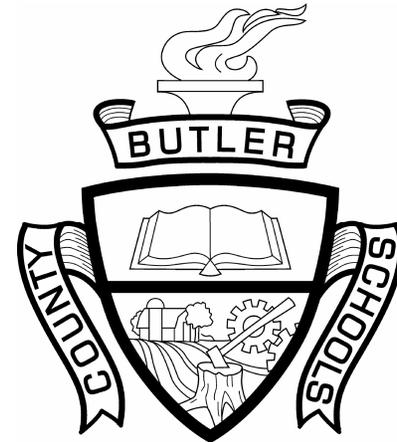


BUTLER  
COUNTY  
SCHOOLS



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HANDBOOK  
AND CODE OF  
STUDENT CONDUCT

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2008-2009

BUTLER COUNTY BOARD OF EDUCATION  
215 ADMINISTRATIVE DRIVE  
GREENVILLE, AL 36037  
TELEPHONE: 334-382-2665  
FAX: 334-382-8607

**BUTLER COUNTY BOARD OF EDUCATION**

215 Administrative Drive  
 Greenville, Alabama 36037  
 Telephone: 334-382-2665 FAX: 334-382-8607  
 E-mail: [ButlerCountyBOE@butlerco.k12.al.us](mailto:ButlerCountyBOE@butlerco.k12.al.us)  
 Website: [www.butlerco.k12.al.us](http://www.butlerco.k12.al.us)

**MEMBERS OF THE  
 BUTLER COUNTY BOARD OF EDUCATION**


---

Billy Wayne Jones  
 6328 Hank Williams Road  
 McKenzie, AL 36456  
 376-2373  
 (District 1)

Terry Williams  
 411 Harrison Street  
 Greenville, AL 36037  
 382-7524  
 (District 2)

Joseph Lisenby  
 727 Fort Dale Road  
 Greenville, AL 36037  
 383-9642  
 (District 3)

Linda Hamilton  
 543 Rolling Hills Loop  
 Greenville, AL 36037  
 382-8893  
 (District 4)

Johnny Lee  
 18990 Mobile Road  
 Georgiana, AL 36033  
 382-6763  
 (District 5)

**SUPERINTENDENT**

Mike Looney

**BUTLER COUNTY SCHOOLS  
 DIRECTORY**

<u>School</u>	<u>Grades</u>	<u>Approximate Enrollment</u>
Georgiana High School Joseph Dean, Principal P. O. Box 680 Georgiana, AL 36033 Telephone: 334-376-9130	7 – 12	248
Greenville High School Dr. Charles Farmer, Principal 100 Tiger Drive Greenville, AL 36037 Telephone: 334-382-2608	9 – 12	750
Greenville Middle School Jai Hill, Principal 300 Overlook Road Greenville, AL 36037 Telephone: 334-382-3450	5 – 8	756
Greenville Elementary School Dr. Tera Simmons, Principal 102 Butler Circle Greenville, AL 36037 Telephone: 334-382-7614	3 – 4	364
McKenzie School Randy Williams, Principal P. O. Box 158 McKenzie, AL 36456 Telephone: 334-374-2711	K - 12	359
Robert L. Austin Elementary School Alton Abrams, Principal P.O.Box 519 Georgiana, AL 36033 Telephone: 334-376-2260	K - 6	289
W. O. Parmer Elementary School Catherine Sawicki, Principal 100 Butler Circle Greenville, AL 36037 Telephone: 334-382-8720	K - 2	584

## Table of Contents

Vision/Mission .....	1
Introduction.....	2
Equal Education Opportunity Statement.....	2
Equity Coordinators .....	2
School Law Enforcement Unit .....	3
Gifted Education (GE) Opportunity Statement.....	3
Gifted Education.....	3
Extracurricular Activities .....	4
Student Activities.....	4
Due Process.....	4
Right of Student Appeal.....	5
Jurisdiction of the Board of Education .....	5
Student Conduct.....	6
Formal Disciplinary Actions and Procedures .....	6
Detention .....	6
School Bus Suspension .....	7
Corporal Punishment.....	7
Suspension .....	8
Expulsion.....	8
Probation.....	8
In-School Study Program .....	8
Saturday School.....	9
Alternative Center.....	9
Interrogation of Students -Notification of Law	
Enforcement Officials .....	9
On-Campus Incidents.....	9
Off-Campus Incidents.....	9
Students Expelled or Suspended From Other Systems.....	10
Physical Restraint.....	10
Classifications of Violations .....	10
Class I Offenses.....	10
Disciplinary Actions for Class I Offenses.....	11
Class II Offenses.....	11
Disciplinary Actions for Class II Offenses.....	11
Class III Offenses.....	12
Disciplinary Actions for Class III Offenses.....	13
Class IV Offenses .....	14
Disciplinary Actions for Class IV Offenses .....	14
Cheating.....	15
Tardy Policy.....	15
Check-In Procedure.....	15
Check-Out Procedure.....	15
Attendance Policy.....	16
Early Warning/Tuancy Prevention Program.....	16
Career/Technical Students.....	18
Search of School Owned Property.....	18
Students with Disabilities .....	18
Student Transportation Rules .....	19
General Transportation Policies .....	19
Student/Parent Responsibility in School Transportation .....	19
Private Transportation Rules .....	21
Field Trips.....	22
Uniform Dress Code.....	22
Cell Phone Policy .....	25
School Conduct Intervention Program (Act 94).....	25
Technology/Internet Use and Ethics Code .....	26
Important Information on Meningococcal Disease and Vaccine .....	29
It's The Law .....	30
Grading Policy.....	36
Homework Policy/Homework Procedures.....	38
Progress Reports and Report Cards.....	38
Credit Recovery.....	38
Acceleration.....	39
Basic Promotion/Retention Guidelines .....	39
No Pass/No Play .....	40
General Criteria for Promotion/Responsibility for Student Mastery .....	42
Special Education Students/Students with Disabilities .....	43
Graduation/Diploma Requirements.....	44
Senior Class Rank Determination.....	47
Acknowledgment .....	48

## **CODE OF STUDENT CONDUCT**

### **VISION**

***Education without boundaries  
Students without limits***

TO FULFILL THE VISION:

- We will raise students' level of expectation and give them confidence in their own potential
- We will expose students to a broad range of life experiences and choices – the arts, career tech, etc., beginning in kindergarten and they will develop a strong work ethic and an ability to adapt to change
- Our students will develop positive self esteem, self confidence, outlook, attitude, and sense of belonging
- Our schools will have a 100% graduation rate

### **MISSION**

***We will provide a safe caring environment where students are challenged to learn, encouraged to develop their potential, and prepared to succeed***

TO FULFILL THE MISSION BUTLER COUNTY SCHOOLS WILL:

- Foster a strong sense of community, promote academic, social, and athletic excellence, and meet all No-Child-Left-Behind requirements
- Offer a broad range of curriculum choices and benefit from a high degree of parental involvement
- Prepare students to enter the job market by understanding what local employers need and preparing students to meet those needs

**BUTLER COUNTY GRADUATES WILL:**

- Have life skills, including job skills, social skills, good character, the ability to get along with others
- Be lifelong learners, productive responsive employees, and involved citizens
- Be prepared to pursue any desired path and to enter and succeed in college if they so choose
- Have a sense of pride about Butler County Schools and will give back to the school system

### **IN ADDITION, BUTLER COUNTY SCHOOLS**

- Care for students during school hours and provide preschool daycare, afterschool programs, summer programs, school-to-work programs, and adult education
- Provide athletic and cultural entertainment events that engage the community
- Are an economic development asset and a major employer in the county

### **INTRODUCTION**

The Butler County Board of Education recognizes fully the constitutional rights of students enrolled in its schools. The Board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that an atmosphere conducive to quality teaching and learning will be maintained within every school serving Butler County.

The Board believes that the kind of discipline preferable in a democratic society is that typified by self-discipline. It considers self-discipline as a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his/her own responsibilities to society. Behavior and discipline policies shall, therefore, demonstrate recognition of individual need to maintain a proper atmosphere for learning within each school.

### **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Butler County Board of Education that no person 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 race, color, disability, sex, religion, national origin/ethnic group, or age.

### **EQUITY COORDINATORS**

In accordance with the provisions of the regulations of Section 504 of the Rehabilitation Act of 1973, provisions of the Americans with Disabilities Act (ADA), provisions of Title IX of the Education Amendments of 1972, and the provisions of Title VI of the Civil Rights Act of 1964, the Butler County Board of Education has adopted a grievance procedure and appointed responsible coordinators. The coordinators are Jennifer Burt, Administrative Assistant (Section 504 and ADA) and Dr. Kathy Murphy, Administrative Assistant (Title VI and IX). Their offices are at the system Central Office, 215 Administrative Drive, Greenville, AL 36037.

