

Greetings Everyone:

I would like to welcome you to the start of our school year. We are excited to have everyone back and to get started. I hope that this year is used to further your education but also create life long memories you can cherish forever. We understand that in order for our students to receive the best educational experience possible, all stakeholders must work together. We look forward to this experience this year. All of our goals and plans should have an end result in mind and be data driven. I encourage all of our students to use this model as they prepare each year. We need the help of our parents/guardians to assist in the issue or truancy. We need your student at school if they are not sick. We ask that you schedule family vacations and trips during our scheduled holidays and breaks. Please use this handbook as a reference and guide for any questions you may have. However, I always encourage you to contact your school if you have questions and cannot find them addressed in this handbook. Once again, we are looking forward to a great year. Let's get it started!

Greg Shehan, Monroe County Board of Education Superintendent

Table of Contents

Monroe County Public Schools ..... 7

Monroe County Board of Education Board Members ..... 7

Vision of the Monroe County Board of Education ..... 8

Mission of the Monroe County Board of Education ..... 8

Goals of the Strategic Plan ..... 8

Jurisdiction of the Board of Education ..... 8

Notice Regarding Nondiscrimination ..... 9

Code of Student Conduct ..... 10

Visitors to School ..... 11

Guideline for Enrollment ..... 11

    The McKinney-Vento Homeless Assistance Act ..... 11

    ELL, Foster Care, Migrant, Immigrant and Homeless Students ..... 12

    Students Expelled or Suspended from Other Systems ..... 12

Attendance ..... 12

    Student Attendance Code ..... 12

    The System/School Attendance Officer ..... 12

    Attendance Requirements ..... 13-15

    Parents’ Responsibilities ..... 15-16

    2009 Alabama Code Title 12 Courts Chapter 15- Juvenile Proceeding Section 12-15-111 ..... 17

    Fifth Year and Other Eligible Seniors Attendance Policy ..... 18

    Exemption/Incentive for Good Attendance ..... 19

    Tardiness ..... 19

Academics ..... 20

    Alabama High School Graduation Requirements ..... 20

    College and Career Readiness ..... 21

        Endorsements ..... 21

        Graduation, Certificate of Completion and Commencement ..... 22

        Weight Additives ..... 22

        Valedictorian and Salutatorian ..... 23

        Four Year Plans ..... 24

    Grading Policy for Grades K5-6 ..... 25

        Purpose ..... 25

        Grades and Assignments ..... 25

Professional Responsibility .....	25
Student Responsibility .....	25
Grading System (Kindergarten) .....	25
Grading System (Grades 1 <sup>st</sup> -6 <sup>th</sup> ) .....	26
Retention of Elementary Students (Grade 1-Grade 4) .....	26
Retention for Middle School Students (Grades 5 <sup>th</sup> -8 <sup>th</sup> ) .....	26
Grading Policy Grades 7 <sup>th</sup> -12 <sup>th</sup> .....	27
Purpose .....	27
Professional Responsibility .....	27
Student Responsibility .....	27
Grading System (7 <sup>th</sup> -12 <sup>th</sup> ) .....	28
Grade Conversion .....	28
Honor Roll .....	28
Cheating .....	28
Due Process .....	29
<b>Student Activities</b> .....	<b>29</b>
Athletics .....	30
Extracurricular Activities/Athletics .....	30
No Pass/ No Play .....	30-31
NCAA Eligibility .....	32
Transfer Rule .....	32
Foreign Exchange Students (Athletic Eligibility) .....	32
Clubs and Organizations .....	33
Off Campus Activities .....	33
<b>School Dress Code</b> .....	<b>34</b>
Dress Regulation (Grades K-12th) .....	34-35
<b>Discipline</b> .....	<b>36</b>
Classifications of Violations .....	36
Class I Offenses .....	36
Disciplinary Action for Class I Offenses .....	36
Disciplinary Actions for Class II Offenses .....	37
Class III Offenses .....	38
Disciplinary Actions for Class III Offenses .....	39
Class IV Offenses .....	40
Level 1: Alcohol in vehicle .....	41
Level 2: Alcohol on school premises (personal possession, locker or in personal belongings) .....	41

Level 3: Consumption on school property.....	41
Level 4: Intoxication (under the influence).....	41-42
Disciplinary Actions for Class IV Offenses All Students, Grades K-12 .....	43
<b>Right to Student Appeal</b> .....	43
Long Term Suspension/Alternative School Placement.....	43
Expulsion .....	43
<b>Second Chance Academy</b> .....	44-45
<b>Student Sanctions</b> .....	45
Corporal Punishment.....	45
Restraint, Search and Interrogation .....	45
Physical Restraint .....	45
Search of School Owned Property.....	46
Search of Personal Property.....	46
Personal Searches .....	46
Use of Recovered Items.....	46
Interrogation of Student- On Campus Incidents .....	47
Notification of Law Enforcement Officials.....	47
<b>Bullying, Harassment, and Child Abuse</b> .....	47
Jamari Terrell Williams Student Bullying Prevention Act Policy 2018-472.....	47
Bullying, Intimidation, Violence, and Threats of Violence Prohibited .....	47
Definitions .....	47-48
Description of Behavior Expected of Students.....	49
Common Forms of Bullying .....	49
Consequences for Violations .....	50
Reporting, Investigation and Complaint Resolution Procedures.....	50
Promulgation of Policy and Related Procedures, Rules and Forms.....	51
Sexual Harassment .....	51
Definition.....	51
Complaint Procedure.....	51
Erin's Law- Sexual Abuse Prevention.....	52
<b>Student Services</b> .....	52
Guidance and Counseling .....	52
Suicide Awareness and Prevention Policy- Jason Flatt Act.....	52
Student Safety Plan Suicide Protocol- Request for Assistance .....	53
<b>Special Services</b> .....	54
Child Find.....	54
Equity Coordinator .....	55

Section 504 Grievance Procedure .....	55
Procedure .....	55
Gifted Education.....	56
Program Description.....	56-57
<b>Technology</b> .....	<b>58</b>
Technology Acceptable Use Agreement (AUA) .....	58
Introduction.....	58
Limitation of Liability .....	58
Access .....	58
Privacy .....	59
Internet Use.....	60
Example of Inappropriate Use of Resources: .....	60
Google Apps for Education.....	61
Cellphone/Electronic Communication Devices .....	62
Use of Digital Device during the Administration of a Secure Test.....	62
<b>Textbooks</b> .....	<b>63</b>
<b>Library Media</b> .....	<b>63</b>
<b>Child Nutrition</b> .....	<b>63</b>
Meal Charge Policy .....	63-64
Worthless Check Policy .....	65
<b>Health Services</b> .....	<b>66</b>
When NOT to send Your child to school.....	66
Medication Guidelines .....	67-69
<b>Transportation</b> .....	<b>69</b>
School Bus Behavior Contract .....	70
Bus Violations .....	71
Suspension from the Bus.....	71
<b>Fees and Parking</b> .....	<b>72</b>
Fees .....	72
Parking Permit Conditions .....	72
<b>Parental Notification</b> .....	<b>73</b>
Media Release Permission.....	73
<b>Teacher's Gifts</b> .....	<b>74</b>
<b>Appendix</b> .....	<b>75</b>
Meningococcal Disease.....	

Meningococcal Vaccine.....	
Influenza Disease .....	
Influenza Vaccine .....	
Acknowledgement Form Code of Conduct Policies.....	
Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472.....	
Alabama State Department of Education Employment Survey.....	
Home Language Survey.....	
Encuesta a Sobre El Lenguaje Que Se Use en Case.....	
Student Parking Permit Application.....	
Bullying, Harassment or Intimidation Reporting Form.....	

## Monroe County Public Schools

### **Excel**

Principal: Gary Glass  
251-765-2351

### **J.F. Shields**

Principal: Sophia Yarber  
251-789-2168

### **J.U. Blacksher**

Principal: Donald Baggett  
251-862-2130

### **Monroe County High**

Principal: Chitunda Howard  
251-575-3257

### **Monroeville Elementary**

Principal: Bridgett Hollinger  
251-743-3474

### **Monroeville Middle**

Principal: Valerie Stevens  
251-575-4121

### **Monroe Intermediate**

Principal: Coquesa Dotson  
334-636-2032

### **Monroe Co Career Tech**

Director: Edna Richardson  
251-575-4381

### **Alternative Learning Center**

Principal: Danielle Turner  
251-575-4189

### **MCBOE Central Office**

Superintendent: Greg Shehan  
251-743-2150

## Monroe County Board of Education Board Members

### **Mr. Tony Powell, President**

District 3 Uriah

### **Mrs. Barbara Turner**

District 1 Beatrice

### **Mrs. Martha Jordan**

District 2 Excel

### **Mr. Kenneth Smith, Vice-**

**President** District 4

Monroeville

### **Mrs. Sabrina Kidd** District

5 Lower Peachtree

## Vision of the Monroe County Board of Education

Educating every child for success in the 21<sup>st</sup> century.

## Mission of the Monroe County Board of Education

The MCBOE is fully committed to engage its students in quality educational opportunities, encouraging academic excellence, in a safe and orderly environment, resulting in successful life-long learners, workers, and citizens.

## Goals of the Strategic Plan

1. To foster a positive culture and climate that promotes optimal learning and responsible citizenship.
2. To provide a rigorous and relevant curriculum that prepares all students to be college and/or career ready.
3. To utilize the 21<sup>st</sup> century tools and instructional strategies that support learning and equip students to be globally competitive.
4. To engage parents, community, business, and industry in meaningful relationships that lead to increased student achievement.
5. To provide safe, accessible, and well-maintained buildings and grounds that promotes pride and creates a healthy environment for teaching and learning.
6. To implement strategies and initiatives that increase on-time graduation.

## Jurisdiction of the Board of Education

Students enrolled in the Monroe County School System are subject to the policies of the Monroe County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not necessarily limited to the following:

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

All school rules and regulations pertain to automobiles driven or parked on school property. School authorities can search any motor vehicle parked on school property if reasonable cause is given. School officials may have any vehicle towed from campus if the owner or student driver is in violation of Board Policy.

## Notice Regarding Nondiscrimination

The Monroe County Board of Education does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For further information on notice of non-discrimination: Visit <http://wdcrobcolpo1.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

If a student feels discriminated against they should see Monroe County Title IX Director to fill out the discrimination form. The form will have to be filed within 180 days.

Title IX Director: Mr. Greg Shehan

Monroe County Board of Education

109 Rosenwald Drive

Monroeville, AL 36460

251-743-2153

You can also go to <https://www.ascr.usda.gov/node/119> for USDA guidance on how to fill out a Program Discrimination Complaint. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## Code of Student Conduct

Students enrolled in the Monroe County Public Schools are encouraged to use good manners and to have respect for each other and for authority in and out of school. Students are responsible and accountable for their actions. Self-discipline, which implies responsibility for one's actions, is one of the important ultimate goals of education and the mark of maturity. Respect for real and personal property and pride in one's work and achievement shall be expected of all students. Your behavior at school shall reflect standards of good citizenship that will make your teachers, parents, and the community proud of you.

Each student shall:

1. Recognize the authority of all teachers and other school personnel.
2. Abstain from gambling, immorality, profanity, hazing, fighting, extortion, use of or possession of tobacco, narcotics, intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
3. Refrain from willfully damaging, defacing, or destroying school property or the property of others.
4. Wear appropriate dress and conform to acceptable standards of appearance.
5. Be regular in school attendance and on time. Strive to do your best in all areas of school life.

