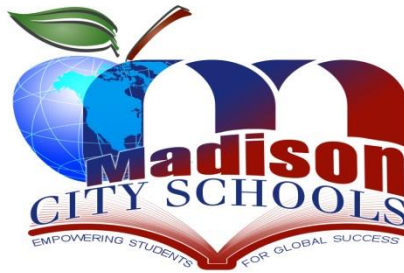


CODE OF STUDENT CONDUCT

City of Madison Board of Education

Mr. Tim Holtcamp, President
Mr. Luis Javier Ferrer, Vice President
Ms. Ranae Bartlett
Mr. Travis Cummings
Mr. Gregory Hulsey



211 Celtic Drive
Madison, Alabama 35758
Telephone: (256) 464-8370

2020-2021

The Madison City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

Coordinator of Personnel and Title IX
211 Celtic Drive, Madison, AL 35758
256-464-8370
policies@madisoncity.k12.al.us

504 Coordinator
211 Celtic Drive, Madison, AL 35758
256-464-8370
policies@madisoncity.k12.al.us

Website: www.madisoncity.k12.al.us

System Tip Line: (256) 464-6575

City of Madison's Text to Protect line: (256) 604-2345 or Texttoprotect@madisonal.gov

The Madison City Schools' policies are reviewed and updated throughout the year, the most current version can be found on our website: www.madisoncity.k12.al.us

MADISON CITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

Dear Students and Parents:

The Madison City Schools' Code of Student Conduct (CSC) describes the rules and standards of conduct and discipline that will be maintained and enforced within Madison City Schools for the 2020-2021 academic year. The CSC is an extension of City of Madison Board of Education's policy and has the force and effect thereof. Please read the CSC carefully located on our website at www.madisoncity.k12.al.us . If you do not have computer access, please see the office staff at your child's school. Make sure that you and each of your school children understand its meaning. If there is an item you do not understand, please contact the school and ask for clarification. Teachers and administrative staff at each school will be available to help you understand any area of the CSC that is not clear to you or your children. It is our goal that each parent and every student be aware of the obligations, rights, responsibilities and behavior requirements in the CSC so that the educational atmosphere in our schools is as safe, productive, conducive to learning and free of disruption as possible.

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

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Nichols". The signature is written in a cursive style with a large initial "E" and a distinct "J" at the end.

Dr. Ed Nichols
Superintendent

CODE OF STUDENT CONDUCT
TABLE OF CONTENTS

I.	PREAMBLE	1
II.	GENERAL.....	2
III.	BEHAVIOR.....	2
IV.	PARENT RESPONSIBILITIES	3
V.	STUDENT RIGHTS	3
VI.	KNOWLEDGE AND COMPLIANCE	4
VII.	ATTENDANCE.....	5
VIII.	ACADEMIC CREDIT, GRADING, LATE SUBMISSION, CHEATING	11
IX.	RELEASE OF STUDENT INFORMATION.....	12
X.	STUDENT DRESS	12
XI.	RIDING A SCHOOL BUS.....	15
XII.	ASSEMBLY	15
XIII.	PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES	15
XIV.	RIGHT TO FREE SPEECH	16
XV.	STUDENT MEDIA PUBLICATIONS	16
XVI.	MEDIA COVERAGE OF SCHOOL EVENTS	16
XVII.	RESPECT FOR PERSON, PRIVACY, AND PROPERTY.....	17
XVIII.	CAUSING OR THREATENING PHYSICAL HARM	19
XIX.	PROHIBITED SUBSTANCES AND DEVICES.....	20

TABLE OF CONTENTS (Continued)

XX.	MEDICATIONS	22
XXI.	COMMUNICABLE DISEASES	23
XXII.	CLASSIFICATION OF VIOLATIONS AND CONSEQUENCES	24
XXIII.	DISCRIMINATION AND HARASSMENT	30
XXIV.	STUDENT SEXUAL HARASSMENT	30
XXV.	ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES POLICY RULES	31
XXVI.	USE OF DIGITAL DEVICES DURING THE ADMINISTRATION OF A SECURE TEST	39
XXVII.	STUDENT GRIEVANCES	39
	NOTICE REGARDING RELEASE OF DIRECTORY INFORMATION.....	40
	ATTACHMENT I.....	41
	ATTACHMENT II	42
	ATTACHMENT III.....	43

I. PREAMBLE

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

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

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

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

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

C. Applicability. The provisions of this CSC are applicable to all students in the Madison City School System and their parents. Whenever this CSC applies to schools, it applies in all schools, on all school campuses, school buses, other school system-owned or operated vehicles,

and at any location where a school or school system-sponsored event or an event in which the school is participating is taking place.

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

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

II. GENERAL

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

III. BEHAVIOR

- A. General Student Behavior. Parents must assure that students understand and practice the concept that other students have the right to learn, that teachers have the right and responsibility to teach, that speakers have the right to speak, that performers have the right to perform, and that persons conducting meetings have the right to do so without interference or distraction from unruly, noisy, or otherwise inconsiderate students. Parents and students must also understand that violations of this CSC will result in disciplinary consequences.
- B. **Expectations. Principals and teachers are expected by the Board to require and maintain high standards of student behavior in any settings with students to assure that educational objectives for all students can be achieved and that customary courtesies are observed. Principals have the discretion to assign violation codes to unspecified behavioral misconduct as warranted.**
- C. Respect for Flag and Anthem. City of Madison students are taught the history, conduct, and respect associated with the flag of the United States of America, the national anthem, and the Pledge of Allegiance. All students, be they spectators or active participants, are expected to demonstrate proper respect and conduct toward the flag, anthem, and pledge at any school activity on or away from school grounds.
- D. Reported or Perceived Indicators of Harm. It is the policy of the Board to treat all reported or perceived indicators of potential harm to persons, facilities, or other property as serious in nature. These indicators may be verbal, written, electronic, physical, visual or otherwise, and may be acquired from a variety of sources. Whether or not the intent to cause harm existed at the time the initiating information was acted upon is secondary to the necessity to deal with the indicator promptly and decisively in trying to maintain safe conditions. When handling these situations, Board employees are expected to be acting upon reasonable suspicion in furthering the security and safety of persons, facilities and property.