### **SCHOOL LAW ENFORCEMENT UNIT**

The Superintendent of Education has designated Dr. Kathy Murphy, Administrative Assistant, as the school system law enforcement unit. All disciplinary records shall be maintained with the law enforcement unit. Video tapes from school bus or school security cameras are law enforcement unit records. Records related and maintained by the law enforcement unit are for a law enforcement purpose. Law enforcement records are not education records as defined by the Family Education Rights and Privacy Act (FERPA) of 1974.

### **GIFTED EDUCATION (GE) OPPORTUNITY STATEMENT**

In the Butler County School System, gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be found to be gifted. The Butler County Board of Education shall prohibit discrimination against any student on the above basis with respect to participation in the Gifted Education Program.

### **GIFTED EDUCATION**

The Alabama State Department of Education defines gifted students as those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program (general education). Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

#### **Student Referral**

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

#### **Basic Eligibility Criteria**

For each student referred, information is gathered in the following three areas:

*Aptitude* – Aptitude is assessed through an individual or group test of intelligence or creativity.

*Characteristics* - A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.

*Performance* – At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

#### **Referral Contact**

For more information or to discuss making a referral, contact a Gifted Education Teacher/Enrichment Teacher at the school or the Special Education Services Coordinator at the Special Services Facility.

#### **EXTRACURRICULAR ACTIVITIES**

All students to include minority students are encouraged to participate in extracurricular activities. All sponsors and coaches of these activities are available upon request, to meet with any interested student to fully inform the student about each extracurricular activity. The Board of Education encourages parents and students to make passing the AHSGE a priority over participating in extracurricular activities and athletics.

#### **STUDENT ACTIVITIES**

Clubs and organizations will be organized only with the advice and approval of the administration. When it is determined that formation of a club or organization is in the best interest of the students of Butler County Schools, a meeting time, and place and a faculty advisor will be provided. In order for a club to become or remain active, the club must have definite goals, objectives, and activities. A copy of the constitution and bylaws must be on file in the principal's office. Continuance of a club/organization requires annual administrative approval.

#### **DUE PROCESS**

It is the policy of the Butler County Board of Education to adhere to due process when carrying out the procedures contained within the Code of Student Conduct handbook. Furthermore, the Board of Education and the educational staff employed by the Board will comply with the elements of due process. It will be the responsibility of the school principals to familiarize their staffs with the due process procedures and to provide each staff member and each student with a copy of this handbook.

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

- I. School rules must be clearly stated and related to the educational purposes of the school.

2. School rules must be fair and specific enough for students to know what they may and may not do.
3. Students, parents, and guardians must be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students must comply with required procedures.

The consensus of the Butler County Board of Education is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety, and welfare of students and insuring the efficient operation of the schools.

#### **RIGHT OF STUDENT APPEAL**

Students and/or parent(s) have the right to appeal decisions of the school principal regarding disciplinary action that result in long term suspension (10 continuous days), Alternative Center placement, or a recommendation for expulsion. The student and/or parent(s) desiring to appeal such decision shall, within five (5) school days of notification of disciplinary action by the principal, request in writing a hearing with the superintendent of education. The request shall include a written statement setting out the reasons for the discipline and the action taken by the principal. The appeal process does not postpone any disciplinary action taken by the school administrator.

The superintendent or his/her designee shall have five (5) school days following receipt of the written contact to hold a hearing on the matter. This hearing shall be attended by the student, parent(s) and school administrator(s). Both parties have the right to call witnesses and present evidence. The superintendent shall notify the student and parent(s) of his/her decision within five (5) school days following the hearing.

After receiving the decision of the superintendent, the student and/or parent(s) shall have five (5) school days in which to appeal the superintendent's decision to the School Board. The Board shall schedule a hearing on the appeal at the next regular Board meeting following receipt of the request. However, the Board may call a special meeting to hear such appeal if circumstances warrant. The Board shall have five (5) school days following the conclusion of the hearing in which to mail to the parent(s) notification of the action taken. The decision of the Board is final.

#### **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Butler County School System are subjected to the policies of the Butler County Board of Education and to the rules and regulations of the schools. This

authority applies to all school-sponsored activities including, but not necessarily limited to, the following:

- Transportation on school buses
- Field trips
- Club or organization meetings
- School-sponsored events
- School groups representing the school system in educational events.

All school rules and regulations pertain to automobiles driven or parked on school property. Any motor vehicle parked on school property can be searched by school authorities if reasonable cause is given. School officials can have any vehicle towed from campus if the owner or student driver refuses to remove it from campus when requested.

### **STUDENT CONDUCT**

All students of the Butler County School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

The Code of Conduct is in effect during the time a student is transported under the sponsorship of the school system, during the time that he/she is attending school, or is a participant in a school sponsored event. The pupil shall be under the control and supervision of the principal or the teacher in charge of the school or any other member of the instructional staff and/ or the bus driver as assigned. Reasonable attempts will be made by administration to contact a parent/guardian before the pupil is removed from a school-sponsored activity, after school hours, due to unacceptable behavior.

This Code of Student Conduct is applicable to special education students except as amended by a child's IEP or other applicable rules and regulations under federal or state law.

### **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

#### **DETENTION**

The principal or his/her designee has the authority to assign students to a designated area at the beginning/end of the regular school day or during break for a reasonable and specified period of time. The parent is responsible for providing transportation in these cases.

A reasonable attempt will be made to notify elementary and middle school parent(s) prior to the assignment of a student to detention. High school students will be notified prior to detention and will be responsible for parental notification. Detention shall be limited to sixty (60) minutes per day.

### **SCHOOL BUS SUSPENSION**

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a specified period of time. The parent(s) will be notified of the suspension from the bus.

### **CORPORAL PUNISHMENT**

The Board shall allow reasonable corporal punishment only after other means of discipline have failed to produce desirable results. If corporal punishment is required, it shall be administered only by a **certified employee** in the presence of a school **administrator** who has been informed beforehand of the reasons for the punishment. At no time shall corporal punishment be administered in the presence of another student. Parents who object to corporal punishment as a method of discipline shall advise the school administrator in writing of the objection; however, the school administrator has the authority to determine appropriate discipline [Alabama Code Section 16-28A-1: U.S. Constitutional case law as supported by *Ingram v Wright* (1977) authorizes the use of corporal punishment by school officials]. In those schools without assistant principals, the principal shall appoint a designee(s) who may administer/witness such punishment in his/her absence.

In administering corporal punishment, the following guidelines shall be adhered to:

1. The employee will use a Board issued paddle.
2. The certified employee administering the corporal punishment must attempt to make telephone contact with the child's parent/guardian in advance of administering the corporal punishment.
3. The employee will provide the following in advance of administering corporal punishment:
  - a. Notice of charges
  - b. An opportunity for the student to explain guilt/innocence
  - c. Notice of the number of licks to be administered (at no time more than three (3))
4. All corporal punishment will occur in the presence of an administrator or designee who has been advised of the reason for corporal punishment being administered.

5. All corporal punishment events will be recorded into STI.
6. School employees who have administered corporal punishment shall provide the child's parents or legal guardians a written explanation of the reason(s) for the punishment and the name of the school administrator who was present as a witness.

### **SUSPENSION**

Suspension is defined as the temporary removal of a student from school. Students who are suspended may not attend or participate in school related activities until reinstated on the day following the suspension. The authority to suspend a student from school rests entirely with the principal/designee of each school. Each suspension should be for a specified number of school days, not to exceed ten (10) consecutive school days. Any deviation from said pattern would require authorization from the Superintendent of Schools or his/her designee. Tests and assignments missed due to suspension shall be made up within 5 school days. It is the responsibility of the student to get assignments and request to make up tests.

### **EXPULSION**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. The authority to permanently expel a student is retained by the Board of Education, which alone can approve such an action. A student who is expelled loses the privilege to attend extracurricular activities.

Prior to re-admittance, any student expelled from school must have a conference with the superintendent and principal. Any expelled student will be placed on probation for one semester upon his/her return to school. Parents are expected to attend the above-mentioned conference.

### **PROBATION**

Any student placed on probation by the Superintendent is subject to expulsion for any violation of the Code of Conduct.

### **IN-SCHOOL STUDY PROGRAM**

In-School Study Program (ISSP) is a structured disciplinary action in which a student is isolated, but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school study program for a reasonable and specified period of time. Students may continue to attend and participate in school related after school activities.

### **SATURDAY SCHOOL**

The Saturday School program is a structured disciplinary action in which students attend school on Saturday. The principal or designee has the authority to assign students to the Saturday School program for a reasonable and specified period of time.

### **ALTERNATIVE CENTER**

Purpose: The purpose of the Alternative Center is to provide an education option.

Principals will make recommendations for Alternative Center placement to the Superintendent. The length of assignment will be determined by the offense. Students will be assigned for a minimum of 30 days.

While assigned to Alternative Center, participation in, and attendance at any school-related activity outside of the Alternative Center setting is prohibited, unless otherwise directed by the State Board of Education. Failure to abide by Alternative Center rules or the Code of Conduct may result in suspension and/or filing of Act 94.