Any student not adhering to this code of conduct is subject to discipline, which may include any of the following depending upon the severity of infraction:

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. Student-Principal Conference | 6. Suspension                       |
| 2. Parent-Principal Conference  | 7. Expulsion                        |
| 3. In School Study              | 8. Alternative Program              |
| 4. After School Detention       | 9. Corporal Punishment              |
| 5. Saturday School              | 10. Criminal Charges<br>being filed |

## Visitors to School

Parents/guardians and community members are invited and encouraged to visit our schools. To ensure the safety of students, staff, and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, etc.) visiting the school building or any activity on school property are required to sign in at the school office and a visitor's pass will be issued by office personnel.

## Guideline for Enrollment

The following documents will be needed to enroll a student within the Monroe County Public School System.

1. Immunization Certificate (Blue Imprint)/Medical or Religious Exemption  
(Contact the Monroe County Health Department to request a copy if necessary)
2. Social Security Card or a Temporary Identification Number assigned by the Local Education Agency (Contact Social Security Administration to request a copy if necessary)
3. Proof of Age (Contact the Monroe County Health Department to request a copy of the birth certificate if necessary)
4. Transcript from school most recently attended
5. 2 Proofs of the student's 911 Residence (See example of acceptable documents)
  - a. Utility bill
  - b. Apartment or home lease
  - c. Mortgage document or property deed
  - d. Automobile registration
  - e. Property tax records

\* If documentation of residency cannot be provided, a notarized resident certificate form must be obtained from the Superintendent's office.

It is the responsibility of the parents/guardians to obtain the above items.

## *The McKinney-Vento Homeless Assistance Act*

This Federal law ensures that the educational needs of homeless children and youth are met through immediate enrollment, comparable services, and supplemental services. All homeless children and youth must have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths and afforded the opportunity to meet the same challenging state student academic achievement standards to which all students are held. Authority: McKinney-Vento

Homeless Assistance Act 42 U.S.C. 11431 et seq. Alabama Administrative Code 290-3-1-.02(7) (c) through 290-3-1-.02(7) (i) (iv)

## *ELL, Foster Care, Migrant, Immigrant and Homeless Students*

ELL, Foster Care, Migrant, Immigrant and Homeless students will be permitted to enroll without regard to residency status and are entitled to other accommodations under federal law.

## *Students Expelled or Suspended from Other Systems*

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

## **Attendance**

The presence of a student in the classroom on a regular basis is necessary to ensure the student derives maximum benefit from instruction, including the opportunity for interaction with teachers and peers. Academic instruction takes place in the classroom each day and a student's presence will enhance the educational opportunity. Regular attendance in school will increase a student's opportunity for learning. A student who is absent excessively will encounter difficulty in maintaining quality work. Students may be denied Carnegie units at the high school level or may be retained at the middle school or elementary school levels if more than five days per semester are missed unexcused.

## *Student Attendance Code*

### The System/School Attendance Officer

The System/School Attendance Officer is a vital member of the education community and the entire process for supporting students attending school. Each school system in Alabama is required to employ at least one Attendance Officer whose responsibility is to secure the enrollment and attendance of all mandatory school-age children within his/her attendance district. Due to the size of some systems, the Attendance Officer may also hold additional duties within the school system. *Ala. Code§16-28-19(1975)*

In performing duties as described in the Ala. Code, Attendance Officers must investigate all reported cases of non-enrollment or non-attendance. When there is no valid reason for the non-enrollment or non-attendance, the Attendance Officer shall give the parent, guardian, or other person having charge or control of the child written notice-requiring attendance of the child within three (3) days from the notice date. He/she is further required to bring criminal prosecution against the parent, guardian, or other person in those cases found to be without reason. *Ala. Code§16-28-16(1975)*

Finally, the Attendance Officer may take any school-age child into custody when the child is found away from home during school hours and not in the custody of the person having

charge or control of the child. *Ala. Code §16-28-17(1975)* Attendance Officers are required to keep accurate records of all notices served, cases prosecuted, and services performed. An annual report is to be made to the local board of education for which the Attendance Officer is employed. *Ala. Code §16-28-18(1975)*

It shall be the duty of the attendance officer, probation officer, or other officer authorized to execute writs of arrest to take into custody without warrant any child required to attend school or be instructed by a private tutor who is found away from home and not in the custody of the person having charge or control of such child during school hours and who has been reported by any person authorized to begin truancy proceedings or prosecutions. *Authority: Ala. Code §16-28-17(1975)*

When the attendance officer has taken a child into custody, the officer shall take the child to the person having charge or control of the child or to the principal teacher, or the child's private tutor. *Authority: Ala. Code §16-28-17(1975)* 3. If such child is a habitual truant, he shall be brought before the juvenile court for such disposition as the judge of said court finds proper from the facts. *Authority: Ala. Code §16-28-17(1975)*

### ***Attendance Requirements***

A. The Alabama Compulsory School Attendance Law requires every child between the ages of 6 and 17 years attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7.

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. The parent, legal custodian, or guardian of a child who is 6 years of age, may opt out of enrolling their child in school at the age of 6 years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age. *Authority: Ala. Code §16-28-3(1975)*

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. (1975). (ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

The Monroe County Board of Education believes that students being on time and prompt both to school and to each class period are essential. It is important that students do not

miss instructional time due to tardiness. Students are required to be at school on time, and it is the parent's or guardian's responsibility to make sure that their children are at school before the tardy bell for the first class rings.

Any time a student is absent or tardy, the parent or guardian must send a written note to school explaining the circumstances. The note or doctor's statement must be sent within 3 days of the student returning to school.

A. Parents or guardians may write up to five (5) notes per semester explaining the student's absence. After the fifth (5) note, the parent is required to submit a doctor's excuse for any additional absence.

B. Parents or guardians of any student who has a chronic medical condition that may cause the child to miss more than the number of days allowed by the Alabama Compulsory School Attendance Law (*Section 16-28-3*) are required to provide a clinical or doctor's statement verifying the condition. Failure to provide the school with a chronic ailment statement can result in unexcused absences.

- Students in grades K-8 must attend one-half of the instructional day (at least to 11:30 a.m.) to be counted present.
- Students in grades 9-12 are counted absent per class they miss.
- Only students ages seventeen (17) or older who accumulate more than ten consecutive absences during a school term may be withdrawn from the school if there is evidence the student will not pass any of the classes for that year.
- Students will not be allowed to make-up any work that is missed on that day if he or she has an unexcused absence. If there is not any classwork or tests given that day, the student will not receive a grade of zero (0). *\*All students will be allowed to make-up any missed nine weeks, or semester exam regardless of the excuse.*
- In the case of prolonged absence from school due to illness or hospitalization, it is the parent or guardian's responsibility to inform the principal, assistant principal, and seek assistance from the Homebound Program operated under the guidance of Director of Special Services to make arrangements for the student to receive his or her class assignments.
- Grades 9-12 students who need to leave school during the day must have a parent or guardian to write a note and call the office verifying the student has permission to

leave. If a student is checking in late for school, the parent or guardian needs to send a note and call the school.

- Grades K-8 students who need to leave school during the day must have a parent, guardian, or designee to come to the school to check out the student through the principal's office. If a student is checking in late for school, the parent, guardian, or designee must check the student in to school through the principal's office.

### ***Absences Explanation Required***

Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. *Authority: Ala. Code §16-28-15(1975)*

Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. *Authority: Ala. Code §16-28-15(1975)*

A good cause or valid excuse, as used in this section, exists when on account of sickness or other condition attendance was impossible or entirely inadvisable or impracticable or when, by virtue of the extraordinary circumstances, the absence is generally recognized as excusable. *Authority: Ala. Code §16-28-13(1975)*

### **Examples of Excused Absences**

- Illness.
- Death in immediate family such as mother, father, siblings, grandparents, aunts, uncles, and cousins.
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal.
- Legal quarantine.
- Emergency conditions as determined by the principal.
- Prior permission of the principal upon request of the parent or legal guardian.

### ***Parents' Responsibilities***

A parent, guardian, or other person having charge of any child officially enrolled in Monroe County Public Schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Ten(10)

unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows: The parent will receive official notification by U.S. mail and telephone (provided the number is valid). If the parent and student fail to report to the early warning truancy sessions listed below, the parent will receive legal notice and a court referral.

1. First Unexcused Absence (warning):

Parent/guardian shall be notified by a school official via U.S. Mail and telephone that the student was truant and the date of the truancy.

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. Third Unexcused Absence (warning):

The assistant principal/principal will hold a Pre-Early Warning Hearing at his or her school with the parent/guardian, and student. 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.

3. Fifth Unexcused Absence (conference):

The parent, guardian, or person having control of the child shall attend the Early Warning Truancy Hearing with the principal or his/her designee at the Monroe County Board of Education located at 109 Pickens Street Monroeville, Al. 36460. The hearings are coordinated by the system's attendance officer (Director of Student Services) with the assistance of the Monroe County Juvenile Courts and the District Attorney office.

- Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- 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 1975, §16-28-12(c)* (failure to cooperate), or a truancy against the child, whichever is appropriate. This complaint will be filed with the Juvenile Court.

4. After the tenth (10) unexcused absence, the attendance officer will file complaint/petition against the child and/or parent/guardian, if appropriate.
5. Child under probation: 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. (1975). (ii)* Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
6. Any local education agency may adopt a policy more rigorous than the State policy. *Authority: Alabama Administrative Code 290-3-1-.02(7)(c) 52*

## ***2009 Alabama Code Title 12 Courts Chapter 15- Juvenile Proceeding Section 12-15-111***

### ***Contributing to the delinquency, dependency, or need of supervision of children.***

(a) It shall be unlawful for any parent, legal guardian, legal custodian, or other person to do any of the following:

- (1) To willfully aid, encourage, or cause any child to become or remain delinquent, dependent, or in need of supervision.
- (2) To permit or encourage the employment of any child in violation of any of the provisions of the child labor law.
- (3) To cause a child to fail to attend school as required by the compulsory school attendance law.

(b) Whenever, in the course of any proceedings pursuant to this chapter, or when, by affidavit as provided in this subsection, it shall appear to the juvenile court that a parent, legal guardian, legal custodian, or other person having custody, control, or supervision of a child or any other person not standing in any relation to the child has aided, encouraged, or caused the child to become delinquent, dependent, or in need of supervision, the juvenile court, for the protection of the child from these influences, shall have jurisdiction in these matters, as provided in this section. The juvenile court shall cause the parent, legal guardian, legal custodian, or other person to be brought before the juvenile court upon either summons or a warrant, affidavit of probable cause having first been made.

(c) Whoever violates any provision of this section shall be guilty of a Class A misdemeanor and shall be punished accordingly.