The Board recognizes and regrets the possibility that some of the indicators may turn out to be without substance and that temporary inconvenience and embarrassment for students, parents, or Board employees may result.

Each situation will be handled according to the information developed, and consequences may vary.

IV. PARENT RESPONSIBILITIES

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

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

V. STUDENT RIGHTS

Students have the right:

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

Note: See Section XIII for student privileges in school-sponsored programs and activities.

VI. KNOWLEDGE AND COMPLIANCE

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

VII. ATTENDANCE

- A. Regular Attendance. The Board views regular student attendance as necessary to learning. Valuable instructional time and learning sequences and experiences are missed when a student is not in school. Similarly, the instruction of other students is adversely impacted by the interruption of students arriving late or departing early. The Board views punctual arrival and readiness for instruction along with presence for the full instructional day as essential elements of regular attendance. For these reasons, and to enhance the student's right to learn, the Board establishes policies and procedures to encourage and require students to be in school.
- B. Compulsory Attendance for All Students. All students enrolled in the Madison City School System, regardless of age and grade, are required to be in school each day. The parent of any child required by law to attend school per Ala. Code § 16-28-3 is responsible for the attendance and behavior of the child under Ala. Code § 16-28-12. A portion of Ala. Code § 16-28-12 is required by law to appear in this CSC and follows:
1. Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local Board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor, and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
 2. Each local public Board of Education shall adopt a written policy for its standards on school behavior. Each local public school Superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.
 3. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of education of the school system in which the suspected violation occurred. The Superintendent of education or his or her designee shall report suspected violations to the district attorney within ten days. Any principal or Superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall

vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

C. Parents' Explanation of Absences, Tardies, and Early Checkouts. Parents must provide a written explanation of each student's daily tardiness, absence from school, or early checkout to the student's teacher or school office in accordance with Ala. Code § 16-28-15 of the Alabama Code. The explanation must be provided within three school days of each absence or tardiness or consecutive absences. If a written explanation is not provided within this period, the student's absence(s) or tardiness will be classified as truant and left unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual (available online at www.alsde.edu under Sections/Prevention and Support Services/Attendance). Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. When an absence has the potential to endure beyond one day, parents should notify the teacher or school office.

D. Present, Absent, Tardy, or Early Checkout.

1. The Board believes that the student's right to attend public school places a joint collateral responsibility upon the parent and student for the student to be faithful and punctual in attendance. The Board also believes that regular, full day, and punctual student attendance promotes learning and a sense of personal responsibility in the student. Valuable instructional time and learning sequences and experiences are missed when a student is not in school.
2. A student must be in attendance for at least one-half of the instructional day to be counted present for the day, otherwise the student is counted absent. Parents should contact the school to determine what portion of the day constitutes one-half day of instruction. To promote student and school safety and to facilitate proper accounting for students, parents shall deliver tardy students to the school office and sign them in to school. Students in grades 6-12 who normally walk to school and students in grades 10-12 who normally drive to school may sign themselves into school, but must have a parental excuse or doctor's statement in hand at sign in.
 - (a) For grades K-5. A student will be recorded as tardy until determined to be absent in accordance with the information above.
 - (b) For grades 6-12. A student will be recorded as tardy until determined to be absent in accordance with the information above. For class period attendance credit, a student is present if arrived on time, absent if not present at all or tardy for the period if arriving after the bell. Tardiness to class is a disciplinary matter and each school will establish consistent guidelines for disciplining tardy students.
3. For grades K-5. After the third unexcused tardy and in accordance with Ala. Code § 16-28-2.2 of the Alabama Code, a conference with the legal custodial parent shall be scheduled by the Principal or their designee to address parental responsibility for the student's regular and punctual attendance. Excessive tardiness will be addressed as truancy.
4. For grades 6-12. After the third unexcused tardy to school and in accordance with Ala. Code § 16-28-2.2 of the Alabama Code, a conference with the legal custodial parent shall be

scheduled by the Principal or their designee to address parental responsibility for the student's regular and punctual attendance. Excessive tardiness will be addressed as truancy. Tardiness to individual classes separate from tardiness to school will be handled at each school as a disciplinary matter.

E. Excused Absences, Tardies, and Early Checkout. In accordance with Madison City Schools' Policy 6.1.4, absences, tardies, and early checkouts will be excused for the following reasons:

1. Personal Illness
2. Hospitalization
3. Emergency
4. Death in immediate family
5. Court subpoena
6. Religious holidays
7. Absences approved by the principal (to include out-of-school suspension) See Policy 6.18 *Student Suspension (including Students with Disabilities)*

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

F. Early Warning Truancy Prevention Program. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (Warning – Phone Call)
 - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (Conference)
 - a. The parent, guardian, or person having control of the child shall:
 - i. Attend a conference with the attendance officer and principal or his/her designee and or
 - ii. Participate in the early warning program provided by the juvenile court.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

- c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Ala. Code § 16-28-12 © (failure to cooperate), or a truancy against the child, whichever is appropriate.
 - 3. No earlier than seventh unexcused absence, but within ten (10) school days (Court)
 - a. File complaint/petition against the child and or parent/guardian, if appropriate.
 - 4. Child under probation
 - a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Ala. Code § 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

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

- H. Excessive Excused Absences.
 - 1. Grades K-5. A student may have a total of ten days of excused absences per academic year with a written excuse from a legal custodial parent.
 - 2. Grades 6-12. A student may have a total of five days of excused absences per semester with a written excuse from a legal custodial parent. For purposes of grading and/or credit, a student is also limited to a cumulative total of five-excused absences for all courses in a semester whether or not associated with a full-day absence. Specifically stated, the five absence limit does not apply separately to each course; it applies collectively and cumulatively to all courses in a semester.
 - 3. After the excused absences permitted above have accumulated to their respective limits for a student, the student's absences will be classified as unexcused unless documented by a doctor's statement or a satisfactory written explanation is provided to the Principal. The Principal may require a doctor's documentation of an illness or conditions requiring absences that may not be covered by this policy. With proper documentation or explanation, a student will still receive excused absences for reasons 2 through 7 under E. Excused Absences, Tardies, and Early Checkout.
 - 4. The Superintendent shall prepare and implement criteria and procedures for notifying the student and parent as to attendance (including tardiness) and promotion and/ or credit status when promotion and/ or credit are at risk. The procedures may include phone calls, letters, and visits from the district attendance officer. The student and parent should understand that criteria and procedures may vary due to requirements of

grade, schedule, course content, achievement standards, etc., singularly or in combination.