### **INTERROGATION OF STUDENTS - NOTIFICATION OF LAW ENFORCEMENT OFFICIALS**

#### **ON-CAMPUS INCIDENTS**

Students who are involved in a major school disruption will be guilty of a Class IV offense. The school administrator will take appropriate disciplinary action. The student will also be referred to the appropriate legal authority. Notification of law enforcement authorities means notification of Juvenile Court Services, the Butler County Sheriff's Department, Resource Officer, and/or local police officials. All interrogations shall be conducted in private, with an official school representative (principal or designated representative) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present within a reasonable period, school officials must allow interviews by law enforcement officials to proceed. Other non-school persons shall not interview students at school with the exception of parents or guardians or representatives of the Department of Human Resources.

#### **OFF-CAMPUS INCIDENTS**

Law enforcement officials will not be allowed to interrogate students on public school property during regular school hours.

**STUDENTS EXPELLED OR SUSPENDED  
FROM OTHER SYSTEMS**

A prospective student who has been expelled from another school system or who has been suspended from another school system without a satisfactory resolution of the problem for which the student was expelled or suspended shall not be permitted to register in or attend the Butler County Schools.

**PHYSICAL RESTRAINT**

The principal or his/her designee shall have the authority to use physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. Physical restraint shall be used only when necessary to maintain discipline or to enforce school rules, and must be accomplished in a reasonable manner and only in order to protect all parties involved. Law enforcement officials may be called to assist when necessary.

**CLASSIFICATIONS OF VIOLATIONS**

Violations of the Code of Conduct are divided into four classes: Class I, Class II, Class III, and Class IV. Each classification has a disciplinary procedure to be followed by the principal or his/her designee.

Each student will be provided with due process before any disciplinary action is taken.

**CLASS I OFFENSES**

- A. Distraction of other students -any behavior which alters the teaching process in the classroom or in other educational activities
- B. Eating or drinking in unauthorized areas
- C. School property misuse or abuse
- D. Misuse of lunch numbers
- E. Littering of school property
- F. Possession of radios, tape players, electronic games, entertainment devices, without prior administrative approval
- G. Possession of cards, dice, and any other gambling devices or paraphernalia in school buildings, on school grounds or on school buses
- H. Sitting in or loitering around parked vehicles after arriving at school
- I. Inappropriate behavior
- J. Inappropriate display of affection
- K. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense

### **DISCIPLINARY ACTIONS FOR CLASS I OFFENSES**

All Class I offenses that occur in the classroom will be handled by the classroom teacher according to the teacher's approved classroom management plan. Subsequent Class I offenses may be referred to the administrator and may be addressed as Class II offenses. The administrator will handle offenses occurring outside the classroom. The principal or designee will address uniform dress code violations. The student will be instructed to adjust clothes or contact parent to bring clothes/or go to isolation/ISSP for remainder of day. Violations that occur on the bus may result in a bus or school suspension.

### **CLASS II OFFENSES**

- A. Illegal organizations - any attempt to use the school day for activities that are not school related or school sponsored
- B. Gambling -any participation in games of chance for money and/or other things of value
- C. Defiance and/or disrespect of School Board employee's authority - any verbal or non-verbal refusal to comply with a lawful directive or order of a School Board employee
- D. Instigating fights or arguments by carrying written or verbal messages
- E. Verbal confrontation (excessive arguing) or verbal harassment
- F. Possession and/or igniting fireworks or firecrackers
- G. Use of obscene or inappropriate language
- H. Use of obscene or inappropriate behavior (verbal, written, gesture, touching)
- I. Failure to follow class schedules and/or leaving class without written permission
- J. Refusal to give name or intentionally giving false information to an authorized person
- K. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense
- L. Subsequent (2 or more) Class I offenses

### **DISCIPLINARY ACTIONS FOR CLASS II OFFENSES**

#### **Elementary Students**

First Offense: Parental contact and disciplinary action.

Subsequent Offenses: Suspension up to 2 school days, corporal punishment and/or other disciplinary action as determined appropriate by the administrator. Subsequent Class II offenses may be handled as Class III offenses. Violations that occur on the bus may result in a bus or school suspension.

### **Middle School and High School Students**

First Offense could result in one of the following: Corporal punishment, ISSP, Alternative Center placement, extended work assignments, suspension for 1-5 school days or detention. Subsequent Class II offenses may be handled as Class III offenses. Violations that occur on the bus may result in a bus or school suspension.

### **CLASS III OFFENSES**

- A. Vandalism - intentional and deliberate action resulting in injury or damages of less than \$50.00 to public property or the real or personal property of another
- B. Stealing, larceny, petty theft -the intentional unlawful taking, or carrying away of property valued at less than \$25.00 belonging to or in the possession or custody of another
- C. Receipt, possession, or transfer of stolen property with the knowledge or reasonable suspicion that it is stolen
- D. Intentional action or threats - verbal or printed communication threatening or causing an injury to the person, property or reputation of another
- E. Extortion - verbal or printed communication threatening an injury to the person, property or reputation of another, with the intent to extort money or take advantage of any person or to force one to do any act or refrain from doing any act against his/her will
- F. Trespassing - willfully entering or remaining on any school property without being authorized, licensed or invited; or after having been authorized licensed or invited, refusing to depart when requested to so do by an authorized person
- G. Unjustified activation of a fire alarm system or fire extinguisher
- H. Written or verbal proposition to engage in sexual acts.
- I. Use or possession of obscene and/or pornographic materials
- J. Use of beepers, pagers, and/or cellular phones in school buildings or on school buses without prior administrative approval
- K. Gross abuse or misuse of computers, programs, or equipment
- L. Fighting
- M. Possession and/or use of tobacco products, to include matches or lighters, in school buildings or on school buses - possession on the person, in the locker, or in the effects of a student
- N. Leaving campus without written permission
- O. Subsequent (2 or more) Class II offenses
- P. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense

## **DISCIPLINARY ACTIONS FOR CLASS III OFFENSES**

### **Elementary Students**

First Offense: Parental contact and could include the following: corporal punishment, extended work assignments, detention, Alternative Center placement or suspension for up to ten (10) school days. Violations that occur on the bus may result in a bus or school suspension.

Subsequent Offenses: Suspension for 1-5 school days, and/or other disciplinary action.

### **Middle School and High School Students**

First Offense could result in one of the following: Corporal punishment, ISSP, extended work assignments, detention, Alternative Center, or suspension for up to ten (10) school days. Violations that occur on the bus may result in a bus or school suspension.

Subsequent Offenses could result in one of the following: Corporal punishment, ISSP (if available), suspension up to ten (10) school days, detention, or Alternative Center placement. Special circumstances may warrant a recommendation for a disciplinary hearing with the superintendent or his/her designee. Students suspended for Class III offenses may not participate in or attend any school-related activities until reinstated on the day following the suspension.

Class III offenses, when warranted or legally required, shall be reported to the designated law enforcement agency using the appropriate administrative procedures.

## **CLASS IV OFFENSES**

- A. Drugs, drug paraphernalia, or alcoholic beverages - unauthorized possession and/or use of, transfer or sale of same
- B. Arson - the willful and malicious burning of any School Board property or the personal property of anyone on School Board property
- C. Battery upon a School Board employee - the intentional touching or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee
- D. Robbery -the taking of money or other property from the person or custody of another by force, violence, assault, or by instilling the fear of same
- E. Burglary of school property - entering or remaining in a structure or on the premises with the intent to commit an offense

- F. Criminal mischief - willful and malicious damage in excess of \$50.00 to public property or to real or personal property belonging to another
- G Theft - the intentional unlawful taking or carrying away of property valued in excess of \$25.00 belonging to or in the possession or custody of another
- H. Possession of firearms -any firearm or other device (including a starter gun) which may be readily converted to expel a projectile
- I. Unauthorized discharge of any pistol, rifle, shotgun, air gun, or any device capable of expelling a projectile
- J. Possession and/or use of ammunition, weapon or replica of a weapon - box cutter, knife, metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or dangerous object on any school property
- K. Bomb or other threats -any communication which has the effect of interrupting the educational environment
- L. Explosions -possessing, preparing or igniting on School Board property explosives likely to cause bodily injury, property damage, or interrupt the educational environment
- M. Sexual acts - acts of a sexual nature including, but not limited to sexual battery, intercourse, attempted rape, or rape
- N. Aggravated battery - intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon
- O. Inciting or participating in a major student disorder - leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property, or personal injury to participants or others, or which disrupts the school environment
- P. Indecent exposure - exposing a part of one's anatomy that is offensive to others, i.e., exposure of genitalia, breasts, or buttocks
- Q. Subsequent (two or more) Class III offenses
- R. Directing threats or obscene language or behavior (verbal, written or gesture) to a School Board employee
- S. Habitual Offender - a student who commits five Class II or III offenses in any combination
- T. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense

#### **DISCIPLINARY ACTIONS FOR CLASS IV OFFENSES**

##### **All Students, Grades K-12**

Class IV offenses, when warranted or legally required, shall be reported to the designated law enforcement agency by the principal. Parents will be notified and students in grades K-12 may be suspended pending final determination of the facts by

the principal. A student committing a Class IV offense may be placed in the Alternative Center or a recommendation for expulsion may be submitted to the superintendent. In cases of an appeal, Alternative Center placement or suspension will continue until all appeals are complete. Violations that occur on the bus may result in a bus or school suspension.