(d) Upon conviction, the juvenile court may suspend any sentence, remit any fine, or place the person on probation pursuant to such orders, directives, or conditions for his or

her discipline and supervision as the juvenile court deems fit. (*Acts 1975, No. 1205, p. 2384, §5-148; §12-15-13; amended and renumbered by Act 2008-277, p. 441, §1.*)

“Each parent, legal guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“Any parent, legal 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 10 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.” (*Code of Alabama 16-28-12*)

### ***Fifth Year and Other Eligible Seniors Attendance Policy***

A fifth-year senior may attend only the number of class periods necessary to take the courses needed to complete requirements for his/her diploma, but must have the approval of the local board of education. [Special circumstances may warrant a special schedule with principal approval. *Authority: Alabama Administrative Code 290-3-1-.02(8.1)(1-1)*]

## *Exemption/Incentive for Good Attendance*

As an incentive for students to attend school regularly, Monroe County Board of Education will:

- Allow students in grades 7-12 with an “A” (90-100) average, with no more than 3 excused absences (per semester) or 1 unexcused absence (per semester) to be exempt from their semester exams. If there are extenuating circumstances beyond the student or parent’s ability, prior approval can be made to be exempt from the exams by the administrator or superintendent.
- Allow students in the 12th grade with no more than 3 excused absences or 1 unexcused absence to be exempt from their first semester exams for the subject area(s) in which they have met the college readiness benchmark on the ACT.
- Allow students in grades 7-12 with 0 excused absence to be exempt from their semester exams in courses they have at least a “C” (70-79) average.
- Allow students in grades 7-12 with 1 excused absence to be exempt from their semester exams in courses that they have at least a “B” (80-89) average.
- Students with 5 or more check-outs per class period, per semester, or 5 unexcused tardies per semester will take their semester exams. The only exception is a doctor’s note if the student has accumulated more than 5 per semester for them to be excused.

A student suspended for any reason during a given semester, whether out- of –school or in-school and/or placed at the Alternative School will be required to take semester exams.

## *Tardiness*

Tardiness to class will be treated as a Class I offense. Habitual tardiness will be addressed on the graduated discipline ladder.

# Academics

## Alabama High School Graduation Requirements

(Alabama Administrative Code 290-3-1-02(8) and (8)(a)) Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

Clarified Apr 2022

Course Requirements	Alabama High School Diploma Credits
<b>ENGLISH LANGUAGE ARTS</b>	
<u>Four Credits to include:</u>	<b>4</b>
English 9	1
English 10	1
English 11	1
English 12	1
English Language Arts-credit eligible options may include: Advanced Placement /International /Baccalaureate/postsecondary courses/SDE-approved courses.	
<b>MATHEMATICS</b>	
<u>Three Credits to include</u>	<b>4</b>
Algebra 1 or its equivalent/substitute	1
Geometry or its equivalent/substitute	1
Algebra II with Trigonometry or Algebra II or its equivalent/substitute	1
Mathematics-credit eligible options may include: <i>Career and Technical Education</i> /Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<u>One Credit from</u>	
Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	1
<b>SCIENCE</b>	
<u>Two Credits to include</u>	<b>4</b>
Biology	1
Physical Science Course (Chemistry, Physics, Physical Science)	1
Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<u>Two Credits from</u>	
Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	2
<b>SOCIAL STUDIES*</b>	
<u>Four Credits to include</u>	<b>4</b>
World History	1
United States History I	1
United States History II	1
United States Government	0.5
Economics	0.5

Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses

**Civics Exam Requirement:** Effective with the 2018-2019 school year, students are required to earn a passing score on the Civics Exam

<b>PHYSICAL EDUCATION</b> : Beginning Kinesiology or JROTC Credit	<b>1</b>
<b>HEALTH EDUCATION</b>	<b>0.5</b>
<b>CAREER PREPAREDNESS</b>	<b>1</b>
<b>CAREER AND TECHNICAL EDUCATION (CTE) AND/OR WORLD LANGUAGE AND/OR ARTS EDUCATION</b>	<b>3</b>
<b>ELECTIVES</b>	<b>2.5</b>
	<b>TOTAL CREDITS 24</b>

*(Alabama Administrative Code 290-3-1-02 (8f))*

### College and Career Readiness

1. Effective with the 2023-2024 school year and commencing with the cohort of public-school students who will graduate during the 2027-2028 school year, all public-school students shall demonstrate postsecondary education and workforce readiness by earning one or more of the following college or career readiness indicators before graduation: (i) Earning a benchmark score in any subject area on the ACT college entrance exam. (ii) Earning a qualifying score of three or higher on an advanced placement exam. (iii) Earning a qualifying score of four or higher on an international baccalaureate exam. (iv) Earning college credit while in high school. (v) Earning a silver or gold level on the ACT WorkKeys Exam. (vi) Completing an in-school youth apprenticeship program. (vii) Earning a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and career Pathways. (viii) Being accepted into the military before graduation. (ix) Attaining career and technical education completer status. (x) Any additional college and career readiness indicator approved by the State Board of Education.
2. Except for diplomas issued under Special Education Services rules, no student shall receive a diploma without earning one or more of the college or career readiness indicators.
3. Any student not receiving a diploma pursuant to this section, who later becomes in compliance, may only receive a diploma if the remedy occurs with the two years of their initial failure to graduate.

### *Endorsements:*

**Advanced Endorsement** – All academic coursework must be taken at the Advanced Level or above and include a foreign language.

**Advanced Career and Technical Endorsement** – Requires passing the same coursework as the Advanced Academic Endorsement with the exception foreign language and passing three career and technical courses, with 2 of those in a sequence (or two career and technical courses and another course related to the student's career choice).

All students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diploma and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

### *Graduation, Certificate of Completion and Commencement*

Students who have satisfactorily completed requisite course work and met attendance criteria are eligible for graduation. Student participation in graduation ceremonies and related graduation activities will be subject to payment of outstanding financial obligations. Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standards or if, in the judgment of the principal, the student's participation could lead or contribute to disorder or disruption of the ceremony or act.

Students may not participate in a graduation -related ceremony without the required credits for graduation. Summer graduates will receive their diploma once all required credits are gained.

Advance/Honor Graduates – Students who meet the following requirements shall be classified as honor graduates at high school commencement ceremonies:

- \*An asterisk will be placed be the student's name to indicate GPA of 3.5 or higher. \*

*Grades will be calculated and weighted as prescribed in the grading section.*

A diploma with or without an endorsement signifies completion of high school and all requirements associated with the awarding of the diploma by the Alabama State Board of Education.

### *Weight Additives*

Cohort year 2018-2019 school term, the following weights will be added to the classes listed below. This is in accordance with changes made with district-wide accreditation.

Honor classes will receive a numerical weight of 5.0, which equates to .50 on a 4.0 GPA sale.

Advanced classes will receive a numerical weight of 7.5 which equates to .75 on a standard 4.0 GPA scale.

Advanced Placement classes will receive a numerical weight of 10.0 which equates to 1.0 on a standard 4.0 GPA scale.

Dual-enrollment classes will receive a numerical weight of 10.0 which equates to a 1.0 on a standard 4.0 GPA scale. \*Only core classes such as ENG 101/102 and 271/272, MTH 112/113, BIO 103/104/201/202 CHM 111/112, HIS 201/202, POL 211, ECO 231/232, SPA 101 (BIO 101/102, Introduction to Biology, may be taken as a science credit, but is not weighted).

Elective classes are not weighted, such as but not limited to art, psychology, speech, welding and technical classes.

Advanced classes that are retaken via ACCESS, Edgenuity, Credit Recovery, and Web-Based Instruction will not receive weighted credit or advanced endorsement.

Beginning with the 2020-2021 Cohort:

Math sequence begins as follows:

Geometry with Data Analysis, Algebra I with Probability, Algebra II with Statistics, Mathematical Modeling/Precalculus

**General study coursework/ standard is not weighted.**

In order to receive an AL High School Diploma with Advanced Endorsement, all academic course work must be taken at the Advanced Level or above.

\*Please, see your school counselor and school administrator for which classes are needed for the following tracks listed above.

### Valedictorian/Salutatorian

**The valedictorian and salutatorian for the graduating class of each high school must qualify for the most advanced academic diploma offered and have been enrolled in the school system no later than the first day of the second semester of junior year. The highest ranked student meeting the qualifications with the highest numerical grade average (calculated and weighted on the 100-point scale) will be the class valedictorian. The student with the second highest rank meeting the qualifications with the second highest numerical grade average shall be the class salutatorian.** In calculating the numerical grade average, all semester grades will be used, beginning with the ninth grade through the semester immediately preceding graduation. The calculated average will be carried out four decimal places and rounded off. In the case of a tie, students having the same average will be recognized as co- valedictorians or co-salutatorians.

## Four Year Plans

As an objective of PLAN 2020, the strategic plan for public education in Alabama, students will enter Grade 9 prepared and with a four-year plan that addresses their individual academic and career interest needs. A four-year plan allows students to personalize their high school experience, incorporate classes that will lead to their future college major and career, and -perhaps most importantly- ensure that they graduate from high school on time. Students have a four-year plan utilizing the Alabama Career Planning System, but it is important to review it each school year to ensure that they are still on track. The Alabama Career Planning System allows students to investigate the clusters available at their school with their school counselor and discuss how they may take full advantage of the courses offered through their high school or local community college to challenge themselves, earn college credit early, and explore their interest while completing their requirements.

Administrators, counselors, and coaches should continue to review NCAA requirements for prospective athletes before approving their electives and specific credit eligible courses.

## Grading System

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

General Grade Scale – Grades for academic course work will be awarded according to the following scale:

Letter Grade (100 point scale)	Numerical Grade	Grade Point Average Points (4 point scale)
A	90 -100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	59 and below	0.00

Special Education Grading Standards – Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.

Issues or uncertainties regarding eligibility or grade calculation will be resolved by the school principal, school counselor, or student services director in consultation with the Superintendent.

## *Grading Policy for Grades K5-6*

### *Purpose*

The purpose of the grading policy is to establish a framework for teachers to use in evaluating student achievement and progress. This policy sets forth procedures for a system-wide method of communicating with parents, students and educators about the progress of individual students.

### *Grades and Assignments*

Grades will reflect the student's progress in meeting the objectives of a course/class through a variety of evaluative measures. These evaluative measures may include, but are not limited to, written or oral assignments, research papers, projects, portfolios, class participation, tests, quizzes, homework, and student products. A minimum of 9 graded assignments for each grading period is required for students in grades 1-6. Each teacher is expected to determine the comparative value of individual grades. For Kindergarten, a criterion list of skills will be marked to indicate mastery or non-mastery.

### *Professional Responsibility*

It is the responsibility of the student's teacher to communicate the grading procedures for a course/class with students and parents. The grading procedures should be clearly communicated in written form (e.g., syllabus or classroom procedures) for students and parents within the first two weeks of a course/class. Teachers may wish to post their grading procedures on their school's website, with principal approval, and send a written copy home with students. Teachers are required to post all grades on weekly basis.

### *Student Responsibility*

It is the responsibility of the student to be present, to be prepared for class, to participate in class, and to complete assigned work. When a student is out of class due to an excused absence, the student is responsible for making arrangements with the teacher to complete the missed work and assignments within 3 days of returning to school.

## *Grading System (Kindergarten)*

E-Excellent	90-100
S-Satisfactory Performance	80-89
N-Needs Improvement	70-79
U-Unsatisfactory Performance	69 and Below

For kindergarten, a criterion list of skills will be marked to indicate mastery or non-mastery.

## *Grading System (Grades 1<sup>st</sup>-6<sup>th</sup>)*

Descriptor	Numerical Range	Letter Grade
Excellent	90-100	A
Good	80-89	B
Average	70-79	C
Below Average	60-69	D
Poor	59-below	F

### Retention of Elementary Students (Grade 1-Grade 4)

The decision to promote or retain an elementary student will be made in the best interest of the student after careful evaluation of all available factors. School personnel will invite parents to be a part of discussion relating to the advantages and disadvantages of alternatives. In determining the retention or promotion of an elementary student, school personnel will consider the student's academic achievement, age, and social and emotional maturity. Students who fail math and/or reading will be retained. The final decision on retention will be determined on the basis of which grade provides the student the better probability of success in his educational development.