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

that criteria and procedures may vary due to requirements of grade, schedule, course content, achievement standards, etc., singularly or in combination.

- 4. Due to the importance and relationship of attendance to academic achievement, a student in the Madison City School System will be denied promotion and/or credit when the student has excessive unexcused absences.**

M. Conditioning of Driving Privileges Upon School Attendance.

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

VIII. **ACADEMIC CREDIT, GRADING, LATE SUBMISSION, CHEATING**

- A. Academic Credit. The City of Madison school system complies with the grade K through 12 requirements of the State of Alabama. Except for unexcused absences, every student attending school will receive academic credit for each period and each class of every instructional day by one or more of the following methods as determined by the teacher:
1. Completing and submitting homework or class work
 2. Graded tests, scheduled or unscheduled
 3. Class discussion, class work, and/or other participation
- B. Grading and Assessment Procedures. The Superintendent shall prepare and implement grading and assessment criteria, weighting, and procedures (to include criteria and penalties for the late submission of work and for documenting and processing cheating) for the elementary, middle, and high schools.
- C. Cheating. A student who cheats will not receive credit for the work in question. If any other student has cooperated in the cheating, that student is also considered to have cheated and will not receive credit. Cheating students will also be subject to the consequences in the disciplinary consequences in Section XXII of this CSC.
1. Cheating is defined to include, but is not limited to:

- (a) copying someone else's work in or out of class and identifying and submitting it as your own
- (b) failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own
- (c) the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class
- (d) any other situation in which the student attempts to or accepts credit for work not his or her own.

IX. RELEASE OF STUDENT INFORMATION

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

X. STUDENT DRESS

- A. Concept. Students shall not wear clothes in school that display immodesty, unduly attract attention to the human form, or tend to cause disruption. The Board believes that good grooming, dress, and personal appearance are essential elements in the learning and teaching process because they contribute to a more favorable learning attitude and environment. Students are expected to dress and to be groomed in a manner that ensures their health and safety. Grooming, dress, and personal adornment, including considerations of personal hygiene and general cleanliness, must not constitute a distraction or interfere with the educational opportunity of other students, nor must they present the possibility of injury.
- B. Applicable Times and Activities. Unless otherwise specifically stated or addressed, student dress requirements (dress code) detailed herein apply in school during normal school hours. The dress code additionally applies at any school-sponsored activities at any hour or location in which students are direct participants, representing the school, and/or recipients of recognition.

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

C. Dress Requirements for All Grades. Students shall not wear clothes or decorate or adorn themselves in school such that they display immodesty, unduly attract attention to the human form, or tend to cause disruption. All students must comply with the following guidelines:

1. Students must be neatly dressed, clean, well groomed, and practice good personal hygiene.
2. Shoes or sandals must be worn and properly laced or fastened. Foot apparel determined to be dangerous or a safety hazard may not be worn.
3. Hair must be clean and sanitary and worn so that it does not impair vision and is not considered unsafe or hazardous and styled and colored in such a manner that would not cause a distraction/disruption.
4. Clothing must not include pictures, writings, symbols, etc., promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities or anything of a sexual nature, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment. Tattoos with pictures, writings, symbols etc. prohibited by this paragraph must be kept covered by the student's clothing, and not otherwise displayed in the overall school environment during any activity.
5. Students in a classroom or participating in other indoor activity will remove outer garments normally intended for outdoor wear. Garments to be removed include overcoats, trench coats, bulky and/or oversized jackets or oversized pullovers. Garments that equate to a lightweight windbreaker or sweater are permissible. Parents and students should assure that student attire provides for adequate comfort indoors without the wearing of outdoor garments.
6. Prohibited items of clothing include, but are not limited to, off-the-shoulder tops, tank tops, halters, sheer or see-through clothing, clothing with holes or other exposure above the knees. Over-the-shoulder straps must have a minimum width of one and one-half inches. Generally, the hem or cuff of skirts or shorts should not be higher than four inches above the knee of the wearer, depending on the size and height of the child, and appropriate proportionately, as determined in the discretion of the Principal.
7. Apparel that does not reveal the body in an inappropriate manner must be worn, e.g., clothing must not be too tight, too short, or bare at the midriff or sides. Clothing, trousers, or shorts which are excessively baggy and/or which are worn so as to expose underwear or body above or below the waist, and/or which drag on the floor will not be permitted. Oversized shirts are not permitted unless tucked in.
8. Hats, caps, and other head coverings shall not be worn in school.

9. Sunglasses and bandanas shall not to be worn in school or on school buses.
- D. Dress requirements for Grades 9 through 12. In addition to the above, students in grades 9 through 12 will adhere to the following guidelines:
1. Athletic shorts, sweat pants, and track or wind suits shall not be worn to school.
 2. With the approval of the Principal, student participants of scheduled school-sponsored activities, e.g., dance team, cheerleaders, drama class, etc., may dress in a manner that does not conform to the dress code as long as the dress is consistent with the traditional uniform or costume of the activity.
- E. Bodily Ornamentation.
1. As a safety requirement, students shall remove any jewelry or ornamental devices appended to the body by piercing or clamping, or otherwise imbedded, as a prerequisite to participating in athletics or physical education. If the Principal or designee deems an ornamental device to be a safety hazard to the wearer or anyone else engaged in any other activity (laboratory etc.), it shall be removed by the student.
 2. As a safety requirement and to avoid the risk of injury or infection, neither other students nor school personnel shall be allowed to assist in the removal of ornamental devices appended by piercing or clamping, or otherwise imbedded. If a student refuses to remove an appended item, or if an appended item cannot be removed by the student, or if the item cannot be removed without risk of injury or shedding bodily fluid (infection risk), the student shall not be allowed to participate in the activity, will not receive credit for the activity, and will be recorded as an unexcused absence.
 3. In general, students are encouraged to remove all other types of jewelry or ornamentation prior to participating in the activities noted. The Principal or designee may require the removal of other jewelry or ornamentation not appended by piercing, clamping, or imbedding if deemed to be a safety hazard.
- F. Applicability. Requirements of the dress code apply to all students unless exceptions are granted due to a student's disability or medical condition. The Principal may approve other exceptions.
- G. Determination of Violations and Suspension. The Principal or designee is authorized to determine inappropriate dress and to declare violations of these requirements. Students will not be allowed to attend school if their appearance or dress constitutes a safety hazard or disrupts the orderly operation of school. The Principal may prohibit attire and appearance not specifically addressed in paragraphs C and D above, if it disrupts or has the potential for disrupting the orderly operation of school or poses a safety risk. Any student violating the dress code may be suspended for the remainder of the school day.

