent Offenses
I	Parental contact & disciplinary actions: <ul style="list-style-type: none"> • In-school conference • Time out 	Parental contact, disciplinary probation & disciplinary actions: <ul style="list-style-type: none"> • Time out • Detention • Saturday School (Middle & High School) • Work Assignments • Intensive School Supervision • Suspension one (1) to three (3) days • Repeated Class I Offenses will be treated as a Class II Offense
II	Parental contact, disciplinary probation & disciplinary actions: <ul style="list-style-type: none"> • Detention (Elementary School) • Saturday School (Middle & High School) • Work assignments • Intensive School Supervision • Suspension one (1) to ten (10) days 	Parental contact, disciplinary probation & disciplinary actions: <ul style="list-style-type: none"> • Intensive School Supervision • Suspension three (3) to ten (10) days • Alternative School • Any 3rd Class II Offense will be treated as a Class III Offense
III	Parental contact, disciplinary probation & disciplinary actions: <ul style="list-style-type: none"> • Suspension up to ten (10) days • Alternative School • Expulsion 	Parental contact & disciplinary actions: <ul style="list-style-type: none"> • Alternative School • Expulsion
IV	<ul style="list-style-type: none"> • Expulsion 	

Maximum use of Intensive School Supervision: 3 per semester
Maximum use of Suspension: 3 per year

DEFINITIONS RELATED TO DISCIPLINARY ACTIONS

Alternative School

The principal may refer students who have not been successful in maintaining appropriate behavior to an alternative school. The setting for this program will differ from the regular school classroom setting. Work assignments may be included as a part of the alternative school. Students are not allowed to participate in extracurricular activities while in the alternative school. The hours for alternative school are from 8:00 a.m. to 3:30 p.m.

Detention

The principal has the authority to assign students to a designated area (detention hall) on campus before or after the regular school day or on Saturday for a specified period of time as a disciplinary action. Students will be given a one-day notice of their detention hall assignment. An attempt will be made to notify the parents or guardians of the student's assignment to detention hall. The parents or guardians are responsible for providing transportation in these cases.

Disciplinary Probation

The principal has the authority to place a student on disciplinary probation for specified periods of time. Disciplinary probation is a period of time specified by the principal during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

Expulsion

The Board of Education has final and exclusive authority over the expulsion of students. The Board shall determine the length of the expulsion and the terms and conditions under which a student may return to school upon completion of the term of expulsion. An expelled student may not loiter or appear on school property or attend any school sponsored activity at school or away from school.

Intensive School Supervision Program

The principal has the authority to assign students to the Intensive School Supervision program for specified periods of time. Intensive School Supervision shall not be considered under regular suspension guidelines. Intensive School Supervision is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The student is responsible for all regular school assignments and shall receive appropriate credit. Work assignments may be included as a part of the Intensive School Supervision program. Students are not allowed to participate in extracurricular activities while in Intensive School Supervision.

Physical Restraint

A School Board employee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself or others. This action may be taken when it is necessary to maintain discipline or to enforce school rules.

Saturday School

The principal has the authority to assign students to Saturday school, a program operated for middle and high school students during a specified time on Saturday. Students assigned to Saturday school are required to complete work assignments as well as academic assignments under the supervision of a School Board employee.

School Bus Suspension

The principal has the authority to deny a student the privilege of riding a school bus for a specified period of time based on the misconduct of the student.

Suspension

The principal has the authority to suspend students from school for a specified period of time. A suspended student may not loiter or appear on school property, participate in extracurricular activities, or attend any school-sponsored activity at school or away from school.

Time Out

The principal has the authority to assign students to time out. Time out is a space for students to sit alone, free from distractions for short periods of time, to regain control of behavior, emotions, and/or concentration.

Work Assignment

The principal has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a specified period of time.

PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION

A student recommended for suspension will be made aware of the charges and will be given an opportunity to respond. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by school officials to contact the parents or guardians by a telephone call made during school hours or by written notice delivered by the student or the U.S. Mail. The student is responsible for notifying his/her parents or guardians of all written communications from school. Failure to do so may result in further disciplinary action.

SUSPENSION OF STUDENTS

Authority

The school principal has authority to suspend students from school.

Notification

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the superintendent and parents or guardians stating the reason(s) such action was taken. Immediate suspension of a student is justified when the student's presence would threaten other students or himself, endanger school property, or seriously disrupt the orderly educational process. Principals have the authority to request assistance from law enforcement authorities to remove uncooperative students.