### Retention for Middle School Students (Grades 5<sup>th</sup>-8<sup>th</sup>)

For students in grades 5-8, the need to be retained due to failure will follow the following guidelines.

1. The student's yearly average in each subject will be considered.
2. If the student has a failing grade in either Reading or Math, the student must attend summer school to be considered for promotion to the next grade.
3. If a student fails any 2 core subjects, the student must attend summer school to be considered for promotion to the next grade.
4. If a student fails 3 or more core subjects, the student will be retained.
5. Successful completion of the summer school course(s) will be a determining factor in the promotion of the student.

## *Grading Policy Grades 7<sup>th</sup>-12<sup>th</sup>*

### *Purpose*

The purpose of the grading policy is to evaluate and report the progress of students. The grading policy will also provide information to parents, students and educators about the progress of individual students.

### *Grades and Assignments*

Grades will reflect the student's progress in meeting the objectives of a course/class through a variety of evaluative measures. These evaluative measures may include, but are not limited to, written or oral assignments, research papers, projects, portfolios, class participation, tests, quizzes, homework, and student products. A minimum of 9 graded assignments for each grading period is required for students in grades 7-12.

### *Professional Responsibility*

It is the responsibility of the student's teacher to communicate the grading procedures for a course/class with students and parents. The grading procedures should be clearly communicated in written form (e.g., syllabus or classroom procedures) for students and parents within the first two weeks of a course/class. The teacher is also responsible for providing progress reports to students and parents at the midpoint of the grading period. Teachers are required to post all grades on weekly basis.

### *Student Responsibility*

It is the responsibility of the student to be present, to be prepared for class, to participate in class, and to complete assigned work. When a student is out of class due to an excused absence, the student is responsible for making arrangements with the teacher within 3 days of returning to school to complete the missed work and assignments.

## *Grading System (7<sup>th</sup>-12<sup>th</sup>)*

Descriptor	Numerical Range	Letter Grade
Excellent	90-100	A
Good	80-89	B
Average	70-79	C
Below Average	60-69	D
Poor	59-below	F

### Grade Conversion

Where letter grades are present on a candidate's transcript from a previously attended school, the candidate must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades as follows:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 59 and
A = 95	B = 85	C = 75	D = 65	below
A- = 90	B- = 80	C- = 70	D- = 60	

### *Honor Roll*

The Honor Roll may be published in the school and local newspaper at the end of each grading period.

### *Cheating*

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

### *Due Process*

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

and each student with a copy of this handbook.

School officials will abide by the following procedures:

1. The student will know what has occurred.
2. The student will know the evidence to support the violation.
3. The student will be allowed to provide witnesses and explanation.

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

- i. School rules must be clearly stated and related to the educational purposes of the school
- ii. School rules must be fair and specific enough for students to know what they may and may not do
- iii. Students, parents, and legal guardians must be informed of the rules affecting behavior and discipline
- iv. When disciplinary action is involved, school personnel and students must comply with required procedures.

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

#### *Career and Technical Education*

The Monroe County School System offers career and technical education programs that are designed to prepare youth for a broad range of employment and further education.

Director of Career and Technical Education

230 Tiger Drive

Monroeville, Alabama 36460

251-575-4381

## Student Activities

### *Athletics*

#### *Extracurricular Activities/Athletics*

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

#### *No Pass/ No Play*

The Monroe County Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Monroe County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in athletics and extracurricular activities and his/her progress toward graduating from high school on time with his/her cohort group. In addition to standards set forth by the AHSAA, the Monroe County Board of Education encourages parents and students to make academic progress priorities over participating in athletics and extracurricular activities. All students will be required to earn a minimum of 24 credits in Grades 9-12, with four (4) credits each in Science, Mathematics, Social Studies, and English. Athletic eligibility as required by the AHSAA is a minimum 2.0 grade point average (GPA).

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

- Each student in Grades 9-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including one credit each in English, science, social studies, and mathematics.
- Physical education may count as only one (1) unit per year.
- No more than two (2) Carnegie units may be made up during summer school.
- Eligibility may be determined before the start of each new school year and/or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of second semester remains eligible for the remainder of the second semester so far

as grades are concerned. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association and rules to be developed by this Board of Education as it pertains to other extracurricular activities.

- Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork failed in computing the 70 average.
- Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- Any student who earns more than four (4) credits in the core curriculum in any given year, or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on track for graduation with his/her class.
- In high school, must not have reached their 19<sup>th</sup> birthday prior to August 1 of the current school year.
- In junior high, must not have reached their 16<sup>th</sup> birthday prior to August 1 of the current school year.
- For seventh-grade-only teams, must not have reached their 14<sup>th</sup> birthday prior to August 1 of the current school year.

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

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

### *NCAA Eligibility*

The National Collegiate Athletic Association (NCAA) does not accept Credit Recovery when evaluating student-athletes for eligibility in sports. Credit Recovery is accepted by the Alabama High School Athletic Association for a student-athlete in maintaining eligibility. Credit Recovery is also accepted by the Monroe County Board of Education for graduation. A student-athlete may use Credit Recovery for high school eligibility and graduation; however, the transcript from that student-athlete will not be accepted by the NCAA.

### *Transfer Rule*

No pupil who enrolls in one high school and later transfers to or enrolls in another shall be eligible to represent the latter school in any athletic contest.

**Exception 1:** Any pupil who after completing one year's attendance in high school and fulfills all other requirements becomes eligible.

**Exception 2:** A student placed out-of-zone within a school system based on a Special Education Individual Education Plan (IEP) also will have immediate eligibility if all other requirements are met.

### *Foreign Exchange Students (Athletic Eligibility)*

A foreign exchange student attending a school located in the school zone where the host family resides is eligible to receive a waiver of the AHSAA Transfer Rule for a period of one year provided this is the student's first year as a foreign exchange student. The student must be assigned by a program on the current Advisory List of International Education Travel and Exchange Programs published by the Council on Standards for International Educational Travel.

This waiver is granted under the stipulation that the foreign exchange student meets all other eligibility requirements of the AHSAA and has not received a high school diploma or its equivalent.

NOTE: A Foreign Exchange Student Registration Form (No. 4) must be completed and filed with the State Office before eligibility can be determined on any foreign exchange student. After approval, the student must be submitted to the State Office via online reporting.

## **Clubs and Organizations**

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

## ***Off Campus Activities***

Student participation in and travel to off-campus events, concerts, functions, and activities and the use of school buses or other transportation for such purposes may be authorized under and subject to the following terms and conditions:

- The destination is an activity, event, or function that serves a bona fide educational or related extracurricular purpose, or is an athletic event or function sponsored or sanctioned by the school or the school system and the state athletic association;
- Adequate information regarding the trip (e.g., destination, duration, purpose, educational purpose, mode of transportation, nature and extent of student participation) has been provided to the principal, program director, and Superintendent.
- Adequate arrangements are made for supervision and other risk management considerations (e.g., parental permission, medical treatment authorization, special insurance requirements);
- Properly certified and qualified drivers have been selected and arrangements for the costs of the trip (e.g., salary, fuels, maintenance, lodging) have been made; and
- The trip is approved by the Superintendent/Designee. The Superintendent/Designee is authorized to develop additional specific requirements for participation in and travel to and from official events and activities that are consistent with the term of this policy.

***Monroe County students attending functions and/or special events at other schools are subject to the control and authority of that school.***

## School Dress Code

### *Dress Regulations (Grade K-12<sup>th</sup>)*

- Tops:** No offensive (vulgar, sexual, alcohol/drug/tobacco related) slogans/emblems.
- Cut of tops should conceal the midriff. No sleeveless garments.
- Fit properly - no oversized or tight tops.
- No see-through garments.
- Tucked in at all times.
- Shorts:** Length should not be more than three (3) inches above the top of the knee.
- No athletic, see through, spandex or biker shorts.
- Fit properly - no oversized or tight shorts
- Must be hemmed and not rolled up.
- Dresses/Skirts:** Length should not be more than three (3) inches above the top of the knee.
- Fit properly - no oversized or tight dress/skirts.
- Splits may not exceed three (3) inches above the top of the knee.
- Pants:** Proper fit - no sagging or baggy fit; worn at the waist.
- No see through or spandex legging pants.
- Leggings/tights may be worn only under skirts or dresses.
- No oversized or tight pants.
- No sweat pants, warm-up suits, or wind suits.
- At the discretion of the principal, student athletes/cheerleaders may wear team warm- up/wind suits.
- Rubber bands are not to be worn on student pant legs.

Torn or ripped jeans must not have any skin visible.

**Shoes:** Must be worn at all times, fastened properly.  
All shoes must be closed-toed and closed-heel. Cleats may not be worn.  
No stilettos.

**Accessories:** Belts, when worn, must be appropriately fastened at the waistline (excess in belt length in belt loops). Belt required when pants have belt loops.  
Sunglasses should not be worn in buildings.  
  
Hats, caps, sweatbands, or other head coverings (including hoods from hooded garments) will not be worn in building. Head rags and bandanas are prohibited.  
  
No large necklaces or medallions are to be worn. No large belt buckles may be worn.

In the event that a student's dress is in question, the final decision will be at the discretion of the principal/designee.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to change to appropriate dress. A first offense will place the student on Class 1 offense. Additional dress code violations will be addressed per the discipline ladder.

## Discipline

### *Classifications of Violations*

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

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

#### Class I Offenses

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

#### Disciplinary Action for Class I Offenses

All Class I offenses that occur in the classroom will be handled by the classroom teacher according to the teacher's (or school's) approved classroom management plan. Subsequent Class I offenses may be referred to the administrator and may be addressed as Class II offenses. The administrator will handle offenses occurring outside the classroom. The principal or designee will address uniform dress code violations. The student will be instructed to adjust clothes or contact a parent to bring clothes or go to isolation/ISS (In

School Study) for the remainder of day.

### Class II Offenses

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

### Disciplinary Actions for Class II Offenses

#### ***All Students (Grades K-12)***

First Offense could result in parent contact and/or one of the following:

- Corporal punishment
- ISS (In School Study)
- After school detention
- Saturday School
- Alternative Program placement
- Suspension for 1-5 school days

Subsequent Class II offenses may be handled as Class III offenses.

### Class III Offenses

- A. Vandalism – intentional and deliberate action resulting in injury or damages of less than \$50.00 to public property or the real or personal property of another -  
**Restitution may be required**
- B. Stealing, larceny, petty theft – the intentional unlawful taking, or carrying away of property valued at less than \$25.00 belonging to or in the possession or custody of another - **Restitution may be required**
- C. Receipt, possession, or transfer of stolen property with the knowledge or reasonable suspicion that it is stolen
- D. Intentional action or threats – verbal, printed, and/or media communication threatening or causing an injury to the person, property or reputation of another
- E. Extortion – verbal, printed, and/or media communication threatening an injury to the person, property or reputation of another, with the intent to extort money or take advantage of any person or to force one to do any act or refrain from doing any act against his/her will
- F. Trespassing – willfully entering or remaining on any school property without being authorized, licensed or invited, refusing to depart when requested to do so by an authorized person
- G. Assault/Battery – actions with intent to cause physical harm
- H. Unjustified activation of a fire alarm system or fire extinguisher
- I. Written or verbal proposition to engage in sexual acts
- J. Use or possession of obscene and/or pornographic materials
- K. Use of beepers, pagers, and/or inappropriate use of cellular phones in school building or on school buses without prior approval. Provoking, agitating, inciting, publicizing, encouraging, and/or glamourizing a fight/confrontation or student disorder. This includes the use of electronic devices to record an altercation and/ or other inappropriate behavior on school grounds, at a school program, or an after-school activity. This also includes, but not limited to, any recording or sharing/transferring/air dropping of inappropriate behavior of self or others that violates the Jamari Terrell Williams Student Bullying Prevention Act and/or the school district's

policy.