XI. RIDING A SCHOOL BUS

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

XII. ASSEMBLY

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

XIII. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

- A. Generally. The Board encourages enrolled students to participate in all programs and activities sponsored by the schools. Each program and activity has guidelines by which students are to abide, to include requirements for joining and remaining in the program. School-sponsored programs and activities are offered as a privilege to the enrolled students, and the privilege of being involved in such programs and activities is forfeited if the enrolled student does not obey the guidelines of the program or activity or the provisions of this CSC. Board Policy 6.4 provides guidance on school-sponsored clubs and organizations, non-curriculum related student groups, and distribution of literature. Failure to comply with Board policy, school rules and regulations, and/or other inappropriate behavior constitutes grounds for removal from any school-sponsored program or activity at the discretion of the Principal.
- B. Gifted Education Services. Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. In addition, some students with disabilities may be gifted.

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

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

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

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

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

XIV. RIGHT TO FREE SPEECH

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

XV. STUDENT MEDIA PUBLICATIONS (PRINTED MATTER, BROADCASTS, AND ELECTRONIC DISTRIBUTION)

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

XVI. MEDIA COVERAGE OF SCHOOL EVENTS

A. Media. Occasionally events or incidents which occur on campus, on field trips or other school-sponsored events, are covered by media or are scheduled for broadcast or electronic distribution by sports, news or other media. As a part of this coverage, circulation, broadcast or distribution of images of students may occur. The Principal decides whether to allow media to come into the school or its grounds or to cover field trips or other school sponsored events and the extent to which images of the school or its students will be allowed to be captured and broadcast or distributed, consistent with the limitations of this policy.

B. School Websites, Publications and School Utilized Social Networking Platforms. Madison City Schools publicize school activities and student accomplishments on the system's school websites, school publications, and school utilized social networking platforms. Part of this coverage may include the use of images of students.

C. Parent Concerns. Parents concerned that images of their child might be used by the media or the school system should provide advance notification to the Principals. School personnel will

obtain written permission from the parents of disabled students prior to capturing images of their child. The Principal will make every effort to accommodate the wishes of the parent, but it should be understood that it is very difficult to anticipate and/or control every situation that might occur from media coverage of the school and school events.

XVII. RESPECT FOR PERSON, PRIVACY, AND PROPERTY

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

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

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

B. Searches.

1. Board Property. All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
2. Personal Property. Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and "personal digital assistant" (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.

3. Personal Searches. Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, movement of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Metal detectors may be used during a search. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
4. Use of Recovered Items. Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

C. **Physical Restraint.**

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

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

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

XVIII. CAUSING OR THREATENING PHYSICAL HARM TO STUDENTS OR SCHOOL EMPLOYEES

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

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

XIX. PROHIBITED SUBSTANCES AND DEVICES

The Board prohibits certain items from being in school, on school premises or at school-sponsored activities away from the school, or on a school bus traveling to or from school or any school activity, function or event, or any other school sanctioned or authorized vehicle for transportation. It shall be a violation of this CSC for any student to possess any prohibited item. The following paragraphs list items and the action taken against those who possess them. The paragraphs do not reflect a complete listing of items prohibited in school, but contain the items most dangerous and most notable in society that should not be in schools. Other items may be prohibited at the discretion of the Principal and according to other stipulations in the CSC.

- A. Generally. Students are not to have in their personal possession, in their personal belongings (including book bags, lockers, vehicles, etc.), in school buildings, on school grounds, on school buses, or at any school-sponsored activity any of the items listed in paragraphs C or D below, or prohibited under paragraph E below. Prohibited items are grouped according to the class violation committed by possession of the item (See XXII, Classification of Violations and Consequences, below).

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

C. Items, Possession of Which Constitutes a Class II Offense.

1. Matches or lighters
2. Laser devices

D. Items, Possession of Which Constitutes a Class III Offense.

1. Controlled substances (See also Medications, Section XX, below.)
2. Illegal drugs, drug seeds, or drug paraphernalia
3. Alcoholic beverages
4. Guns, knives, or other weapons (See F, below.)
5. Incendiary devices, explosive material, electronic timing/fusing devices, poison or poison gas, or other materials or substances which may be used to make explosives or incendiary devices or to deliver poison or poison gas, in the absence of legitimate education-related reasons for possession of such materials and the permission of school staff for such possession.
6. Correspondence, notes, reference material, or other documentation deemed an active or potential threat to school safety including but not limited to materials relating to construction, manufacture, placement, detonation, or activation of explosive, incendiary, or booby-trap devices or outlining or suggesting other threats or plans for violence
7. Tobacco or tobacco products

E. Other Items Prohibited at the Discretion of the Principal. Other items may be prohibited at the discretion of the Principal and according to other stipulations in the CSC. Possession of items prohibited at the discretion of the Principal may constitute a Class II or Class III violation as reasonably recommended by the Principal based on the severity of the violation.

F. Gun, Knife, Weapon Defined. For purposes of this CSC, the following terms shall have the meaning ascribed to them in this section.

- 1) Gun. Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; any portion of a firearm which, when combined with other parts, could constitute a firearm; any firearm muffler or firearm silencer; ammunition, blanks, or active shells for any firearm, or any similar destructive device.