### **CHEATING**

Cheating on a test or other assignment will result in a grade of zero. The parent/guardian will be notified about the infraction.

### **TARDY POLICY**

Unexcused tardy policy per semester (late to school):

- \*First tardy - Teacher warning
- \*Second tardy - Teacher contact with parent/guardian
- \*Third tardy - Suspended until parent conference with administrator
- \*Fourth tardy - After-School Detention/ISSP Assignment
- \*Fifth tardy - Early Warning Program

### **Check-In Procedure Following an Absence or Tardiness**

1. The student shall report to the principal or designee and request an admission slip prior to returning to the classroom.
2. The student must present a written statement from his/her parent within three (3) days indicating the reasons for the student's tardiness in order for the tardy to be excused.
3. A student who is absent one-half (1/2) of the school day or more without administrative approval will be recorded as absent that day and cannot participate in any school activity scheduled for that day.
4. A student who is enrolled in the School to Work program and misses a full period or more shall not be permitted to report to work that day unless given prior approval by the coordinator and principal.

### **Check-Out Procedure**

1. A K-12 student may not leave campus unless checked out in person by a parent or designated person.
2. Parents may identify two or three other responsible adults to whom permission is given to check their child out of school. A picture ID must be presented by these individuals when checking out the child. Names and phone numbers of these individuals will be maintained at school. Teachers and school board employees may not be designated by another parent to check a child out and to transport the child home during the instructional day.

### **ATTENDANCE POLICY**

A student may not have more than three (3) absences per class within a semester (6 per year). The day(s) that a student is suspended will be counted as excused absences. Credit and/or passing to the next grade may be withheld from students exceeding the allowable number of absences. The principal/designee will determine if credit will be denied based on excessive absences. If credit is denied or the student is retained as a result of excessive absences, the parent/guardian may appeal.

Failure to provide adequate documentation could result in the filing of a complaint/petition against the child or parent/guardian by the district attendance officer if appropriate (parent or guardian will go to court).

If a parent/guardian is found to have contributed to a child's truancy, the court may order the following sanctions:

1. Restitution of \$20.00 shall be paid for every unexcused absence a child has. This shall be paid to the general fund of the Butler County Board of Education.
2. Parent may be placed in jail if child misses any more unexcused days after being taken to court. For every day child has an unexcused absence, the parent spends a day in jail.
3. All parents may be required to attend a parent education program. This will involve either six or eight sessions, depending on the series taught. Each session is usually two hours, and required sessions must be completed.
4. Parents of a truant child who are in need of counseling will be referred to the Butler County Mental Health Center or an independent agency and will be expected to attend counseling sessions.

### **EARLY WARNING/TRUANCY PREVENTION PROGRAM**

The Alabama compulsory attendance laws require children between the ages of 7-16 to attend school. The law also states that parents or guardians having control over school age children are responsible for the children's regular attendance and proper conduct.

#### **Truancy Definition:**

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 maximum of three parent notes per semester will be accepted. Beginning with the fourth absence, an excuse from a physician must be submitted or prior permission from the principal must

be given in order for the absence(s) to be excused. A failure to furnish such (*written*) 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. Four or more unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy statuses of any student as follows:

1. First truancy/unexcused absence (warning)
  - (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. After the third unexcused absence (conference)
  - (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
  - (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
  - (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama* (1975), §16-28-12© (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. After the fourth unexcused absence the principal or his/her designee will recommend a complaint/petition be filed against the child and/or parent/guardian, if appropriate.
4. Child under probation
  - (i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama* (1975), §12-15-100 and 105.
  - (ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

### **CAREER/TECHNICAL STUDENTS**

Career/Technical students who have work experience as part of their program will not be permitted to work when on suspension. The School to Work Teacher/Coordinator is responsible for notifying the employer that the student will not be permitted to work.

### **SEARCH OF SCHOOL OWNED PROPERTY**

Desks, lockers, and other equipment at any school belong to the Board of Education, and although assigned to particular students for use, may be entered and searched by school officials whenever the school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student, himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

### **STUDENTS WITH DISABILITIES**

Disabled students served by Butler County Board of Education Special Education Services are entitled to procedural protection under the Individuals with Disabilities Education Act (IDEA).

If disciplinary action results in long-term change (more than 10 days in a school year) in a disabled student's current educational program or placement, due process is required through the Individualized Education Program (IEP) team action.

Students with disabilities who bring firearms to school may be placed in an interim alternative educational setting for up to 45 calendar days, as determined by the IEP team. The Gun-Free School Act applies to students with disabilities.

Students with identified disability conditions under Section 504 of the Rehabilitation Act of 1973, may be suspended or expelled from school for more than ten days. Educational services may cease during the period of disciplinary exclusion from school. The school system will develop a Section 504 Plan for students as determined eligible by the Section 504 committee.

Prior to any long-term change in a disabled student's educational program or placement, the coordinator of Special Education Services for Butler County Schools must be informed.

## **STUDENT TRANSPORTATION RULES**

### **General Transportation Policies**

1. Students will be transported by school bus only to and from the school normally served by that bus, or to those areas that have been designated by the Butler County Board of Education as a part of the school community of that school.
2. The Butler County Board of Education will not duplicate any part of a school bus route.
3. Only students, chaperones, or others designated by the principal or superintendent will be permitted to ride school buses. School employees shall not be transported to and from work.
4. Students will not be permitted to ride a school bus to a school where they are not enrolled unless prior permission to do so has been granted by the school principals involved and the bus driver has been officially informed in advance.
5. Each school principal will insure that the teachers in his/her school instruct all students who are transported by school bus on proper and acceptable behavior while being transported.
6. If actions of a student immediately before or during transportation jeopardize the safety of others or unduly disrupt other students, the bus driver is authorized to refuse to allow the student to board the bus, or if such student misconduct occurs in transit, the bus driver may stop the bus at the next safe, public place and notify the principal or transportation supervisor. The principal or transportation supervisor shall immediately notify the parents and, if applicable, the appropriate law enforcement authorities. The driver shall remain with the student until appropriate authorities arrive.
7. Students with disabilities will be accorded due process as provided by the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

### **Student-Parent Responsibility in School Transportation**

1. Students are under the authority of the principal of the school they attend. The driver of the bus is responsible to the school principals for the behavior of students on the buses. The driver must, therefore, prohibit students from:
  - a. Eating and drinking on the bus
  - b. Throwing objects from the bus;
  - c. Exchanging seats while the bus is in motion;
  - d. Using tobacco in any form, striking matches or lighters, or possessing knives or other weapons and dangerous objects;
  - e. Extending heads, arms, or hands from bus windows;
  - f. Vulgar talk, loud noise, or shouting;
  - g. Defacing or damaging the bus in any manner;

- h. Using emergency door except in emergencies; and exiting the bus at any place other than the regular stop for each student, except upon written notice from the appropriate school principal.
2. Students who destroy or damage school buses or equipment may be placed on immediate suspension from the bus and will be charged for the cost of replacement and/or repairs. Restitution must be made before permission can be granted for such students to again be transported by school bus. Parents/guardians are responsible for restitution.
3. Parents should encourage their children to know and obey all rules and regulations, and to respect the driver and the rights of others.
4. Students may be assigned specific seats if the driver or principal deems such action necessary.
5. Bus schedules must be strictly adhered to. The bus driver will not repeatedly wait on tardy students. Parents should insure that their children are at the designated bus stop on time each morning.
6. Students should avoid unnecessary conversation with the driver while the bus is in transit.
7. Students must meet the bus at the designated student pick-up point.
8. Students who live on the left side of the road shall remain on the left side of the road until the bus has come to a complete stop, the mechanical stop signal has been extended, and the door opened. When exiting the bus, students who live on the right should walk quickly away from the bus and off the street and students who live on the left or who must cross the road should walk to the front of the bus and wait until the driver signals for them to cross the road.
9. Parents should read and understand the policies, rules and regulations of the Butler County Board of Education, and are encouraged to respect and support the drivers and rights of others.
10. Parents should immediately report all incidents or evidence of carelessness or dangerous practices on the bus, on the highway, or on the part of drivers to the transportation supervisor.
11. In areas where the bus must turn around at a house, the turning area must be kept free of parked cars or other vehicles and other obstructions. Adequate space must be provided and landowners must insure that culverts, etc. are in good repair.
12. Students must obey the driver promptly and cheerfully.
13. Drivers shall not permit students to ride in any place other than the inside body of the bus.