Length

1. *Suspensions are normally for one (1) to three (3) school days.*
2. *Suspensions of more than five (5) school days require prior approval of the superintendent or his/her designee.*
3. *The suspension of a student should not exceed ten (10) school days.*
4. *If an incident or violation leads the principal to recommend the expulsion of a student, the suspension shall remain in effect until such time that final action upon the recommendation for expulsion is taken.*

Terms

1. *During the suspension period, suspended students may not attend school functions or enter upon school property or premises for any reason.*
2. *When a student is suspended, the absence will be unexcused. The student's teacher must be notified concerning the date of suspension and the number of days of the suspension.*
3. *Nine weeks' tests, semester exams, and culminating activities may be made up for credit.*
4. *A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Homewood City School System until such time as he/she is eligible to be reinstated in the school from which he/she was suspended.*

Readmission

Before a student returns to school after suspension, the parents or guardians must have a conference with the principal unless otherwise approved by the principal. Upon completion of the conference, the student is readmitted by the principal and is given a readmission slip to return to class.

EXPULSION OF STUDENTS

The Homewood City Board of Education has final and exclusive administrative authority over the expulsion of students. The principal will recommend an expulsion hearing for any Class IV offense. The principal has primary authority to determine whether expulsion is warranted for other offenses as outlined in the *Code*. Any student who is the subject of an expulsion will receive due process in the form of the right to a hearing, the right to counsel, the right to hear the alleged charge(s), the right to question all evidence, the right to be heard and offer evidence in his/her own behalf and the right to receive a full explanation of the code violation used to charge the student.

The following steps will be observed in all expulsion actions:

1. The local school principal will consult with the superintendent concerning the student's infraction(s).
2. The superintendent will, by letter, notify the parents or guardians of a conference that may include the student, the parents or guardians, the principal and the superintendent. Failure of the parents or guardians and/or student to attend shall not nullify the process.
3. If the decision to recommend expulsion is made by the superintendent, the parents or guardians will be notified by letter of the time and place of an expulsion hearing before the Homewood City Board of Education, and the student will remain under suspension until the hearing is held.
4. The student or the parents or guardians may request that the hearing be held in private. Failure of the student and/or the parents or guardians to appear shall not nullify the process.
5. If a decision to expel the student is made, normally the expulsion will not exceed the length of time remaining in the current school year plus the next succeeding school year. Terms and conditions for readmission may be set as a part of the terms of expulsion. At a minimum a readmission conference is required. The superintendent will, by letter, notify the parents or guardians of the Homewood City Board of Education's decision within ten days after it is made.
6. Any student who has been identified as ability impaired under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the code of conduct and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

ARRIVAL AND DEPARTURE TIMES

No student is to enter upon school property more than 30 minutes prior to the official school day or to remain on school property more than 30 minutes after the close of the official school day unless expressly authorized by the school principal, presently enrolled in an on-site school extended day program, or participating in an authorized extracurricular school activity or program.

STUDENT ATTENDANCE POLICY

It is the belief of the Homewood City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements. School administrators are required under state law to enforce compulsory school attendance laws. The Compulsory School Attendance Law of the State of Alabama, Title 16, Section 28-12,

Code of Alabama, 1975, provides that “Every child between the ages of seven and sixteen years shall be required to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school year.”

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education’s current School Attendance Manual. Excused absences are defined as: a) illness; b) death in immediate family; c) inclement weather which would be dangerous to the life and health of the child as determined by the principal; d) legal quarantine; e) emergency conditions as determined by the principal; f) prior permission of the principal upon request of the parent or legal guardian. Any absences not excused shall be considered unexcused. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Jefferson County Juvenile Court Early Warning System.

Administrators and teachers will make every effort to promote regular attendance by students and solicit assistance from parents and guardians in accomplishing this objective. An absence is defined as non-attendance in a regularly scheduled class or activity regardless of the reason for such non-attendance. Students involved in school related activities sanctioned by school administrators are counted as attending. To participate in extracurricular activities after school, students must have been in attendance at school that day.

Noncompliance Attendance (NCA)

Any student absent twelve or more days during a semester shall be subject to loss of credit for the semester’s work. A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his report card and cumulative record for that semester or year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the principal and superintendent to appeal such loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention. Credit which is lost because of absences will be made up in the same manner as academic failures.