- 2) Knife. Pocket knives, hunting knives, box cutters, utility knives, other knives commonly used as weapons, such as lockblade, Bowie, switchblade, hawkbill, or butterfly knives, or other honed or sharpened blade or instrument capable of inflicting harm or injury.
- 3) Weapon. Any item, instrument, or object used, or threatened or suggested to be used in violence, or possessed with the intent to be armed; and any item, instrument, or object made, designed, or adapted for the purpose of inflicting harm or injury.

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

However, students who violate provisions of this CSC related to possession of items constituting a Class III offense described in D. 1 -6 above shall be suspended immediately from attending regular classes pending a hearing to determine the appropriate disciplinary action which will be scheduled to convene not later than the fifth school day after the commission of the violation. Expulsion may result. Depending on the violation, the Principal or designee may have the student removed from the school grounds and released to law enforcement authorities and/or parent(s).

In addition, students found to be guilty of having brought to school or having possession of a gun or firearm as described in Section F.1 above shall be expelled for not less than one calendar year, unless upon review of the circumstances on a case by case basis the Superintendent finds mitigating or extenuating circumstances which justify modification of the one-year expulsion period. Modification may include assignment to alternative school in appropriate cases.

Notwithstanding the foregoing, discipline of students with disabilities shall be determined on a case-by-case basis as required by the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. (See Board Policies 6.18 and 6.19, and Ala. Code § 13A-11-72(g) and Ala.Code § 16-1-24.3.)

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

XX. MEDICATIONS

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

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

XXI. COMMUNICABLE DISEASES

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

In accordance with public health guidelines designed to decrease the spread of communicable diseases, a student will not be allowed to remain in school and will be dismissed with evidence

of the following or similar conditions. If a student is present at school with any of the following symptoms, the legal custodial parent will be called to pick up the student.

1. Temperature of one hundred (100) degrees F. or higher (Must be fever free for 24 hours before returning to school).
2. Vomiting and/or diarrhea within the last eight hours.
3. Productive cough.
4. Rashes of unknown origin (Student may be readmitted with evidence of physician diagnosis and treatment required).
5. Conjunctivitis (Student may return to school after having undergone a minimum of twenty-four (24) hours of treatment).
6. Streptococcus or other infection (Student may be readmitted with evidence of physician diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment).
7. Impetigo (Student may be readmitted with evidence of physician diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment. Lesions must be covered when the student returns to school).
8. Scabies (Must be treated overnight with proper medication, and parent must accompany student to school for the student to be rechecked by the school nurse or Principal for readmission).
9. Ringworm (Must be treated with proper medication for minimum of twenty-four (24) hours before returning to school. Lesions must be covered when the student returns to school.)
10. Head Lice (Must be treated with proper medication. Parent must accompany student to school for the student to be rechecked by the school nurse or Principal for readmission. The student must be free of live lice).
11. Undiagnosed Open Sores (If the student has an open sore that appears infectious (oozing fluid or pus), the student must see a physician, be treated as necessary and present evidence of physician diagnosis for re-admittance).
12. Hand, Foot, and Mouth Disease (Student may return to school with a physician's diagnosis and must be free of fever for twenty-four (24) hours).

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

XXII. CLASSIFICATION OF VIOLATIONS AND CONSEQUENCES

The following lists of violations are classified according to their relative seriousness. These lists are not intended to contain all violations of the CSC nor all the rules, regulations, and procedures of a school. They are intended as a guide for parents, students, and school officials in handling violations

and consequences. When violations occur and are not found within any one classification, the Principal or designee determines the classification and consequences. Principals and administrative designees will assess each disciplinary situation separately with regard to the student and past disciplinary practice to determine an appropriate consequence for a given violation by a student. Resulting consequences for students may differ depending on circumstances.

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

B. Class I Violations.

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

14. Inappropriate use of computers
15. Littering of school property, school buses, or other sites of school activity
16. Failure to wear automobile seat belts while driving or riding in privately owned vehicles on school Board property
17. Any other violation which the Principal may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances

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

C. Class I Consequences.

1. Conference with the student
2. Verbal reprimand

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

D. Class II Violations.

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

Note: (From 13 and 14 above.) **This violation is committed whether or not there is mutual consent. If there is obvious mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent), both/all parties involved have committed the violation and are dealt with accordingly. The Board, in consonance with the Preamble to this CSC, does not tolerate the exhibition of behavior that, in a workplace environment, might result in charges of sexual harassment or be cause for discharge.**

E. Class II Consequences.

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

F. Class III Violations.

1. Alcohol Possession
2. Alcohol Sale
3. Alcohol Use
Selling, purchasing, furnishing, giving, possessing, using, and/or being under the influence of alcoholic beverages.
4. Arson
5. Assault, Violence
Violence against another student as defined in Policy 6.23.
6. Bomb Threat
7. Burglary or Breaking and Entry of School Property
8. Criminal Mischief (Vandalism)
9. Defiance of Authority
10. Disobedience – Persistent, Willful
11. Disorderly Conduct
12. Disruptive Demonstrations
13. Drugs, Possession
14. Drugs, Sale
15. Drugs, Use
Selling, purchasing, furnishing, giving, possessing, using and/or being under the influence of illegal drugs, to include seeds and/or drug residue or drug paraphernalia. Electronic Cigarettes and other such devices will be considered drug paraphernalia.
16. Disruptive use of one- or two-way audible/text/pictures devices such as electronic pagers, cellular telephone, or other portable communication devices (Ala. Code § 16-1-27)
Including but not limited to: photographing, texting, and videoing of testing material, student misconduct, violation of others' privacy, and displaying inappropriate pictures.
17. Fighting
18. Fire Alarm, Tampering with or Setting off
Unjustified activation of fire alarm system or fire extinguisher.
19. Gambling
20. Harassment, Bullying and Cyberbullying
*Harassment, bullying or cyberbullying as defined in Board Policy 6.23. **Note: Some behaviors may be subject to discipline whether or not they occur on or near school***

grounds. See Policy 6.23.