- L. Gross abuse or misuse of computers, programs, or equipment
- M. Fighting in school buildings, on school grounds, on school buses, or at school-sponsored events
- N. Possession (on the person, in the locker, or in student's personal belongings), use, and/or selling of tobacco products to include matches or lighters, and/or smokeless tobacco products to include: electronic and vapor cigarettes, in school buildings, on school grounds, on school buses, or at school-sponsored events when representing the school.

***-First Offense: Suspension for three (3) school days. --***

***-Second Offense: Suspension for five (5) school days.***

***-Third Offense: Suspension for up to ten (10) school days.***

- O. Leaving campus without written permission
- P. Speeding/reckless driving on school property or at a school-related event
- Q. Subsequent (2 or more) Class II offenses
- R. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense

### **Disciplinary Actions for Class III Offenses**

All Students (Grades K-12)

*First Offense could result in parent contact and/or one of the following:*

- Corporal punishment
- ISS (In School Study)
- Extended work assignments
- After school detention
- Saturday School
- Suspension for up to ten (10) school days

- Alternative Program

*Subsequent Offenses could result in one of the following:*

- Corporal punishment
- ISS (In School Study)
- Detention
- Suspension of up to ten (10) school days
- Alternative Program placement

Under extenuating circumstances and with the approval of the Superintendent an elementary student may be placed at the Alternative Program.

*Special circumstances may warrant a recommendation for a disciplinary hearing with the superintendent or his/her designee. Students suspended for Class III offenses may not participate in or attend any school-related activities until reinstated on the day following the suspension.*

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

#### Class IV Offenses

- Drugs and/or drug paraphernalia— unauthorized possession and/or use of, transfer or sale of same including but not limited to unauthorized prescription drugs (possessing prescription medication without a prescription, selling, furnishing, distributing transferring, obtaining, consuming or admitting to any of the same); in any quantity, other substances (spice and imitation marijuana), and/or drug paraphernalia (possessing, selling, furnishing, distributing, transferring, obtaining using or admitting to any of the same).

***First Offense: Suspension for five (5) school days and Alternative Program placement for eighteen (18) weeks (1 semester). \*Time spent in a Juvenile facility will not count as time served in Alternative Program placement.***

***Second Offense: Recommendation of Expulsion***

- Alcoholic beverages-unauthorized possession and/or use of, transfer or sale of same

### **Level 1: Alcohol in vehicle**

*First Offense: Suspension for five (5) school days.*

*Second Offense: Alternative Program placement for thirty (30) days.*

### **Level 2: Alcohol on school premises (personal possession, locker or in personal belongings)**

*First Offense: (Grades 5-12) Alternative Program placement for fifteen (15) days. (Grades K-4) Suspension five (5) days*

*Second Offense: (Grades 5-12) Alternative Program placement for forty-five (45) days. (Grades K-4) Suspension ten (10) days*

### **Level 3: Consumption on school property**

*First Offense: Alternative Program placement for forty-five (45) days.*

*Second Offense: Recommendation of expulsion.*

### **Level 4: Intoxication (under the influence)**

*First Offense: Alternative Program placement for forty-five (45) days.*

*Second Offense: Alternative Program placement for ninety (90) days.*

*Third Offense: Recommendation of expulsion.*

- C. Arson – the willful and malicious burning of any School Board property or the personal property of anyone on School Board property
- D. Battery upon a School Board employee – the intentional touching or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee

***-First Offense: Recommendation for Expulsion.***

- E. Robbery – the taking of money or other property from the person or custody of another by force, violence, assault, or by instilling the fear of same, burglary of school property – forcible entry into a building to steal
- F. Criminal mischief – willful and malicious damage in excess of \$50.00 to public property or to real or personal property belonging to another – ***Restitution may be required***
- G. Theft – the intentional unlawful taking or carrying away of property valued in excess of \$25.00 belonging to or in the possession or custody of another – ***Restitution may be required***

- H. Possession of firearms – any firearm or other device (including a starter gun) which may be readily converted to expel a projectile
- I. Unauthorized discharge of any pistol, rifle, shotgun, air gun, or any device capable of expelling a projectile
- J. Possession and/or use of ammunition, weapon or replica of a weapon – box cutter, knife, metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or dangerous object on any school property
- K. Bomb or other threats – any communication which has the effect of interrupting the educational environment
- L. Explosions – possessing, preparing or igniting on School Board property explosives likely to cause bodily injury, property damage, or interrupt the educational environment
- M. Sexual acts – acts of sexual nature including, but not limited to sexual battery, intercourse, attempted rape, or rape
- N. Aggravated battery – intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon
- O. Inciting or participating in a major student disorder – leading, encouraging or assisting in major disruptions which result or may result in destruction or damage of private or public property, or personal injury to participants or others, which disrupts the school environment
- P. Indecent exposure – exposing a part of one's anatomy that is offensive to others (i.e., exposure of genitalia, breasts, or buttocks)
- Q. Directing threats or obscene language or behavior (verbal, written or gesture) to a School Board employee

***First Offense: Alternative Program placement for thirty- five (35) days.***

***Second Offense: Recommendation for expulsion.***

- R. Assault/Battery – actions with intent to cause physical harm
- S. Subsequent (two or more) Class III offenses
- T. Habitual Offender – a student who commits five Class II or III offenses in any combination (does not include dress code violations or tardy issues)
- U. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense

## ***Disciplinary Actions for Class IV Offenses***

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

Class IV offenses, when warranted or legally required, shall be reported to the designated law enforcement agency by the principal. Parents will be notified and students in grades K-12 may be suspended pending final determination of the facts by the principal. A student committing a Class IV offense may be placed in the Alternative Program or a recommendation for expulsion may be submitted to the Superintendent. In cases of an appeal, Alternative Program placement or suspension will continue until appeals to the Superintendent are complete.

### **Right to Student Appeal**

#### ***Long Term Suspension/Alternative School Placement***

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

The Superintendent or his/her designee shall have five (5) school days following receipt of the written contact to hold a hearing on the matter. The student, parent and school administrator(s) shall attend this hearing. Both parties have the right to call witnesses and present evidence. The Superintendent's decision is final. The Superintendent shall notify the student and parent(s) of his/her decision within five (5) school days following the hearing.

#### ***Expulsion***

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

If a student or parent/legal guardian wishes to address the Board on a matter of grievance, the grievance process as outlined by the Board must be followed prior to addressing the Board. All guidelines and procedures for Public Comment must be followed by the student and/or parent/legal guardian when addressing the Board at a Board meeting.

## ***Second Chance Academy***

The Monroe County Board of Education Second Chance Academy would be for students who are being expelled from our school system for one calendar year. Only students who have committed actions that have placed them on a recommendation for expulsion are eligible for this program.

Statistics show that 99% percent of students who are expelled from our school system for one calendar year never return to school for multiple reasons. The student becomes a drop-out and counts against the school they were enrolled in and our system on the graduation rate. However, we cannot allow students to remain at our campuses when they have committed certain violations (weapons, striking employees, multiple drug offenses, etc.)

The student will only be placed in the Academy with Board approval. A student would only be allowed to enter into this program once in their academic career. The student would lose all student privileges while enrolled in this program for the one calendar year.

They will not be allowed to participate in extracurricular activities, attend events, or come onto any Monroe County Board of Education campus during this calendar year. The only exception would be the Central Office for administrative meetings with staff.

The student will remain on roll at their school during their time in the Academy. They will be enrolled in on-line courses through Edgenuity. The Director of Student Services will serve as the point of contact and liaison between the student and the school system and the student and Edgenuity. Once the student completes the calendar year, the student will return to their school.

Any discipline infraction during Second Chance Academy assignment will result in expulsion of Second Chance Academy.

## Student Sanctions

### *Corporal Punishment*

Corporal punishment of students is permitted at the discretion of a certificated school Board employee supervising students. Corporal punishment will be administered by a certified Board employee, in the presence of another professional employee, and outside the presence of other students. The nature of the infraction will be explained to the student before corporal punishment is administered, and the student shall be given an opportunity to respond.

The parent of a student will be responsible for notifying the school principal or Superintendent in writing, of any physical condition (or health impairment) and/or mental health issue that would render corporal punishment inadvisable for the student. However, such notice will not prohibit the use of corporal punishment unless there is a written directive from the principal/Superintendent to the student's teachers that corporal punishment is not allowed.

If a student is identified under IDEA and has an Individual Education Plan (IEP) and a Behavior Intervention Plan (BIP), then the IEP and BIP will govern the use of corporal punishment.

### *Restraint, Search and Interrogation*

#### Physical Restraint

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

## Search of School Owned Property

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

## Search of 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.

## 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 frisk or “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, removal 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 practical under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

## 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.

## *Interrogation of Student- On Campus Incidents*

### Notification of Law Enforcement Officials

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

### **Bullying, Harassment, and Child Abuse**

#### *Jamari Terrell Williams Student Bullying Prevention Act Policy 2018-472*

This new Act replaces the Anti-Harassment Policy that had previously been adopted by school systems through the state of Alabama.

### Bullying, Intimidation, Violence, and Threats of Violence Prohibited

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

### Definitions

In this policy, these terms shall have the following meanings:

- (a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical action that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the category of personal characteristics contain in this policy. To constitute bullying, a

pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

- (b) “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, the threat of assault or assault.
- (c) “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) “Threat” means a statement of an intention to inflict pain, injury, damage or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal or physical act to cause fear, mental distress or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (e) “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- (g) “Student” as used in this policy means a person who is enrolled in the Monroe County Public School System.

### Description of Behavior Expected of Students

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required:

- To comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation.
- To refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student.
- To refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

### Common Forms of Bullying

#### **Verbal Bullying**

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm
- Other pervasive, ongoing pattern intended to intimidate harass or shame a student.

#### **Social Bullying**

- Exclusion- intentionally excluding a student
- Telling others students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Other pervasive, ongoing pattern intended to intimidate harass or shame a student.

### Physical Bullying

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures
- Other pervasive, ongoing pattern intended to intimidate harass or shame a student.

### Cyberbullying

- Intimidating text messages or emails
- Rumors by email or social networking sites
- Embarrassing pictures and videos
- Other pervasive, ongoing pattern intended to intimidate harass or shame a student.

**\*Please note that this not intended to constitute an exhaustive list. \***

## Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under the authority of this policy.

## Reporting, Investigation and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy must be made on Board-approved complaint forms available in this handbook, on the website, or at the school's office. The complaint must deliver to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include the provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation

of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into accounts the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may be imposed by the principal or the school system.

- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

### **Promulgation of Policy and Related Procedures, Rules and Forms**

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local Board of Education and school, shall be available at each school office, and shall be included in the Student Handbook that is distributed to each student at the beginning of each school year.

### ***Sexual Harassment***

Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee is illegal and will not be tolerated. The Board will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

### **Definition**

Sexual harassment includes unwelcome sexual advancement, request for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school related activities or creating an intimidating, hostile, or otherwise offensive environment in or near the school or school facility.

### **Complaint Procedure**

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school counselor, principal or the

Superintendent. Any student who becomes aware of or suspects that a student is being sexually harassed shall immediately report the information to the school counselor, principal or Superintendent. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted.

### *Erin's Law- Sexual Abuse Prevention*

In accordance with Erin's Law (HB197) passed by the Alabama Legislature on June 11, 2015 the Alabama Governor's Erin's Law Task Force has established state guidelines for a child sexual abuse prevention instructional program for students in grades Kindergarten through 12 consistent with the techniques to teach children to recognize child sexual abuse, equip them with skills to reduce their vulnerability, and encourage them to report the abuse.

All public schools systems are required to establish developmentally appropriate instruction and curriculum for students in grades K-12 to implement Erin's Law. The Alabama Governor's Task Force on Prevention of Sexual Abuse of Children has established recommended guidelines that have been approved by the State Board of Education.

## **Student Services**

### *Guidance and Counseling*

School Counselors and School-Based Social Workers in the Monroe County Public School System are committed to the establishment of a warm, nonjudgmental environment in order to foster the academic/career and social/personal growth of students. Counselors and Social Workers provide a variety of planned, purposeful, and sequential counseling and guidance activities that address the needs of students at each stage of their development. The fostering of positive self-esteem and healthy interpersonal relationships in the student's early years is followed by the promotion of an awareness of the world of work and the importance of academic preparation as the student matriculates through school. Ultimately, their mission is to help students become responsible and productive citizens in their local community and the larger world.

### **Suicide Awareness and Prevention Policy- Jason Flatt Act**

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention, and postvention with students at risk, their families and the communities who may be affected. This act, which amends 16-28B-8 of the Code of Alabama 1975, includes prevention of harassment and violence.

## Student Safety Plan Suicide Protocol- Request for Assistance

Once a student has expressed harm to self and/or others ideation, the counselor/school-based social workers will be notified immediately. If the counselor and/or school based social worker is not available, the Principal or designee will be contacted to complete the Student Safety Plan Protocol.

### Protocol

- The counselor notifies the Principal/Principal's Designee IMMEDIATELY. If the Principal is not available, it is the Principal's Designee's responsibility to notify the Principal.
- All school campus administrators will be trained to complete the Student Safety Plan Protocol in the event that the counselor is unavailable. District social workers/personnel will be contacted ONLY if no one is available at the school to complete an assessment or if additional assistance is needed.
- All emergencies that require 911 assistance should be called in immediately to the Central Office- Student Service Director.

### Parental Notification

Note: The counselor/nurse/Principal/Principal's designee will remain with the student until the parent/guardian arrives.

1. The counselor/Principal/Principal's designee will contact and meet with the parent/guardian immediately. The purpose of the emergency conference is to discuss the student's immediate psychological and safety needs, including supervision. Topics to be discussed should include:
  - a. Current status of student
  - b. Student's exact reference to harm self and/or others
  - c. Importance of parental role in providing supervision.
2. If the counselor/Principal/Principal's designee cannot reach a parent/guardian by phone, they will call the emergency contacts that were provided by the parent/guardian.
3. If the student is taken to the hospital, the counselor/Principal/Principal's designee will accompany the child. Once the parent/guardian arrives, the counselor/nurse/Principal/Principal's designee may choose to remain, but is no longer required.

4. All phone calls/conferences/attempts to notify are to be documented on the Student Safety Plan Disposition.
5. When the student returns to school the counselor/nurse/Principal/Principal's designee will conduct a mandatory readmit conference with the student and parent/guardian. At this time, appropriate clearance documentation (i.e., discharge form, doctor's note, mental health clearance form, etc.) will be collected from the parent/guardian. A copy of this documentation should be attached to the school's copy of the Student Safety Plan Protocol and be sent to the Director of Student Services.

## Special Services

### *Child Find*

The Monroe County School System is committed to locating, identifying and evaluating those students between the ages of 0 and 21 who need special education and related services. Eligible children are those children who have been identified as having a disabling condition as outlined in the State Department of Education's Alabama Administrative Code for Special Education Services, Chapter 290- 080-090, for Alabama's current special education disability areas. Exceptionalities served include: Developmentally Delayed, Deaf/Blind, Emotional Disability, Hearing Impaired, Intellectual Disability, Multi- disabilities, Orthopedically Impaired, Other Health Impaired, Specific Learning Disabilities, Speech and Language Impaired, Visually Impaired, Autism, and Traumatic Brain Injury.

Persons interested in making a referral for evaluation to determine if special education services are required for any child from age 0 to 21 residing in Monroe County should contact the following person:

*Director of Special Services  
Monroe County School System  
109 Rosenwald Drive  
Monroeville, AL 36460  
251-743-2150*

### *Equity Coordinator*

In accordance with the provisions of the regulations of Section 504 of the Rehabilitation Act of 1973, provisions of the Americans with Disabilities Act (ADA), provisions of Title IX of the Education Amendments of 1972, and the provisions of Title VI of the Civil Rights Act of 1964, the Monroe County Board of Education has adopted a grievance procedure and appointed a responsible coordinator. The coordinator is the Director of Special Services; the telephone number is 251-743-2150.

### *Section 504 Grievance Procedure*

It is the policy of the Monroe County Board of Education not to discriminate on the basis of disability. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Board of Education has adopted a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 or the U.S. Department of Health and Human Services regulations implementing the Act. Complaints or reports of violations should be made to Teresa Bullard, Section 504 Coordinator, Director of Special Services, Monroe County Board of Education, 109 Rosenwald Drive, Monroeville, AL 36460, Office Telephone (251) 743-6047, Fax 251-575-5764, who has been designated to coordinate the efforts of the Board of Education to comply with Section 504.

Any student who believes she or he has been subjected to discrimination on the basis of disability, or a representative acting on the student's behalf, may file a grievance under this procedure. It is against the Law for the Board of Education or its personnel to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

### *Procedure*

- Grievances must be submitted to the Section 504 Coordinator within 180 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it as well as the name of the student subjected to discrimination, and must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator or his or her designee, shall investigate the complaint. This investigation may be informal but it will be thorough, affording

all interested persons an opportunity to review relevant records and submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Board of Education relating to such grievances.

- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after it is filed.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Superintendent of the Monroe County Board of Education within 15 days after receiving the Coordinator's decision. The Superintendent, or his or her designee other than the Section 504 Coordinator, shall issue a written decision in response to the appeal no later than 30 days after the appeal is filed.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office of Civil Rights.

The Board of Education will make appropriate arrangements to ensure that disabled persons are provided reasonable and appropriate accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio recordings of materials for the blind, or assuring a barrier-free location for the proceeding. The Section 504 Coordinator will be responsible for such arrangements upon request.

### *Gifted Education*

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These children and youth 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. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

### *Program Description*

The Monroe County Board of Education would like to inform all parents that services are provided for intellectually and creatively gifted students. The Monroe County School System realizes that gifted students are unique and have special needs and interests. Because of these needs, a gifted program was established to serve the intellectually and creatively gifted in Monroe County.

The Monroe County Board of Education believes that gifted students may be found within any race, gender, or economic class. In addition, some students with disabilities may be found to be gifted. The Monroe County School System shall prohibit discrimination against any student on the above basis with respect to their participation in the gifted program.

Students may be referred for evaluation by their parent/guardian, a classroom teacher, school personnel, peers, other individuals having knowledge of the student or self. Referral forms may be acquired from the Office of Special Services or from any local school. Additionally, all second-grade students will be observed as potential referrals using a gifted behavior checklist.

The gifted program should not be seen only as an acceleration or extension of regular classroom activities, but rather work and activities independent of the regular curriculum. A differentiated curriculum is provided to challenge the students to reach their potential. Activities that foster the growth and development of leadership abilities are included in the program. Gifted and talented students are assisted in understanding the moral implication of their gifts. The program enables gifted and creative students to make positive and beneficial contributions to their community and society both now and in the future.

The students are on a two-week rotating schedule which allows them to attend the Learning Enrichment classroom every two weeks for a day of instruction and activities and needed time with their similarly gifted peers.

Once parental permission has been obtained, any student being considered for gifted services will be evaluated in order to obtain information on intelligence, creativity, behavior, and performance. All accumulated information and the psycho-educational report on each student will then be reviewed by the Eligibility Determination Team (EDT) to determine eligibility. The information is entered on a matrix where points are assigned according to established criteria. The matrix is required by the State Department of Education-Gifted Education Services. The total number of points earned determines if the student qualifies for gifted services.

Persons interested in making a referral for gifted evaluation should contact the Director of Special Services, Gifted Specialists or school counselors. Parents or guardians who may have disagreements with respect to issues of identification, evaluation, and services may refer to a copy of parental rights in gifted education provided to each parent at the time of referral, or request a copy of the State Code outlining the procedure for complaint from the Office of Special Services: 251-743-2150.

## Technology

### *Technology Acceptable Use Agreement (AUA)*

#### Introduction

Monroe County Public Schools (MCPS) Acceptable Use Agreement establishes guidelines for the use of Internet and the MCPS wide area network (MCPSNet) for students. The use of this electronic resource is a privilege not a right. Failure to adhere to the policy and Acceptable Use Agreement (AUA) will result in the revocation of the user's access privilege. At school, student access to the MCPSNet and the use of the Internet will be under teacher direction and will be monitored as any other classroom activity.

#### Limitation of Liability:

- The Monroe County School System makes no guarantee that the functions of the services provided by or through MCPSNet will be error-free or without defect.
- The Monroe County School System will not be responsible or liable for:
  - any damage suffered, including but not limited to, lost data or interruptions of service.
  - financial obligations arising through the unauthorized use of the system arising out of the illegal or inappropriate use of technology resources

#### Access

- The MCPS will provide filtered Internet Access via iBoss Content Filter. Individuals may not attempt to log in to the network using any network account and/or password other than the login(s) assigned to him/her or allow someone to use his/her network account and/or password to access the network, email, or the Internet.
- Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside MCPS. Any such unauthorized usage shall be reported immediately to the school principal and/or the District Technology Staff (DTS).
- Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this AUA.

- Individuals must not attempt to disrupt any computer services or data by engaging in activities including, without limitation, spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure.
- Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.
- Personal technology related devices such as, but not limited to, laptops, PDAs, smartphones, iPods, etc. used on school grounds are subject to all items covered in this AUA as well as local, state, and federal laws.
- The DTS and/or school system administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts.
- No network device such as a switch, hub, router, access point or print server shall be allowed on the MCPSNet unless provided or approved by the Technology Services staff.

## Privacy

- To maintain network integrity and to ensure that the network is being used responsibly, the DTS and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.
- Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate and responsible communications.
- MCPS cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, email, telephone, or otherwise.
- Users are encouraged to avoid storing personal and/or private information on the district and/or schools' technology resources.
- Reasonable steps and procedures will be taken to secure student records, media center collections and accounting information. Such information shall be backed up in a routine manner.
- Users are expected to be familiar with and adhere to the current Copyright and Fair Use laws.