Withdrawal from School

In accordance with state law, whenever a student 16 years of age or older withdraws from school, the school shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester.

Make-Up Work

If a student is absent for any excused reason, the student should make arrangements with the teacher the day he/she returns to school to make up missed work. In making arrangements for make-up work, the teacher should consider the type of any illness, the length of time absent, and the amount of make-up work due in all the student’s classes. Long-term assignments, such as research papers or special projects, are due on or before

the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances may be given consideration, at the discretion of the principal.

Check-Ins and Check-Outs

Any student who arrives after school has begun must go to the office and check in. Students who have a valid need to leave school before the dismissal bell must be checked out through the office. Students must be signed out by the parent or guardian in accordance with school procedures.

The principal has the responsibility of making decisions relating to checkouts. Such decision shall be made in the best interest of the student when emergencies or unusual circumstances arise.

ADMISSION OF STUDENTS

A student must be in good standing and must have no disciplinary action pending against him/her in the school he/she is leaving in order to be eligible to enroll in any school in the Homewood School System. An alternative educational setting may be required for admission or readmission to Homewood Schools. After completion of a term with Department of Youth Services, a student shall be placed in alternative school.

(Alabama Code 12-15-71)

STUDENT RECORDS

Parents or guardians have the right to inspect and review all official records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age. A request to review such records must be made to the school principal.

SPECIAL EDUCATION

It is the responsibility of the Board of Education to provide appropriate educational services for all eligible students residing within the city limits.

PRIVACY AND PROPERTY RIGHTS

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students.

The right to use textbooks and library media resources may be discontinued when related fines are unpaid.

Student Vehicles

Students are permitted to park vehicles in designated areas on the school campus. Students must register their vehicles and display parking decal. A vehicle is subject to search by school officials when there is reasonable cause to believe that such vehicle contains material or objects prohibited by law or Board of Education policy. Students operating a vehicle in an unsafe manner on the school campus may lose their privilege of having a vehicle on the campus. **Safety helmets are required for motorcycle riders.**

Bicycles

Students are permitted to park bicycles in designated areas on the school campus. Students operating a bicycle in an unsafe manner on the school campus may lose the privilege of having a bicycle on the campus. **Safety helmets are required for bicycle riders.**

DRUG TESTING

The Board reserves the right to require any student to undergo drug testing, when Board employees have reasonable suspicion that a student is in violation of the *Code of Conduct* concerning the possession of drugs or alcohol, or being under the influence. The testing will be immediate and will be at a testing agency and laboratory designated by the School Board and at the school's expense. Refusal to submit to drug testing when under reasonable suspicion will be considered a 3.01 offense.

ADDITIONAL POLICIES

Honor Code

The administration and faculties of Homewood Schools are dedicated to teaching academic skills as well as fostering integrity among students and staff. Since today's students are tomorrow's leaders, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, each school has guidelines to help students avoid what is considered unethical behavior and help guide them toward ethical behavior. The principal determines classification of violations of the Honor Code. Depending on the severity of the cheating, plagiarism, and/or theft of academic property the violation may be deemed as a Class I, Class II, or Class III offense.

Bus Discipline

The Homewood City Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the supervisor and the school principal, shall have full authority for discipline on buses.

1. Students shall behave in an appropriate and orderly manner.
2. Students must ride the bus to which they have been assigned. When seats are assigned, students are expected to remain in their assigned seats.
3. Students are to remain seated at all times, face the front of the bus, and refrain from extending head, arms, or any part of the body out the window.
4. Students shall obey the driver willingly and promptly. The driver is in full charge of the bus and students and has the right to assign seats as he/she deems necessary.
5. Students are to help keep the bus clean by not throwing trash on the floor. Students shall not throw any refuse from the windows.
6. Any damage done to bus or equipment must be paid for by that individual.
7. With the approval of the principal, activity sponsors may establish other regulations as deemed appropriate for the activity.

Sexual Harassment

Board policy prohibits all sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe objects or pictures. Students who believe that they have been sexually harassed by another student or an adult in the school system must report the incident(s) to a teacher, counselor, or administrator immediately.

Smoking and Tobacco Usage

Smoking and the use of other tobacco products are prohibited on the grounds of all Homewood Board of Education facilities at any time.

Weapons

Board policy prohibits all persons, other than law enforcement personnel, from bringing or possessing any deadly weapon or instrument on school property or to school related events. Under Alabama law, 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. 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, stiletto, sword, or dagger, or any club, baton, billy, blackjack, bludgeon, or metal knuckles.