21. Homicide
22. Inciting Other Students to Create a Disturbance
Inciting or participating in major student disorder.
23. Kidnapping
24. Larceny/Theft
Theft of property valued at \$100 or more.
25. Motor Vehicle Theft
26. Profanity or Vulgar Language
27. Robbery
28. Sexual Battery
Sexual battery to include exposure of private body parts or compromising or abetting in the compromise of the modesty of another individual.
This violation is committed whether or not there is mutual consent. If there is obvious mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent), both/all parties involved have committed the violation and are dealt with accordingly. The Board, in consonance with the Preamble to this CSC, does not tolerate the exhibition of behavior that, in a workplace environment, might result in charges of sexual harassment or be cause for discharge.
29. Sexual Harassment
Sexual harassment of a student or a school system employee of an abusive nature at school, on school grounds, or at a school sponsored activity elsewhere, or of any other person at or from any other location if the conduct is disruptive or potentially disruptive to the educational environment in the schools or on school grounds and may consist of verbal or non-verbal communications or written communications delivered by any means.
30. Sexual Offenses
Sexual offense to include exposure of private body parts or compromising or abetting in the compromise of the modesty of another individual.
This violation is committed whether or not there is mutual consent. If there is obvious mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent), both/all parties involved have committed the violation and are dealt with accordingly. The Board, in consonance with the Preamble to this CSC, does not tolerate the exhibition of behavior that, in a workplace environment, might result in charges of sexual harassment or be cause for discharge.
31. Threats/Intimidation
32. Tobacco, Possession
33. Tobacco, Sale
34. Tobacco, Use
35. Trespassing
36. Truancy/Unauthorized Absence
37. Handgun, Possession
38. Handgun, Sale
39. Handgun, Use
40. Rifle/Shotgun, Possession
41. Rifle/Shotgun, Sale
42. Rifle/Shotgun, Use
43. Firearm, Possession
44. Firearm, Sale
45. Firearm, Use

46. Explosive/incendiary or Poison Gas, Possession
47. Explosive/incendiary or Poison Gas, Sale
48. Explosive/incendiary or Poison Gas, Use
49. Other Weapon, Possession
50. Other Weapon, Sale
51. Other Weapon, Use
52. Knife, Possession
53. Knife, Sale
54. Knife, Use
55. Other/Unknown Weapon, Possession
56. Other/Unknown Weapon, Sale
57. Other/Unknown Weapon, Use
58. Other Incidents

Any other violation which the Principal may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances, for example: Repeated Class I & II Violations or unauthorized accessing of or changing information in school computers; Endangering or causing harm to another individual's or to the school's computers, data, and files stored thereon, or setting to include the intentional introduction of a computer virus, or an unintentional introduction of a computer virus arising out of failure to comply with school computer procedures; Interfering with a bus driver during any phase of school bus operation; or, Bypassing, disabling, attempting to bypass or disable, or cooperating in an attempt to bypass or disable any security device, person, or procedure in a school or established for a school activity, to include participation requirements established by principals, teachers, board employees, and chaperones at or away from school.

G. Class III Consequences.

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

H. Disciplinary Hearing. If a violation occurs which requires a disciplinary hearing, the hearing will be scheduled to convene not later than the fifth school day after the commission of the violation initiating expulsion consideration. Expulsion may result. The decision to suspend and/or take additional action will include a review of the student's exceptional status, if any, and applicable federal law. (See Board Policies 6.18 and 6.19).

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

1. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and

2. The student has satisfied all other requirements of the local Board of Education (City of Madison or other) as a condition for readmission.

See Ala. Code § 16-1-24.1.

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

XXIII. DISCRIMINATION AND HARASSMENT

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

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

XXIV. STUDENT SEXUAL HARASSMENT

- A. Harassment and Reporting. Sexual harassment is prohibited by the City of Madison Board of Education. A student who believes he/she is a victim of sexual harassment should contact the school Principal, any other administrator, any counselor, or any teacher. (See Board Policy 6.10 and Note with violation classifications).
- B. Procedures and Instructions. The Superintendent shall prepare and implement procedures for students and staff regarding the reporting and processing of sexual harassment charges or claims.
 1. A student, and/or a legal custodial parent, or an individual acting in the student's behalf, who believes the student is a victim of sexual harassment, as defined within this policy, committed either by another student, a Board employee, or someone at the school other than another student or Board employee, may file a complaint according to the following guidelines:
 - Make the complaint known to the Principal, Assistant Principal, a teacher, or counselor or to whichever male or female he/she feels the most comfortable talking with about the complaint.
Complete a **Madison City Schools Student Sexual Harassment Complaint Form**.
 - to make the complaint in writing or if requested to do so by the person to whom you make the complaint.

2. The person to whom the complaint is made shall make the complaint known to the Principal of the school, except in cases where the complaint is against the Principal, in which case the complaint should be made to the system Title IX Coordinator or the Superintendent.
 3. The Principal of the school or the Title IX Coordinator, as appropriate, shall comply with the Superintendent's procedures and process to investigate the complaint and take appropriate action.
- C. Other Reporting. Any person with knowledge of sexual harassment in the schools is encouraged to submit a report to the Central Office Safe Line at 256-464-6575, or to the City of Madison's Text to Protect line, 256-604-2345 or Texttoprotect@madisonal.gov . Confidential reports may be submitted.

XXV. ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES

4.8 *Employee and Student Acceptable Use of Technology and Related Resources*

- 4.8.1 General – To facilitate achieving a quality education for its students, it is the policy of the Board of Education (Board) to provide all students and employees with opportunities to access a variety of technological resources to fully prepare students for life beyond the K-12 educational environment. A large and varied technological environment requires that technology use by employees and students be legal, ethical and safe. Technology use must be consistent with the educational vision, mission, and goals of the Board.
- a. The Board employs a Coordinator of Technology Infrastructure (CTI) to provide technology support at the school system and school levels and designates a Technology Assistant at each school.
 - b. The Board employs a Coordinator of Instructional Technology to ensure that the faculty are using the technological resources in a way that is consistent and appropriate to the educational vision, mission, and goals of the Board.
 - c. School computers, networks, e-mail and Internet access are provided to support the educational mission of the Madison City School System and are to be used primarily for school-related purposes. Personal use of school computers must not interfere with the employee's job performance or student's academic performance, must not violate any of the rules contained in Board policy, procedures, or other like directives and must not damage the school's hardware, software or communications systems.
 - d. "Community Use" of wireless internet resources may be permitted through the district's guest wireless network providing that the use does not violate any applicable laws or board policies, procedures, and like directives and does not affect the educational environment. The Madison City School System reserves the right to suspend community use at any time without notice.
 - e. The term "system" for purposes of this policy may mean the totality of resources serving the central office and schools, the totality of resources within a school, or the totality of resources accessible by a given workstation or application.
- 4.8.2 Policy Rules – The goal of using the school's computers, local area network, the system's wide area network and the Internet is to bring available educational resources to both students and

staff and to facilitate diversity and personal growth in technology, information gathering skills, and communication. Providing these resources is intended to promote educational excellence by linking individuals and classrooms to global resources to facilitate resource sharing, innovations, and communications. These rules establish usage appropriate for an educational setting and require users to act responsibly and accountably.