## Internet Use

- Students who are allowed independent access to the Internet have the capability of accessing material that has not been filtered.
- Internet activity can and will be monitored, along with other aspects of technology usage.
- Users will not post or transmit any personal contact information about themselves or other people. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc. Exceptions include college registrations, online tests and any other Administrator approved use.
- Users shall not agree to meet with anyone they have met on-line.

## Example of Inappropriate Use of Resources:

The following are examples of inappropriate activities when using any MCPSNet, email system, hardware, software, technology service, and/or Internet access:

- Using another user's password, attempting to find out another user's password or sharing your own password.
- Trespassing in another user's files, folders, home directory or work.
- Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.
- Harassing, insulting, embarrassing, or attacking others via technology resources.
- Damaging technology resources including but not limited to printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.).
- Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity.
- Accessing inappropriate material from off-site storage locations and/or removable storage devices.
- Accessing inappropriate material from websites or attempting to bypass the Internet filter to access websites that have been blocked (sites containing information that is, for example, violent; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling, etc.).

- Sending, displaying, or downloading offensive messages or pictures.
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate or embarrassing pictures.
- Excluding modifications made while working on an authorized school/school system publication or under the supervision of a teacher, editing/modifying digital pictures without the consent of the subject especially with the intent to embarrass, harass, or bully.
- Plagiarizing written words, pictures, music and/or other media types accessible through the MCPSNet or the Internet.
- Using the MCPSNet for commercial purposes or profit including offering, providing or purchasing products or services.
- Using the MCPSNet for political lobbying.
- Knowingly or recklessly posting or transmitting false or defamatory information about a person or organization.

### Google Apps for Education

Monroe County Schools uses Google Apps for Education with all of its students. Students have access to Google Mail, Google Calendar, Google Docs, and Google Sites that will be used for school related projects. Google Apps provides a place for students to safely keep online communication and collaboration documents as they relate to school. It is not intended for personal use. Students will retain use of the account until either they graduate or are no longer enrolled in Monroe County Schools.

- All stored work will be accessible from any place with an Internet connection.
- Access to and use of student Google accounts is considered a privilege. Monroe County Schools maintains the right to terminate the access to and use of a student's Google account when there is reason to believe violations of law or district policies have occurred. Monroe County Schools reserves the right to access any information stored on a Google Apps for Education tool licensed by Monroe County Schools. Such storage shall remain the property of Monroe County Schools. Any alleged violation will be directed to the school administration and addressed according to the procedures outlined in the student handbook.

- Monroe County Schools cannot and does not guarantee the security of electronic files used in Google Apps for Education.

*Parents wishing to have their children to opt out of Google Apps for Education, may do so by providing in writing on a yearly basis to the local school principal.*

### Cellphone/Electronic Communication Devices

If a student needs to reach his or her parent or guardian during the school day, a telephone is available in the school office.

The use of **personal** electronic devices (including, but not limited to, cell phones, cameras, iPods, iPads, e-readers, laptops, electronic notebooks and tablets, mp3 players, and game systems) is prohibited during the **instructional day** and must not be visible or turned on during the **instructional day** except when such use is necessary for educational or instructional purposes as determined and authorized in advance by a teacher or administrator.

#### **VISIBLE CELL PHONES WILL BE CONSIDERED IN USE.**

**1st Offense:** Student's cell phone will be taken up and placed in the front office. Cell phones will be released at the end of the next school day to a parent or guardian who will be required to sign a release form for the cell phone.

**2<sup>nd</sup> Offense:** A Class II violation and the student will receive In-School Study, After School Detention, or 1 day Out of School Suspension.

*Subsequent violations may be handled as Class III offenses.*

**THE LOCAL SCHOOL OR SCHOOL DISTRICT WILL NOT BE RESPONSIBLE FOR ELECTRONIC COMMUNICATION DEVICES THAT ARE LOST OR STOLEN ON CAMPUS.**

### Use of Digital Device during the Administration of a Secure Test

The possession of a digital device including, but not limited to, cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information, is strictly prohibited during the administration of a secure test.

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 will be subject to search, the student will be dismissed from testing, and student's test will be invalidated.

## Textbooks

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent. The local textbook committee will be appointed by the Board and will consist of parents, teachers, and community representatives who will serve a term of one year. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear.

## Library Media

The Monroe County Public Schools Library Media Specialists are a part of the school's learning community and commit to creating a center of teaching and learning by providing access to quality collections and current technologies. Library Media Centers support instructional programs to enhance student learning and student achievement.

Library books may be checked out from the library media center with normal check out procedures. Students with overdue library books are subject to a fine of five cents per school day. Students who have lost or damaged library books are subject to current replacement cost.

## Child Nutrition

Breakfast and lunch will be offered to all students. A student may bring lunch from home or buy it at school. To qualify for free or reduced meals, a student must be properly approved for eligibility.

Students must not carry food of any type out of the lunchroom. **Carbonated sodas may not be served nor brought into the cafeteria.**

Students may not bring fast-food meals into the lunchroom. This would include fast-food delivered by parents. Any food delivered by parents **must be delivered to the office**. Food deliveries are highly discouraged.

All students must remain in the lunchroom or designated area during the lunch period.

## Meal Charge Policy

The goal of the Monroe County Child Nutrition Program (CNP) is to provide nutritious meals to children during the school day. Children may receive breakfast and lunch at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on Federal poverty guidelines. Each family must submit a Free and Reduced Meal

Application to be approved for free or reduced-price meals. Federal regulations are clear that reduced price lunches may not exceed \$.40 and reduced-price breakfasts may not exceed \$.30.

A paper copy and online version of the Free and Reduced Meal Application will be available to parents beginning July 1. The district encourages all parents to take advantage of the convenience of the online application.

Families are encouraged to pre-pay for meals at the local school or by using the E-funds online payment system for a minimal convenience fee. This service is available on the district website at the following link: [http://www.monroe.k12.al.us/departments/child\\_nutrition/e-funds\\_for\\_schools](http://www.monroe.k12.al.us/departments/child_nutrition/e-funds_for_schools). E-funds online payment system allows families to check their account balance and add money electronically from a computer or mobile device which eliminates the exchange of money in the cafeteria. Families who do not opt to pay using the online system can use the system to check their children's balance. When pre-paying for meals, the account will show a credit on the day of service. If a parent does not want their child to participate in a meal, the parent is required to notify the Child Nutrition Manager and to also notify the teacher for breakfast in the classroom programs.

Sometimes children who do not qualify for free or reduced meals, based on these standards, would like a breakfast or lunch but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service. When this occurs, each school will communicate with parents if the child owes money for the day by sending a letter home with the student. The local school will have an account with limited funds available for these emergency situations when a child does not have funds available and would like to purchase a meal. Parents should not take advantage of this policy as the school aims to offer an economic meal to every student. Federal regulations require that adult meals may not be purchased if funds are not available on their account.

Payments for unpaid meals should be submitted the following day or paid using the online payment system. Unpaid meal charges are considered "delinquent debt" when payment is overdue as defined by State and local policies. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it. Schools will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. After three (3) unpaid meals, if the delinquent debt is not collected, a school may choose to offer an alternate meal. Students receiving the alternate meal will be notified in advance by the principal's office and they will make arrangements with the students to receive a sack lunch until the debt is collected. Lunches will be delivered to the office and students will pick

them up there and will not have to go through the serving line.

If any delinquent debt is not collected by school year end the local school account will reimburse CNP for any past due accounts. A record of all delinquent accounts will be maintained at the local school in accordance with the district record retention requirement of 5 years. By federal regulation meals will always be provided to K-3 and all children who are classified by the district's special education representative as a child with a disability who may be unable to take full responsibility for a meal. However, schools will continue to make reasonable efforts to collect all unpaid meal debt.

### Worthless Check Policy

The Board of Education recognizes that occasionally a parent may inadvertently overdraw a checking account and a check be returned by the bank. In order to recover these funds in a private and professional manner, the Board of Education has contracted with Nexcheck, LLC, a company based in Birmingham, for collection of returned checks. Each person writing a check to a school, the Child Nutrition Program or the Board of Education should write the check on a commercially printed check with name and address, and at least one phone number. Counter or starter checks will not be accepted.

When a person writes a check to a school, the Child Nutrition Program or the Board of Education, that person agrees that if the check is returned, an insufficient fund fee, which is established by law, may be debited from their account by Nexcheck. If the check and fee are not collected electronically, then Nexcheck will contact the individual by mail and by telephone in order to make arrangements for payment. Payments may be made in person at Nexcheck's office at 2416 Greensprings Highway, Birmingham, Alabama, 35209, or by mail to P.O. Box 19688, Birmingham, Alabama, 35219. Payments of the check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) using a credit card, debit card or electronic check without additional fee. For a convenience fee, payments may be made over the telephone by credit card, debit card or electronic check.

Nexcheck will be responsible for collecting all fees from the individual and will automatically reimburse the school, the Child Nutrition Program or the Board of Education for all insufficient funds.

## Health Services

### When NOT to send Your child to school....

***Temperature of 100° or higher*** - Student should not attend school until he/she is fever-free (under 100°) for 24 hours without the use of medicine.

***Vomiting/diarrhea*** - Student should stay home until free of the vomiting/diarrhea for 24 hours.

***Coughing excessively*** - A constant cough is very uncomfortable for the student and it is also disruptive to the class.

***Severe rash*** - A severe rash that has not been seen by a physician. Please cover an open wound with a bandage. If it does not appear to be healing, please consult your physician.

***Strep throat or other infections*** - Do not send your child to school. The student should have at least 24 hours of antibiotics before returning to school.

***Flu*** - The student will need to remain home for 3 days from onset of symptoms and until the student is fever free for 24 hours without the use of medication.

***Conjunctivitis (pink eye)*** - The student must see a physician for treatment and remain home until the student has been treated for 24 hours.

***Head Lice:*** If a student has head lice (live bugs), he/she will be sent home. A student may return to school after treatment and clearance from the school nurse or designated employee. A parent /guardian must accompany the student for the screening by the nurse or designated employee. Students are allowed (1) one excused absence for head lice. If during a head lice check, nits are discovered, a letter will be sent home and the parent/guardian is expected to treat nits and environment. If further assistance is needed, please contact the school nurse.

***Ringworm*** - The student will need a note from a physician stating he/she is receiving treatment and may return to school.

## Medication Guidelines

### Notification and Authorization

A parent/guardian should notify the school nurse if a health procedure or medication is to be administered in the school setting and submit all required documentation to the school nurse. The school nurse must verify and authorize all medications.

The parent/guardian shall administer the first dose of a new medication (excluding emergency medication, for example Epi-pens, Diastat, Glucagon, etc.) at home in case of possible allergic reaction.

Due to the effects of narcotic pain medications, they will not be administered in the school environment for any acute conditions. Only those controlled substances prescribed for a chronic condition are approved for administration in the school setting. These medications include Lortab, Vicodin, Tylenol with codeine, Darvocet, Percocet etc. If you wish for your child to have a controlled medication for any acute condition, including pain, it is best to give this type of medication at home.

Herbal medications and Non-FDA approved medications will not be given in Monroe County Public Schools. The parent/guardian should administer these medications at home. Parents may choose to come to the school to administer medicine to their child.