14. Drivers shall not allow pupils to stand in the doorway or doorwell of the bus at any time other than when students are entering or leaving the bus.
15. Once a student has been assigned to a specific school bus, he/she shall continue to be transported to and from school on that bus until the transportation supervisor or principal approves a change.
16. The Board of Education reserves the right to assign students to a bus in order to equalize the loads.
17. A student whose right to bus transportation has been terminated may not ride any Butler County school bus until his/her right to so do has been reinstated.
18. While waiting for or exiting the bus, students should not stand on the roadway, crowd or push to get on or off the bus, and must wait for the bus to come to a complete stop before approaching the bus to board or the bus door to exit.
19. Students entering the bus should be seated as soon as possible and shall not change seats while the bus is in motion. Students should not place anything in the aisles and should be courteous and responsible passengers at all times.

***Riding the school bus is a privilege, which may be revoked due to a student's misbehavior.***

#### **Private Transportation Rules**

1. Students driving a motorized vehicle (including motorcycles) on school campus must show proof of liability insurance and a valid driver's license.
2. A copy of liability insurance and driver's license must be kept on file in the principal's office or designated site.
3. Students that drive a motorized vehicle to school must park the vehicle in the designated school parking lot.
4. Students, upon parking their vehicle, must exit that vehicle and lock it immediately. Students must then proceed to their classroom/designated area. No students are to assemble in the parking lot.
5. Schools that require a student to purchase a parking sticker will establish their own policies regarding this matter.
6. Students may not return to their vehicles during the school day. If a student has a legitimate reason to return to the vehicle, he/she must have administrative approval.
7. The principal has the authority to revoke the privilege of driving a vehicle to the school.
8. All vehicles on school property are subject to being searched if reasonable suspicion exists that a policy is being violated.

9. Students must obey all traffic laws when operating a motorized vehicle.
10. A student that checks out during the day or when students leave at the end of the school day must immediately leave campus.

### **FIELD TRIPS**

Field trips for academic enrichment may be offered as part of the curriculum. Schools will notify parents/guardians if a field trip is being planned. Schools will adhere to deadlines given for turning in permission forms and/or money to participate on a field trip. Refunds will be given only if stated by teacher/sponsor on the field trip form. If a parent transports his/her child on a field trip, the Release to Transport Student by Private Vehicle form must be signed by the parent/guardian and filed in the school office.

### **UNIFORM DRESS CODE**

#### **Grades K-12**

We take pride in the appearance of our students. Dress reflects the quality of our schools. Dress and appearance must not present health or safety problems, draw undue attention or cause disruptions. All students are expected to dress in clothing that has been approved by the Butler County Board of Education and groom themselves neatly. Boys dress will be pants and shirts. Girls dress will include pants, skirts, skorts, Capri pants, jumper, and shirts.

#### **General**

1. All items may be mixed and matched as desired with exceptions noted in uniform dress code specifications.
2. All clothing must be of appropriate size and fit neatly – no sagging or bagging clothes.
3. Uniforms are to be worn at all school sponsored events except athletics, band concerts, and dances.
4. Students who move into the school system shall be in compliance with the mandatory uniform specifications within five (5) school days of enrollment
5. The only days students will be allowed to be out of uniform are school picture days.

#### **Uniform Dress Code Specifications**

- Pants: Khaki or navy – long or short, pleated, plain front, or elastic waist, hemmed or cuffed. No cargo, flare, or wide-leg pants
- Shorts: Khaki or navy – pleated, plain front, or elastic waist. Shall be hemmed or cuffed and long enough to touch the fingertips when hands are placed by their side

- Skorts: Khaki or navy -- Shall be hemmed or cuffed and long enough to touch the fingertips when hands are placed by their side
- Capri Pants: Khaki or navy
- Shirts: Polo style (2 or 3 button, collared, pull-over) without pockets, navy, red or white , long or short sleeve (approved school names and school club logos will be allowed on the left breast pocket area of the polo shirts) must be tucked in at all times
- Skirts: Khaki or navy, long enough to touch the finger tips when hands are placed by their side
- Belts: Black or brown belts shall be worn if garment has belt loops. Belts must be visible at waist band, must be buckled, and must not be extra long or hang down between legs. No belt buckles are allowed that exceed three (3) inches square.
- Jumper: Khaki or navy, long enough to touch the finger tips when hands are placed at their side, to be worn with white or navy polo style shirt (long or short sleeve) or white blouse with "Peter Pan" style collar (long or short sleeve)
- Sagging Clothing: No sagging clothing. Clothing must fit at the natural waistline. Must not be excessively loose or excessively tight
- Coats/  
Jackets: Any style or color – must be removed upon entering school building. No trench coats will be allowed on school buses or in school buildings
- Sweaters: Navy, red or white – cardigan style with buttons, snaps or zipper. No pullover sweaters or hoods attached will be allowed. Sweaters may not have logos or insignia and no belt attached. The sweater must not be oversized (bulky, bagging) with the school administrator using discretion to determine appropriate size.
- Sweater Vests: Navy, red or white – pullover or cardigan style with buttons, snaps or zipper. Pullover vests may not have hoods attached. Vests may not have logos or insignia and no belt attached. The vest must not be oversized (bulky, bagging) with the school administrator

- using discretion to determine appropriate size.
- T-shirts: T-shirts in any color may be worn as undergarments but shall not show through the outer shirt. T-shirts or other undergarments with emblems, graphics, or logos which show through the outer clothing are prohibited
- Turtleneck Shirts: Navy, red or white turtleneck shirts may be worn underneath polo shirt (short or long sleeve)
- White Blouse With Peter Pan Collar: Shall only be worn with jumper – not navy or khaki pants, shorts, or skirts
- Shoes: Shoes/sandals must be worn at all times – no flip-flops. Presentable foot wear is expected to include appropriate hosiery. Tennis type shoes are recommended for physical education and outdoor play
- Hair: Students' hair must be neat, clean, and trimmed. No combs, picks, or rollers are allowed to be worn in the hair. Extreme hair colorations that would cause undue attention or disrupt class are prohibited
- Accessories: Earrings may be worn by boys and girls in the ears only. Caps, hats, bandanas, and sunglasses are prohibited in the school building

#### **Procedure for K-12 Dress Code Violations**

School system personnel will evaluate compliance with dress code. If questions exist related to appropriateness of dress, the principal or designee will make the final judgment.

##### **First Offense:**

Parental contact, disciplinary action and/or isolation (student removed from classroom to office until parents contacted or ISSP all day if necessary)

##### **Subsequent Offenses:**

Isolation (student removed from classroom to office until parents contacted or ISSP all day if necessary) pending parental notifications, suspension for 1-5 days and/or other disciplinary action. Subsequent Class II offenses may be handled as Class III offenses.

### **CELL PHONE POLICY**

Students will not be allowed to have electronic communication devices in their possession during the instructional day. Storage of electronic communication devices while at school is limited to school lockers and vehicles parked on school property. A student who possesses an electronic communication device shall assume responsibility for preventing theft, loss or damage to such devices brought onto school property.

### **SCHOOL CONDUCT INTERVENTION PROGRAM (ACT 94)**

In addition to the Early Warning Program, the school system is also required by law, Alabama Code 16-28-12, Act 94 (1975), to inform you of the following:

Section I. Section 16-28-12, Act 94, of the Code of Alabama, 1975, reads as follows:

"(A) 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 accordance with a 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 guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the 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."

"(B) 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 a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to

the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such 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.”

**Parental responsibilities required in Section 16-28-12, Act 94, are as follows:**

1. "To enroll their child" -  
"Every child between the ages of seven and sixteen years shall be required to attend school -"
2. "To regularly attend school"-  
Attendance requirements, as set forth in the Early Warning Program, will be followed to ensure regular attendance.
3. "To compel the child to properly conduct himself/herself in accordance with written policies on school behavior"

**TECHNOLOGY/INTERNET USE AND ETHICS CODE**

The purpose of technology and the Internet in Butler County Schools is to support research and education by providing access to unique resources and an opportunity for collaborative work. Use of technology or the Internet, including e-mail, must be in support of and consistent with the educational objectives and within the guidelines of the approved curriculum of the Board of Education.

It is the policy of the Butler County Board of Education to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Technology Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Butler County Board of Education online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. All use of computers, Internet, and e-mail programs are subject to monitoring by electronic means. Any device (regardless of ownership) suspected to be used inappropriately on school grounds is subject to immediate inspection in order to determine the contents and recent utilization of the device. The devices subject to inspection include, but are not limited to, laptops, hand helds, cell phones, gaming devices, calculators, or any other device that can be used to communicate electronically.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The following local regulations will also apply:

- (a) All use of the Internet must be in support of education and research and consistent with the purpose of the Butler County School System.
- (b) It is not permitted to create, send, or forward electronic chain letters.
- (c) Use of the Internet which results in any copyright violation is prohibited.
- (d) Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
- (e) Hate mail, harassment, cyber bullying, discriminatory remarks, spam, and other antisocial communications using local area networks, wide area networks, or the Internet is prohibited.
- (f) Personal information such as name, address, or telephone number should not be revealed on the Internet.