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

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

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

- a. All staff may receive network accounts after Board approval of the personnel action or upon the first day of employment if requested by the principal or supervisor in writing to the CTI. For requested accounts, the principal/supervisor will be responsible for notifying the CTI if employment is not approved by the Board.
- b. Network accounts for contract or temporary employees may be requested in writing to the CTI by the principal or supervisor. Requests must be accompanied by a copy of the contract and description of duties. For requested accounts, the principal/supervisor will be responsible for notifying the CTI if employment ends prior to the expiration of the contract period.
- c. Student network accounts are generated based on pertinent information pulled from the district’s student information system.
- d. The CTI may provide temporary or special use accounts at his/her discretion provided that they do not violate any applicable law or board policy.

- e. Network accounts should never be shared with other users, or outside organizations. Doing so is a direct violation of this policy. If an account has been compromised, it should be reported to the technology department immediately.
 - f. Network accounts may be disabled or otherwise restricted for disciplinary or other reasons at the request of the applicable principal or supervisor or at the discretion of the CTI, Superintendent, or his designee.
- 4.8.5 Data Networks – The Madison City School System provides multiple data networks for the use of the faculty, staff, and students for the purpose of meeting the educational vision, mission, and goals of the Board. Use of the data networks may be suspended or revoked as deemed necessary by the CTI, Superintendent, or his designee.
- a. Users may utilize only those computers and devices approved by the MCS Technology Department on the wired district network or the internal wireless network and are prohibited from connecting any device to the physical network or network equipment without the knowledge and consent of the CTI.
 - b. Personally owned devices may only be connected to the provided guest wireless network.
- 4.8.6 Privacy – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Authorized Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. The Board reserves the absolute right to access and monitor all messages and files on Board equipment. Employees and students shall have no expectation of privacy with regard to such data. Spam or obscene e-mail that bypasses the school system filtering should be reported to the CTI.
- 4.8.7 Data Governance – The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.
- Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.
- 4.8.8 Rules of Behavior on System Networks or Equipment – Employees and students are responsible for their behavior on school computer networks just as they are in other aspects of their jobs. Employees and students who misuse the school system’s technology may be subject to denial of computer usage, monetary charges, and/or other disciplinary action. Violation of civil and/or criminal law relating to technology and its use may result in the notification of law enforcement officials. Specific guidelines include those below.

- a. Employees and students may not access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices, etc.
- b. It is forbidden to advocate or promote violence or hatred against a particular individual or groups of individuals or advocate or promote the superiority of one racial, ethnic, or religious group over another. Production or dissemination of hate mail, obscenity, harassment, inflammatory material, chain letters, discriminatory remarks, disrespectful language, and other behaviors disruptive to the educational environment are prohibited on district resources. This includes, but is not limited to:
 - i. Harassing, threatening, insulting, bullying or attacking others.
 - ii. Using the system network to create dissension or conflict.
- c. The MCS network may not be used to access, transmit, or retransmit any information containing pornographic or other sexually oriented material or language (pornographic means pictures or writings intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude form). Accessing, transmitting, or retransmitting may include but may not be limited to:
 - i. Viewing pornography on the computer.
 - ii. Conducting sexually explicit discussions with Internet partners at any time of the day.
 - iii. Sending, displaying, viewing or downloading offensive messages, pictures or movies.
 - iv. Using obscene or profane language.
- d. Individuals may not use technology for illegal activities including gambling, plagiarism of materials found on the Internet and creating of illegal materials such as counterfeit money, fake identification, etc.
- e. Users may not purchase or install software or other digital media to be used on system networks and/or individual workstations within the system without express written permission of the CTI. For purposes of this policy, “install” is defined as copying software of any kind in any form, downloading software from the Internet, and/or loading software from any external source, including personal copies, onto an individual computer, a network directory, or mapped drive.
- f. It is forbidden to use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user’s possession without the appropriate registration of the software including the payment of any fees owed to the owner of the software). Illegal, unauthorized, or unlicensed copies of software must not be used on school system equipment.
- g. Users may not commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network or compromises its security within

the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.

- h. Individuals shall not transmit personal and confidential information concerning students or others to those not authorized to receive such information. Care must be taken to protect against negligent disclosure of such information.
- i. It is forbidden to use passwords improperly or negligently or for employees to use or modify another's passwords. No message should be transmitted without the sender's identity. Transmittal of messages with anonymous or fictitious names is prohibited. Accounts are to be used only by the authorized/registered user and for the intended purposes of the account.
- j. District computers may not be moved off campus unless authorized by the administrator and CTI.
- k. District devices assigned to employees may be taken off campus upon completion of a Faculty Device Contract.
- l. Individuals may not advertise and solicit on the school network or offer or provide products or services on system networks. District internet and e-mail accounts may not be used for commercial purposes or personal or political gain.
- m. Users shall not intentionally modify files, other data, or passwords belonging to other users. Users shall not misrepresent other users on the Internet.
- n. Individuals are responsible for any hardware and/or software damages to the computers or the network caused by inappropriate behavior while using the system. These include, but are not limited to, tampering with the equipment, altering programs and/or files, installing programs without authorization, or reconfiguring any part of a computer.

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

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

4.8.10 Application of Policy –

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

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

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

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

- e. District email and other electronic communications are subject to long term logging and/or archiving as deemed appropriate by the Superintendent and CTI.