Electronic Resources

The use of electronic devices and networks in the Homewood Schools is a privilege, not a right. The purpose of any electronic resource is to support research and education, therefore any use of these devices must be consistent with the educational objectives of the Homewood Board of Education. Electronic resources may include, but are not limited to, computer workstations (standing alone and networked), any telecommunication devices (including telephones), televisions, CD players, laser players, VCRs, videos and digital cameras, or any devices that support the resources (network parts, routers, hubs, transceivers, cabling systems, software, etc.). The misuse of electronic resources is a violation of the *Code of Student Conduct* with offenders subject to disciplinary action as

outlined in the *Code*, and additionally, offenders may be subject to loss of all user privileges to electronic resources as well as legal action when applicable. Homewood Board of Education filters Internet access and requires students and parents to sign a Technology Resource Agreement.

Prescription and Non-Prescription Medications

A qualified nurse is on duty at each school to work with parents and their medication prescriber. All medication, both prescription and non-prescription, shall be dispensed by the nurse at each school according to the authorization forms filled out by the parents or guardians. Forms are available in the nurse's office at each school. Students should not have in their possession prescription or non-prescription medication, unless a potential emergency condition exists and proper authorization has been obtained. Students shall not dispense any medication to other students. Dispensing or selling prescription medication is considered illegal drug use.

Eligibility for Extra Curricular Participation Related to Conduct

Extra curricular participation is not allowed while a student is assigned to Intensive School Supervision, suspended from school, or placed in the alternative school. The progression of consequences in the Code of Conduct and the exclusion from extracurricular activity is designed to impress upon students the expectation for appropriate conduct as a school representative in extracurricular activity. With the approval of the principal, activity sponsors may establish rules of conduct as a prerequisite for membership and participation in the activity. Participation in extracurricular activities may require higher standards of conduct. Additional policies concerning grades and academic progress are also prerequisite for extracurricular participation.

STUDENT INFORMATION AND PRIVACY

Schools have always publicized student information in a variety of ways. A few examples would be:

School Yearbooks which publish students' full names, photographs, grade level and activities

Sports Programs which publish the weight and height of athletes, their position, and grade level

Newsletters for school or school system which publish student honors, awards and accomplishments in print and electronically

Student Telephone Directories which publish student name, telephone number, address and grade level

Televised Events or Clips and Newspaper Articles, which may include names and/or pictures of students in student activities, and credit their performance in athletic events, musical performances, plays, talent shows, and other events or activities

School Based Websites which may include names and pictures of students in various classroom or extracurricular activities, recognition, and other events.

Homewood City Schools will have these and other similar publications.

Homewood City Schools will consider this type of information as "directory" or public information: name, address, telephone number, grade level, photograph, activities/honors, height/weight /position of all athletes. Under the Family Educational Rights and Privacy Act, the school system must give notice of what is defined as public information and must inform parents of their right to restrict the disclosure of this information.

In addition, under Section 9528 of the Elementary and Secondary Education Act, school districts must notify parents of their option to request that their children's names, addresses, and telephone numbers not be disclosed to military recruiters. If a student is over the age of 18, then the school must notify the students. Parents/students have a right to request that the above information not be released to military recruiters or postsecondary institutions without prior written consent. If a parent does not wish to allow this information about his/her child to be published, he/she should notify the school principal who will have a form for them to complete. Please be aware that due to the public nature of some types of performances/extracurricular/school activities, the school district is limited in its ability to protect the privacy of those students who choose to participate in such activities.

Review of Student Alabama Certificate of Immunization

Each year the Jefferson County Department of Health conducts an audit of student educational records to ensure that children enrolled in school in Jefferson County are protected from vaccine-preventable diseases or have a valid exemption from vaccination. During the course of the audit, local health department employees will check for appropriate vaccinations and a valid expiration date on the blue form or for an appropriate exemption form. No identifying information about the child is kept by the health department employees. If a child needs further vaccination or an updated certificate the school will be notified at the completion of the audit.

Under the Family Educational Rights and Privacy Act the school system must inform parents of their option to request that their children's Alabama Certificate of Immunization not be reviewed by persons not employed by the school system. If a parent does not wish his/her child's record to be evaluated by health department personnel, he/she should notify the principal.

Information

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**Approved by the Homewood Board of Education
July 18, 2006**