- (g) Use of the Internet for product advertisement, political lobbying, commercial, for profit, buy/sell/trade/order goods, or services, or illegal activity is prohibited. Fraudulent copying, communicating, or modifying of materials in violation of law is prohibited and will be referred to appropriate authorities.
- (h) Malicious use of technology or the Internet to develop programs that harass other users or infiltrate a computer system and or damage the software components of a computer or system is prohibited.
- (i) Installing, downloading or uploading of unauthorized games, programs, files, or other electronic media (including music and movies) is prohibited.
- (j) Technology or the Internet shall not be used to disrupt the work of others.
- (k) The hardware, software, or programs of the Butler County Board of Education shall not be destroyed, modified, or abused in any way.
- (l) Hacking is prohibited. Use of technology, local area networks, wide area networks, or the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords, or data belonging to other users is prohibited.
- (m) All encountered or observed problems in system or network security should be reported to an administrator in your building.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Butler County Board of Education staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

Any person found to be in violation of this policy, applicable state and federal laws (including copyright laws), posted classroom rules, or other relevant Board of Education policy will be subject to appropriate disciplinary measures as outlined in (a) for a Student, the Student Code of Conduct or (b) for an Employee, the Butler County Policy and Procedure Manuals. Violators will also be subject to immediate revocation of Internet and/or computer privileges.

Pursuant to the State of Alabama law, any unauthorized access or attempted unauthorized access may be subject to criminal prosecution.

## **Adoption**

The Butler County Board of Education adopted this Internet Safety Policy at a public meeting, following normal public notice, on February 21, 2008. *CIPA definitions of terms:*

**TECHNOLOGY PROTECTION MEASURE:** *The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:*

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. **SEXUAL ACT; SEXUAL CONTACT**. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## **IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

*What is meningococcal disease?*

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

*How do you catch the disease?*

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that

describes inflammation of the tissue surrounding the brain and spinal cord.

*What are the symptoms of the disease?*

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

*Meningococcal vaccine: Who should get the vaccine and when?*

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

### **IT'S THE LAW**

The Code of Conduct and related behavior and discipline policies adopted by the Butler County Board of Education will serve as guidelines for determining inappropriate behavior.

- a. Inappropriate student conduct or behavior may result in suspension from school -
- b. Suspensions will be reported to the Superintendent and District Attorney
- c. On student's third or subsequent suspension from school, parent will be subject to prosecution by the District Attorney pursuant to Section 16-28-12, Act 94, of the Code of Alabama. A parent may be referred to the District Attorney's Office on a student's first or second suspension, if, in the opinion of the superintendent of education the offense committed by the student warrants such action.

In an effort to assure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that parents receive notification which addresses civil liabilities and criminal penalties for violence and misbehavior by students on school property or against school employees.

**It's The Law** is provided to advise you of those school-related civil liabilities and criminal penalties. You are encouraged to read the document carefully and retain it for future reference.

**Attendance and Conduct (Act 94-782; Alabama Code 16-28-12)**

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).

**School Discipline (Alabama Code 16-28A-1)**

Teachers are hereby given the authority and responsibility to use appropriate means of discipline up to and including corporal punishment as may be prescribed by the local board of education. So long as teachers follow approved policy in the exercise of their responsibility to maintain discipline in their classroom, such teacher shall be immune from civil or criminal liability.

**Teacher Assault (Act 94-794; Alabama Code 16-124)**

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 or her duty.

**Drug Dealing (Act 94-783; Alabama Code 6-5-72)**

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; Alabama Code 16-1-24.2; Alabama Code 16-1-24.1)**

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 harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

**Weapons in Schools (Act 94-817; Alabama Code 13-A-11-72)**

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: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy-jack, bludgeon, or metal knuckles.)

**Possession of Weapons and Firearms by Students**

It shall be a violation of Board policy for any student to have in his/her possession a firearm or weapon of any kind at any place in the school system during regular school hours or during any school function or activity.

This policy is to comply with Public Law 103-382, "Improving America's Schools Act of 1994", Part F, Section 14601, Gun-Free Requirement (Gun-Free Schools Act/GFSA). For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.

According to Section 921, the following are included within the definition:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary, or poison gas
  - 1) bomb
  - 2) grenade
  - 3) rocket having a propellant charge of more than four ounces
  - 4) missile having an explosive or incendiary charge of more than one-quarter ounce
  - 5) fireworks/pyrotechnics of any class
  - 6) mine, or

7) similar device

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

In addition items forbidden shall include, but not be limited to the following: knives, openers, metallic knuckles, tear gas gun, chemical weapon or device, double/triple/quadruple rings which are attached or connected in such a fashion that they may be used as a weapon, any items which may be used as clubs, all sharp or pointed objects designed for use as a weapon, or any other weapon, instrument or object.

Any student who is determined to have brought a weapon as defined in this policy to school, or to have in his/her possession in a school system building, on school system property, on a school bus, or at a school-sponsored function or activity and found in violation of the policy will be:

1. Placed on immediate suspension from school.
2. Subject to a disciplinary hearing with final disciplinary action determined by the Board of Education.
3. Expulsion from the school system of no less than one calendar year; provided, however, that the Board of Education, in appropriate cases, may apply sanctions less severe than expulsion for one calendar year; and provided, further, that, in appropriate cases, such students may be expelled from the regular school setting and be provided educational services in an alternative education setting.

The school principal shall notify the superintendent or his/her designee of violations of this policy. Further the superintendent or his/her designee shall report suspected violations to the appropriate law enforcement authority, which may include city/town police, the Butler County sheriff, and the Butler County district attorney. In addition the school principal shall notify the parents of students who violate this policy. Any student determined by school authorities to have brought a weapon or firearm as defined above shall be referred to the criminal justice or juvenile court system.

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

**Possession of Weapons and Firearms by Parents/Guardians and Other Persons**

Parents/guardians and other persons are prohibited from bringing firearms or other weapons on school system property at any time or to any school system function or activity. Items forbidden shall include, but not be limited to the following: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, fireworks/pyrotechnics of any class, mine, or similar device), any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, knives, openers, metallic knuckles, tear gas gun, chemical weapon or device, double/triple/quadruple rings which are attached or connected in such fashion that they may be used as a weapon, explosive devices including fireworks of any description, any items which may be used as clubs, all sharp or pointed objects designed for use as weapons, or any other weapon, instrument or object.

Authorized law enforcement personnel are excluded from provisions of this policy.

Parents/guardians and other persons found in violation of this policy will be:

1. Placed on immediate suspension from visitation or attendance at any school, or school system function or activity.
2. Referred to appropriate law enforcement or criminal justice authorities.

**Vandalism (Act 94-819; Alabama Code 6-5-380)**

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; Alabama Code 16-28-40)**

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 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 section 16-28-40, Code of Alabama 1975; Alabama Code 16-28-40 through 16-28-45)**

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.

**Unsafe School Choice Option (Alabama State Board of Education, State Department of Education *Administrative Code*, Section 290-3-1-02.e – 2 – Adopted ER effective March 13, 2003; adopted ER as regular rule May 8, 2003, effective June 12, 2003)**

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school," "TOS," or "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX. §9532(a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see § 13A-6-1, et. seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:
  - a. Step 1 Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
  - b. Step 2 Complete the transfer for those students who opt to do so within 20 working days.
  - c. Step 3 Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA's receipt of status.
  - d. Step 4 Implement the corrective action plan

Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four above and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

#### **GRADING POLICY**

The following statements regarding grading are proposed to provide congruency within our school system for regular, academic course work. In no way are the recommendations designed to limit academic freedom and flexibility in the grading process. Rather, the intent is to protect and promote the integrity of the grades assigned to students in the Butler County School System. This uniformity allows a Board-

approved format for assigning grades, a consistent grading policy within our school system aiding in the transfer of grades between and among our schools, a basic policy of grading easily explained to parents/guardians, and a policy that assists administrators when the need arises to interpret a student's grade in the absence of the teacher.

Students will not be given bonus points for anything other than academic assignments. Likewise, earned academic points will not be taken away from a student's grade for any reason. The grading system stated on the report card is maintained and provisions for indicating a grade over 100 are not given.

#### Elementary/ (K-6)

- Minimum of nine graded assignments within a quarterly period. Graded assignments may include but are not limited to tests, projects, and journals.
- Comprehensive quarterly tests will be given in grades 3-6. Teachers will format tests to reflect ARMT style questions a minimum of twice each nine weeks.
- In grades 3-6, grades are computed on an 80/10/10 scale. Eighty percent of the final grade for the quarter is determined by a student's performance on tests, projects, class assignments, etc. No more than ten percent of the grade should be from homework. The remaining ten percent will be a comprehensive nine weeks test.
- 1<sup>st</sup> semester and 2<sup>nd</sup> semester averages will be averaged together for a final grade.