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

- a. Internet access is provided to allow students, faculty and staff to conduct research and access resources. Users gaining access to the Internet agree to conduct themselves in a considerate and responsible manner. By signing the Code of Student Conduct for each student in the household, legal custodians/parents provide written permission for their child to have access to the Internet and network resources.
- b. The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview websites being used for instructional purposes and observe students using the Internet. Teachers are responsible for monitoring and overseeing student use of computers and online resources in accordance with this Acceptable Use Policy, and for educating students about digital safety and ethics as well as integrating into their teaching the Technology Course of Study. If a student encounters inappropriate content online, they are to immediately close the browser and report the incident to the teacher. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the CTI. Teachers may request blocked sites be opened which they feel are appropriate and needed for instruction by contacting the Technology Department.
- c. Sites found to disrupt the learning atmosphere by consuming excessive internet bandwidth may be blocked or otherwise limited at any time without notice.
- d. Network users are prohibited from accessing external networks or alternate Internet service providers while within the Madison City Schools’ internal network unless expressly authorized by the Superintendent or Superintendent’s designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software. This prohibition includes, but is not limited to, VPN or other technologies that attempt to bypass district filters/security, cellular “hot spots”, cellular data plans, etc.
- e. All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
- f. Employees and students should be aware that posting of personal information of any kind about themselves or others is prohibited. Personal information includes home addresses, work addresses, home phone numbers, social security numbers, etc.

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

4.8.15 Mass Electronic Notification Systems -

- a. General. The City of Madison Board of Education maintains mass electronic notification systems for the purpose of facilitating dissemination of educationally-related information to stakeholders. It is the hope of the Board that each school will use such systems for distributing emails and pertinent announcements to parents and guardians.
 - b. Uses. The mass electronic notification system from Madison City Schools (MCS) will be used for educational and informational purposes only and in accordance with all Madison City policies and procedures. All submissions/postings to the program will be written and released by approved webmasters and/or administrators.
 - c. Membership. Because mass electronic notification systems maintained by MCS are intended for informational purposes for stakeholders, information for membership will be distributed by each of the schools within the school system and on the school system websites.
 - d. Disclaimer. The City of Madison Board of Education and its employees cannot be held responsible for postings through mass electronic notification systems including, but not limited to, acts of omission, accidental misinformation, or information that may come into the possession of unintended parties or individuals.
- 4.8.16 District Devices and Equipment – All purchases of technology-related devices and equipment for the district, regardless of funding source, must be coordinated through the technology department in order to ensure inventory integrity and safeguard network management, control, and compatibility. Only devices and equipment approved by the CTI may be purchased with district or donated funds. Any technology-related donations to the district must be coordinated through the CTI before being accepted.
- 4.8.17 Personal Devices – Madison City Schools promotes a Bring Your Own Device (BYOD) program to supplement the devices provided in each school. A wireless network is provided for this purpose and for guest use. All personal devices should utilize the guest wireless network.
- 4.8.18 Web Sites (District, School, and School-Sponsored Activities) – The District provides a website platform used by all district entities to maintain consistency. Because District web sites are globally available and represent the community at large, webmasters are required to adhere to all acceptable use standards and present an appropriate and positive image.

XXVI. USE OF DIGITAL DEVICES DURING THE ADMINISTRATION OF A SECURE TEST

- A. The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other communication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed to be in possession of a digital device during the administration of a secure test, the device will be confiscated.
- B. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

XXVII. STUDENT GRIEVANCES

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

**City of Madison Board of Education
Notice Regarding Release of Directory Information
Under the Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Madison City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Madison City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Madison City Schools to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws¹ require the school district to provide military recruiters, upon request, with names, addresses and telephone listings unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want Madison City Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's principal in writing within ten (10) days from your receipt of this notice. Absent written documentation of receipt you will be deemed to have received this notice within three (3) days after it is distributed to your child. Madison City Schools has designated the following information as directory information:

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

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

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

(Please print)

_____, a student enrolled in
(name of student)

(name of school)

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

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

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

Signature _____ Date _____
(Legal custodial parent)

Signature _____ Date _____
(Legal custodial parent)

NOTES:

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

Madison City Schools

MEMO To: Custodial Parent

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

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

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

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

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

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

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

Thank you for your cooperation.

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

DATE _____ STUDENT SIGNATURE _____

DATE _____ CUSTODIAL PARENT SIGNATURE _____

Attachment III

Madison City Schools
Complaint/Grievance Form

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

Check One:

Student Parent/Guardian Employee Other: _____
(describe)

Name: _____ Work Phone: _____
(if applicable)

Home Address: _____

Home Phone: _____ E-mail Address: _____

Preferred method of contact (check one):

Regular Mail E-mail Work Phone Home Phone

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

Identify supervisors, administrators, or other decision makers whose actions led to the filing of the grievance,

and all witnesses or other persons having information that is relevant to the grievance:

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

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

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

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Grievance Received: _____ Superintendent: _____

Date Decision Delivered: _____ Superintendent: _____

Date Appeal of Grievance Received: _____ Superintendent: _____

Date Appeal Decision Delivered: _____ Superintendent: _____

Attachment IV

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

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

Student's Name: _____ School: _____

Home Phone: _____ Email address: _____

Home Address: _____

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

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

OTHER INFORMATION:

- I believe the incident in question was motivated by the following characteristic(s) (Check All That Apply):
 - Race
 - Sex
 - Religion
 - National Origin
 - Disability
 - An imbalance of strength, power, or influence
 - Other personal characteristics

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

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

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

Student Signature: _____ Date: _____

OR

Parent/Guardian Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Grievance Received: _____ Principal: _____

Date Reply Delivered: _____ Principal: _____

Date Request for Review Received: _____ Superintendent: _____

Date Response to Request Delivered: _____ Superintendent: _____

Madison City Schools
Student Sexual Harassment Complaint Form

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

Student’s Name: _____ School: _____

Your Home Phone: _____

Your Home Address: _____

Your E-mail Address: _____

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

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

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

(Attach additional paper, if needed.)

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

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

Signature _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Grievance Received: _____ Principal: _____

Date Reply Delivered: _____ Principal: _____

Date Request for Review Received: _____ Superintendent: _____

Date Response to Request Delivered: _____ Superintendent: _____