#### Junior High/High School (7-12)

- Minimum of nine graded assignments within a quarterly period. Graded assignments may include, but are not limited to, tests, projects, journals, and portfolios.
- Grades are computed on a 70/20/10 percentage scale. Seventy percent of the final grade for the quarter is determined by a student's performance on tests, projects, assignments, etc., twenty percent is determined by the student's performance on a quarterly comprehensive exam, and no more than 10 percent of the grade is determined by homework grades. Teachers will format tests to reflect ARMT/AHSGE style questions a minimum of twice each nine weeks. Written assignments are encouraged at all grade levels including essay test questions when appropriate.
- 1<sup>st</sup> semester and 2<sup>nd</sup> semester averages will be averaged together for a final grade.

### **HOMEWORK POLICY**

Homework is an integral part of the student's total school program. Teachers at all levels are encouraged to require home study.

The purpose of homework is to increase the educational opportunities of students by providing additional learning time after the regular school day for reinforcing, extending and enriching instruction.

### **HOMEWORK PROCEDURES**

The assignment of the amount and type of homework should be the professional responsibility of the teacher based upon the needs of the child and the subject matter. It is the teacher's responsibility to communicate his/her homework policy to the student.

Within the above context, homework assignments should:

- be coordinated between subject area departments (when possible)
- be a meaningful extension of classroom learning and lessons
- be attainable, assuring that all students are capable of successful completion of assignments
- be related to skills previously taught in the classroom, although special interest projects may be an outgrowth of classroom instruction or may extend and enrich specific interests
- be acknowledged
- be of high quality, which should be representative of the school, the instructional program, and student effort

### **PROGRESS REPORTS AND REPORT CARDS**

Progress Reports will be issued at the end of every 4 ½ weeks. Parental contact will be made for any student who has a failing grade in any subject at the end of each grading period.

### **CREDIT RECOVERY**

Credit Recovery is a course-specific, skill-based extended learning opportunity for students who have failed to master content or skills required for course credit or promotion. Credit Recovery allows students to demonstrate competency in deficient areas rather than requiring a repeat of the entire course. School counselors are available to discuss the admission process.

## **ACCELERATION**

It is the belief of the Butler County School System that students who can exceed the grade-level indicators and benchmarks set forth by the Alabama Course of Study be given the opportunity and encouragement to do so. All children should be provided adjustments when necessary in order to address their individual needs. Academic acceleration provides the opportunity for students to advance in an individual subject area or for an entire grade. School counselors are available to discuss the acceleration program.

## **BASIC PROMOTION/RETENTION GUIDELINES**

### **Criteria for Promotion Grades K-3**

Students must achieve at least a 60% yearly report card average in reading and math to be promoted to the next grade.

### **Criteria for Promotion Grades 4-6**

Students must achieve at least a 60% yearly report card average in Language Arts, Math, Science, and Social Studies to be promoted to the next grade.

### **Grades 7 and 8:**

Students in Grade 7 and 8 must pass the following prerequisite core units prior to attempting Carnegie units of credit in Grade 9 subjects:

#### **Core Unit Prerequisites**

English 7, English 8  
Math 7, Pre-Algebra  
Science 7, Science 8  
Citizenship/World Geography  
World History/Geography < 1500

#### **Ninth Grade Course**

English 9  
Algebra I  
General Biology  
World Hy/Geography > 1500

To be promoted to the 8<sup>th</sup> grade, a 7<sup>th</sup> grade student must pass at least 4 core units (8 semesters) and 2 elective units (4 semesters). Yearly averages will be used to determine pass/fail of a unit. Core coursework not passed must be repeated and successfully completed before taking the corresponding course at the 9<sup>th</sup> grade level. A 7<sup>th</sup> or 8<sup>th</sup> grade student who fails to earn a yearly average of 60 due to grades in a specific semester will repeat that semester; however, if both semesters are failing grades then both semesters must be repeated. Core classes can be retaken through credit recovery.

To be promoted to the 9<sup>th</sup> grade, a student must have passed at least 7 core units (14 semesters) and 3 elective units (6 semesters). Core classes passed will count toward the

required prerequisites for 9<sup>th</sup> grade coursework; however, a particular 9<sup>th</sup> course can not be attempted until all prerequisites for that course have been met.

Students are not required to re-take core classes taken and passed at either the 7<sup>th</sup> or 8<sup>th</sup> grade level. A student who is seated in the 7<sup>th</sup> grade may schedule 8<sup>th</sup> grade coursework. Students retaking failed 7<sup>th</sup> grade core courses will be allowed to take 8<sup>th</sup> grade core courses in the same subject area, if the schedule permits.

Decisions regarding promotion or retention of students passing all core units but receiving a failing grade in 2 or more non-core (elective) subjects shall be referred to the local Building Based Student Support Team for a recommendation to the principal.

An administrative promotion or retention may be exercised by the Building Based Student Support Team in accordance with administrative directives.

**Grades 9-12:**

Required units per year for promotion:

9 <sup>th</sup> grade	6 units
10 <sup>th</sup> grade	12 units
11 <sup>th</sup> grade	18 units

A minimum of 24 units are required for earning a credit-based diploma plus a passing score on the mathematics and reading subject areas as well as one additional component of the Alabama High School Graduation Exam. A passing score on all components must be earned for a standard diploma.

Beginning with students entering the ninth grade in 2006-2007, an additional elective credit will be required. The total will be 25 credits plus a passing score on the mathematics and reading subject areas as well as one additional component of the Alabama High School Graduation Exam. A passing score on all components must be earned for a standard diploma.

An administrative promotion or retention may be exercised by the Building Based Student Support Team in accordance with administrative directives.

**NO PASS/NO PLAY**

The Butler County Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Butler County Board of Education also recognizes and supports high academic

standards and the necessity of developing a framework to annually assess each student involved in athletics and extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. In addition to standards set forth by the AHSAA, the Board of Education encourages parents and students to make passing the AHSGE a priority over participating in athletics and extracurricular activities. This Board of Education also recognizes that the Class of 2010 and subsequent classes will be required by the Butler County Board of Education policy to earn a minimum of 25 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.

The Butler County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in athletics:

1. Each student in Grades 9-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including one credit each in English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school.
4. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of second semester remains eligible for the remainder of the second semester so far as grades are concerned. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork failed in computing the 70 average.
6. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year, or who accumulates a total in excess of the required four (4) per year may be

exempt from earning the four (4) core courses in the succeeding year as long as that student remains on track for graduation with his/her class.

Each student below Grade 9 shall pass five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12

For purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Extracurricular activities are defined as those that are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and local board of education for approval. Each request for full participation by all students, regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and local board of education approve it as an extension of a course(s) requirement(s) and/or it is a sanctioned event by a state/national subject matter association.

### **GENERAL CRITERIA FOR PROMOTION RESPONSIBILITY FOR STUDENT MASTERY**

#### **The Principal:**

The principal is responsible for:

1. Monitoring the instructional program to insure success;
2. Insuring the flow of information about the instructional program between the school and the parents;
3. Assuring that teachers notify parents regarding student progress at prescribed intervals and/or more often as deemed by the teacher(s); and,
4. Placing students appropriately so that they can receive the proper kinds of instruction

#### **The Teacher:**

The teacher is responsible for:

1. Making sure that the specified skills for mastery are taught from an appropriate management system;
2. Keeping parents informed about their children's progress; and,
3. Systematically scheduling conferences with parents to review students' progress.

**The Parents:**

The parents are responsible for:

1. Monitoring the children's progress through reviewing progress report card grades and test scores available at the school;
2. Making sure that their children attend school regularly and adhere to performance and behavior expectations;
3. Scheduling school visits often; and,
4. Providing a specified time for children to do homework in an environment that is free of distractions.

*The information provided here is only a summary of the Promotion/Retention Policies. If you need further details or would like to see a copy of the entire document, contact your child's teacher or the principal at his/her school.*

**SPECIAL EDUCATION STUDENTS/  
STUDENTS WITH DISABILITIES**

1. Students with disabilities, as defined by the Individuals with Disabilities Education Act, will be given the opportunity, consistent with the decision of the individualized education program (IEP) Team, to participate in the system's graduation activities and program exit document procedures including the opportunity to earn Carnegie units. The type of exit document may be checked at any time the IEP Team deems appropriate, but must be checked yearly beginning by age 16.
2. The type exit document for students with disabilities is determined by the IEP Team. Students with disabilities may obtain the following types of exit documents when all criteria are met: an Alabama High School Diploma, Alabama High School Credit Based Diploma, Alabama High School Diploma with Advanced Academic Endorsement, Alabama High School Diploma with Advanced Career/Technical Endorsement, Alabama High School Diploma with Career/Technical Endorsement, Alternate Adult High School Diploma, Alabama Occupational Diploma, or Graduation Certificate. Special Education students are not required to pass the Alabama High School Graduation Exam (AHSGE) to earn an Alabama Occupational Diploma. They may take the AHSGE if so stated in the IEP.

The Certificate of Attendance may be awarded to a student covered under IDEA who has completed Grade 12 and has met the objectives of his/her Individualized Education Program or has reached his/her 21<sup>st</sup> birthday, but has not satisfied requirements for a diploma.

## GRADUATION/DIPLOMA REQUIREMENTS

The Alabama State Department of Education requires that any student receiving a high school diploma, other than the Alabama Occupational Diploma, **must pass** the required components of the **Alabama High School Graduation Examination** and fulfill state and local requirements regarding Carnegie Units.

### ALABAMA HIGH SCHOOL DIPLOMA

English/Lang. Arts	4.0
Mathematics	4.0
Algebra I*	1.0
Geometry	1.0
Two additional math credits	2.0
Science	4.0
Biology	1.0
Physical Science	1.0
Two additional science credits	2.0
World Hy & Geography since 1500	1.0
US Hy & Geography to 1900	1.0
US Hy & Geography 1900 to present	1.0
American Government	0.5
Principles of Economics	0.5
Physical Education	1.0
Computer Applications**	0.5
Health Education	0.5
Fine Arts Education	0.5
Electives	5.5
<b>Minimum units required</b>	<b>24</b>
<b>Credits to Graduate</b>	<b>25</b>

***Beginning with students entering the ninth grade in 2006-2007, an additional elective credit will be required for this diploma. The total will be 25 units.***

\*This requirement may be satisfied by the successful completion of Algebra I, in the 8<sup>th</sup> grade, thus requiring 3 rather than 4 mathematics courses in Grades 9-12; however, the 8<sup>th</sup> grade course will not count toward total credits, GPA or class rank.

\*\*This requirement may be satisfied by the successful completion of one semester of Computer Applications or one year of Business Technology Essentials. If coursework is completed before 9<sup>th</sup> grade, it will not count toward total credits, GPA, or class rank.

**ALABAMA HIGH SCHOOL DIPLOMA  
WITH ADVANCED ACADEMIC ENDORSEMENT**

English/Lang. Arts	4.0
Foreign Language*	
(both units must be in same language)	2.0
Mathematics	4.0
Algebra I **	1.0
Geometry	1.0
Algebra II with Trigonometry	1.0
One additional advanced level math credit	1.0
Science	4.0
Biology	1.0
Physical Science	1.0
Two additional advanced level science courses	2.0
World Hy & Geography since 1500	1.0
US Hy & Geography to 1900	1.0
US Hy & Geography 1900 to present.	1.0
American Government	0.5
Principles of Economics	0.5
Physical Education	1.0
Health Education	0.5
Fine Arts Education	0.5
Computer Applications***	0.5
Electives	3.5
<b>Minimum units required</b>	<b>24</b>
<b>Credits to Graduate</b>	<b>25</b>

***Beginning with students entering the ninth grade in 2006-2007, an additional elective credit will be required for this diploma. The total will be 25 units.***

\* This requirement may be satisfied by the successful completion of a foreign language in the 8<sup>th</sup> grade, thus requiring 1 rather than 2 foreign language courses in Grades 9-12; however, the 8<sup>th</sup> grade course will not count toward total credits, GPA or class rank.

\*\* This requirement may be satisfied by the successful completion of Algebra I in the 8<sup>th</sup> grade, thus requiring 3 rather than 4 mathematics courses in Grades 9-12; however, the 8<sup>th</sup> grade course will not count toward total credits, GPA or class rank.

\*\*\* This requirement may be satisfied by the successful completion of one semester of Computer Applications or one year of Business Technology Essentials. If coursework is completed before 9<sup>th</sup> grade, it will not count toward total credits, GPA, or class rank.

**ALABAMA HIGH SCHOOL DIPLOMA WITH  
ADVANCED CAREER / TECHNICAL ENDORSEMENT**

Students may earn an Alabama High School Diploma with Advanced Career / Technical Education Endorsement. This diploma shall be earned by completing **advanced level work in the core curriculum** consistent with guidelines established by the State Department of Education and the Butler County Board of Education, and a coherent sequence of three career/technical education courses in a career major.

English/Lang. Arts	4.0
Mathematics	4.0
Algebra I*	1.0
Geometry	1.0
Algebra II with Trigonometry	1.0
One additional math credit	1.0
Science	4.0
Biology	1.0
Physical Science	1.0
Two additional science credits	2.0
World Hy & Geography since 1500	1.0
US Hy & Geography to 1900	1.0
US Hy & Geography 1900 to present	1.0
American Government	0.5
Principles of Economics	0.5
Physical Education	1.0
Health Education	0.5
Fine Arts Education	0.5
Computer Applications**	1.0
<b>Career / Technical Education (sequenced program of courses)***</b>	<b>3.0</b>
<b>Minimum units required</b>	<b>24</b>
<b>Credits to Graduate</b>	<b>25</b>

***Beginning with students entering the ninth grade in 2006-2007, an additional elective credit will be required for this diploma. The total will be 25 units.***

*\*This requirement may be satisfied by the successful completion of Algebra I in the 8<sup>th</sup> grade, thus requiring 3 rather than 4 mathematics courses in Grades 9-12; however, the 8<sup>th</sup> grade course will not count toward total credits, GPA or class rank.*

*\*\* This requirement may be satisfied by the successful completion of one semester of Keyboarding and one semester of Computer Applications or one year of Business Technology*

*Essentials. If coursework is completed before 9<sup>th</sup> grade, it will not count toward total credits, GPA, or class rank.*

**\*\*\*The Alabama courses of study shall be followed in determining minimum requirements for the sequence of Career / Technical Education courses.**

#### **SENIOR CLASS RANK DETERMINATION**

**The following procedure will be used to determine senior class rank.**

Using numerical grades earned for Grade 9 through December 31 of Grade 12, only courses in the core curriculum are considered. Core curriculum courses include Language Arts, Math, Science, and Social Studies. Language Arts includes English 9-12 and Foreign Language I and II (or equivalent). All district approved honors classes in the core curriculum will receive an additional weight of five (5) points per semester. Dual enrollment courses in the core curriculum will receive an additional weight of five (5) points per semester. All Advanced Placement courses will receive an additional weight of ten (10) points per semester. Honors, dual enrollment, and Advanced Placement will be designated on the student's transcript.

This procedure will be used for the purpose of determining class rank only. Numerical grades recorded on the permanent record will be the numerical grades earned until the end of the school year, and will not reflect the added weights. Numerical grades earned, not weighted, will be used for transcripts. However, weighted class rank and weighted GPA for students pursuant to this policy may be used for scholarship applications.

Subject to the weighting requirements listed above, the valedictorian and salutatorian will be those students having the two highest numerical grade point averages on the Alabama High School Diploma with Advanced Academic Endorsement.

Students will be designated as honor graduates if they are receiving the Advanced Academic Diploma or Advanced Academic Diploma with Career Technical Endorsement AND have a weighted GPA of 90.0 or above.

**BUTLER COUNTY SCHOOLS  
HANDBOOK AND CODE OF STUDENT CONDUCT  
Equal Education Opportunity, Early Warning Truancy Program,  
School Conduct Intervention, It's The Law, Dress Code,  
Search of Property, Technology/Internet Use and Ethics Code,  
Promotion/Retention Policies, and Release to Video Tape,  
Photograph, Broadcast, and Print**

**ACKNOWLEDGMENT**

We acknowledge that we have received a copy of and have read, or had read to us, the foregoing Butler County Board of Education Handbook and Code of Student Conduct and the Parent/Student Compact, and we fully understand the terms thereof. I am fully aware of my responsibility to see that my child attends school daily and properly conducts himself/herself, and of the penalty for my failure to do so. Each parent must notify their child's principal, teacher, bus driver, and other personnel regarding any health issue affecting their child. Parents are responsible for damage or loss to any and all school property that may be lost or damaged by their child.

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*(Please check one)*

I **DO** \_\_\_ or **DO NOT** \_\_\_ give permission for me and/my child to be video-taped or photographed. In agreeing to be videotaped or photographed, I grant permission to the Butler County Board of Education to broadcast/print the videotape or photograph on the Local Access Channel. I also grant permission for future use of such videotape or photograph in whole or part, to other parties as deemed appropriate by the Butler County Board of Education. I release and agree to hold harmless the Butler County Board of Education, employees, elected/appointed officials, Board members, volunteers, officers, Bright House Networks and approved production companies from any liability and/or harm which may arise from videotaping, photographing, broadcasting, future use, or release to other parties.

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\_\_\_\_\_ I **DO NOT** prefer that corporal punishment (paddling) be used as a disciplinary measure for my child. However, I acknowledge the right of the school system's authority to use any and all disciplinary measures provided for under board policy, statutory and case law, including paddling.

\_\_\_\_\_  
(Signed)                      *Student*

\_\_\_\_\_  
(Signed)                      *Parent/Guardian/Custodian*

\_\_\_\_\_  
Date

**NOTE:** Please detach this page after signing and have the student return to his/her homeroom teacher. This **ACKNOWLEDGMENT** becomes a part of the student's cumulative file.