### Required forms

The Parent Physician Authorization form (PPA) must be completed **prior to any medication being administered** in the school environment. This form may be obtained from the school office or from the physician's office. This form must be complete and signed by the physician/practitioner and parent/guardian before school personnel are allowed to assist students in taking their medication. The PPA is required for all over the counter medications and prescription medications.

If a student's medication changes (medicine or dosage), a new Parent Physician Authorization must be completed. Parents shall notify the school nurse of any medication changes.

## **Over the counter medication (OTC)**

**OTC (over the counter medication)** medications **must be age appropriate** to be given in the school environment. Example: a child who is 10 years old cannot be given Tylenol that states ages 12 and up (even if they meet the weight requirement) on the bottle. All OTC medications are required to have a PPA signed by the physician and the parent. OTC's include cough drops, Tylenol, Advil, Aleve, Midol, cough syrup, etc. Siblings may not share OTC medications-each student must have their own bottle.

No stock OTC medications are kept at school for student or staff use. Parent/Guardian must supply any medication that the student receives at school.

No student will be permitted to carry or possess any type of medication, whether **prescription** or **over the counter** on his/her person at any time. Exceptions include inhalers, Epi-pens, Glucagon, etc., when prior proper authorization from the physician, parent/guardian, and school nurse is in place. Any student caught in possession of any medication may be subject to disciplinary action by the school board.

## **Self-administration and keep on person medication by students**

Students may self-administer and/or keep on person medication for chronic health conditions or emergency medications in accordance with the 2019 Kyle Graddy Act, provided certain requirements are met. A PPA completed by a licensed prescriber and signed by the parent must be provided. The school nurse must assess the student to determine the student may safely carry and/or administer the medication and a self-administration form must be completed.

## **Medication delivery and pick-up**

**All medications must be delivered to the school nurse or designated medication assistant in the school by the parent/guardian or other responsible adult.** Students **cannot transport** any medications to and from school, prescription or OTC. Medications will be counted by the designated medication assistant/school nurse and parent/guardian/adult when received at the school. Both the parent/guardian/adult & the school nurse will sign acknowledging the count is correct. The school will not accept expired medication. All medications will be stored at school in a locked cabinet or drawer.

OTC medications must be in the original sealed container, packing must be intact.

Inhalers must be in the original box or must have a pharmacy label applied directly to the inhaler itself. If the student is to self-administer a medication it must have a label intact on the medication at all times.

Any medication not picked up by the parent/guardian by dismissal on the last day of the school year will be discarded according to policy guidelines.

### Health Screenings

Students in grades K-12 are screened for vision and hearing as needs arise. If you do not wish for your child to be screened, please indicate in writing addressed to your school nurse. Students in grades 5–9 (i.e., age 11-14 years) are screened annually for scoliosis (curvature of the spine) if parent opts in for the screening. If a problem is found during these screenings, a referral letter will be sent home to the parent for follow up with the student's health care provider.

### Chronic Health Concerns

Contact the school nurse at the beginning of the school year, or when your child has been diagnosed with an illness requiring monitoring at school. Health plans will be created to ensure the student's safety while at school and school-sponsored activities.

## Transportation

Students transported by buses operated by Monroe County Public Schools are under jurisdiction of school officials at all times. Students will obey the driver promptly concerning conduct on the bus. Failure to do this or engaging in conduct which endangers the safety and welfare of one's self and/or others will result in suspension from riding the bus, or in extreme or repeated cases, expulsion from riding the bus. The right to ride a Monroe County Public School bus is conditioned on good behavior.

### Reminders:

- Profanity, vandalism, obscene literature or pictures, smoking, illegal drugs, and weapons are forbidden on school buses.
- A student/parent must pay for any damages caused by acts of vandalism on the

school bus.

- The school is not responsible for any student before he actually boards the school bus in the mornings or after the student leaves the bus in the afternoons.  
*(In the event school dismiss early due to weather conditions, etc., an announcement will be made by means of radio and other communication mediums of the early dismissal.)*
- A student is expected to be on time at the designated bus stop.
- Students are expected to ride the assigned bus and the drivers will not discharge riders at places other than the regular bus stops (at home or at school) unless by proper authorization from parents and approved by school officials.

Riding a school bus is a privilege, and the privilege can be lost.

### School Bus Behavior Contract

Bus drivers, students, parents, and the school all share the responsibility for bus safety. The sole purpose of the school bus is to transport students safely to and from school. This agreement is designed to help ensure that all students are transported in a safe and orderly manner. Its purpose is also to inform parent(s)/legal guardian(s) of expected behavior and the consequences of not following the bus rules. Please read the rules and consequences listed below and sign the **Student and Parent/Legal Guardian Acknowledgment Form** to acknowledge that the School Bus Behavior Contract has been read and understood by student and parent/guardian.

1. Arrive at the bus stop at least 5 minutes early and be ready to board the bus.
2. Be seated immediately after boarding and remain seated.
3. Obey and cooperate with the bus driver.
4. Do not harass other students.
5. Do not fight, quarrel, yell, or use profanity.
6. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats.
7. Keep hands, head, and objects inside the bus.
8. Do not eat, drink, or chew gum on the bus.
9. Keep the bus clean by picking up trash that is dropped.
10. Do not commit careless or willful acts which may cause damage to the bus.  
(This can result in a monetary charge.)

11. Ride to and from school on the bus assigned unless approval to change has been given by the principal. (A note must be sent to the school and the parent must include a phone number.)

### Bus Violations

Bus violations resulting in office referrals for violation of bus rules will result in (as a minimum):

**1<sup>st</sup> Offense**- Verbal Warning and contact of the parent/guardian by Transportation Director or school administrator.

**2<sup>nd</sup> Offense**- Suspension from the bus for 1-3 days.

**3<sup>rd</sup> Offense**- Suspension from the bus for 4-6 days.

**4<sup>th</sup> Offense**- Suspension from the bus for 7-10 days.

**5<sup>th</sup> Offense**- Long term suspension up to 6 weeks.

**6<sup>th</sup> Offense**- Suspension 7 weeks or more and up to the remainder of the academic year.

### Suspension from the Bus

Failure to comply with the following rules is very serious and may result in immediate suspension and/or permanent removal from the bus.

1. Do not smoke or strike matches/cigarette lighters on the bus.
2. Do not bring fireworks, weapons, or anything that may endanger persons or property on the bus.
3. Do not commit careless or willful acts which may cause injury to persons or property on the bus.

If a child is suspended from the bus, it is the parent/guardian's responsibility to get the student to and from school.

***A parent/legal guardian may not enter the bus to speak to his/her child, nor to address another student, nor to address the bus driver. Entering a school bus without permission is punishable under Alabama law.***

Please sign the **Student and Parent/Legal Guardian Acknowledgment Form** to indicate the Student Bus Behavior Contract has been read and rules are understood. Students may be denied transportation on the bus for failure to complete the **Student and Parent/Legal**

**Guardian Acknowledgment Form** or who fail to agree to the guidelines.

## Fees and Parking

### Fees

Parking on Campus (Decal) \$10.00

Locker Rental: \$5.00

Driver's Education Fee: \$15.00

No Lab fees should exceed \$ 25.00

### Parking Permit Conditions

The student and the parent/owner of the vehicle(s) identified on Permit Application agree to the following conditions:

1. No student may drive a vehicle on the premises of a Monroe County Board of Education school during school hours unless the student has purchased a current parking permit for said vehicle and the permit is affixed or placed on/in a visible location in said vehicle. The fee for a permit shall be set at \$10.00 and, once paid, is non-refundable. Each school shall collect the permit fee and use the same to defray the cost for the parking program.
2. The use of a motor vehicle by a student on the premises of a Monroe County Board of Education school is a privilege that is subject to the terms of this permit and further subject to the absolute discretion of the principal and/or Superintendent of Education.
3. The principal of each high school (and/or the Superintendent of Education) has the absolute right to immediately terminate a student's privilege to use a motor vehicle on the premises of any Monroe County Board of Education school for any of the following reasons:
  - a. The failure by the student and/or parent to maintain liability insurance on the vehicle and/or to provide proof of the liability insurance to the principal and/or any member of his/her staff and/or the Superintendent of Education.
  - b. The violation by the student of any provision of the Student Handbook and Code of Conduct.
  - c. Any negligent or reckless driving by the student on the campus of any Monroe County Board of Education school property as determined by the principal

and/or any member of his/her staff and/or the Superintendent of Education.

- d. The refusal by the student and/or his parent to allow the principal and/or any member of his/her staff and/or the Superintendent of Education and/or any member of his/her staff to search and/or inspect the vehicle while it is on the property of the Monroe County Board of Education.
  - e. The expulsion of the student and/or the termination of the student as a full-time student at any Monroe County Board of Education school for any reason.
- 4. The student and/or the parent/legal guardian of the student and/or the owner of the vehicle hereby consent to any inspection or search of the vehicle by any principal and/or any member of his/her staff and/or the Superintendent of Education and/or any member of his/her staff while the vehicle is on the premises of any Monroe County Board of Education school.
  - 5. During school hours the student shall park his or her vehicle in the parking space and/or area assigned by the principal.

## Parental Notification

### *Media Release Permission*

Parents may deny media release of their children. Unless such consent is denied, Monroe County Public Schools are hereby given the right and permission to publish/use photographs or video and/or audio tapes of a student registered in a Monroe County school with the understanding that such reproductions could be used to publicize/promote the school district through its own media productions or through commercial media. Further, parents waive any right to inspect and/or approve the finished product and do release the Monroe County Public Schools from any liability by virtue of distortion by processing. Such items may be used for publication, broadcast, or reproduction without limitation, or reservation, or any fee. It is the responsibility of the parents to notify the school when and if it is deemed disadvantageous or inadvisable to have their child featured in such a manner.

***Parents who DO NOT wish for their child's photograph, video and/or audio tapes to be released should submit this in writing to their child's school along with the acknowledgement form found in this handbook.***

***Military Recruiter/Postsecondary Institutions Access to Secondary School Students Names, Address and Telephone Listings (Grades 11-12)***

The No Child Left Behind Act of 2001 [(PL No. 107-110) amended Section 9528 of the Elementary and Secondary Education Act (ESEA) of 1965] is specific to military recruitment of high school students, and the military recruiter's access to the student's name, address, and telephone listing.

Each school must comply with a request by a military recruiter or institution of higher education for secondary students' names, addresses, and telephone numbers, unless parental consent for such disclosure has been denied.

Each school must notify parents of their option to request that their child's name, address, and telephone listing NOT be disclosed to military recruiters. If a secondary student is over the age of eighteen (18), then the school must notify the student. If the parent requests that the information NOT be released to military recruiters or postsecondary institutions without prior written consent, the school must comply with the request.

***If a parent does not wish for the child's name, address, and telephone listing to be released, please complete the appropriate section of the Student and Parent/Legal Guardian Acknowledgement form, and return it to the child's school.***

## Teacher's Gifts

A teacher or other school employee may receive a gift of a "de minimis" from a student over the course of an academic year.

# Appendix

# Meningococcal Disease

## What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include:
  - Meningitis - an infection of the fluid and lining around the brain and spinal cord
  - Septicemia - a bloodstream infection

## What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:
  - Sudden onset of a high fever
  - Headache
  - Stiff neck
  - Nausea
  - Vomiting
  - Increased sensitivity to light
  - Rash
  - Confusion
  - Severe aches and pain in the muscles, joints, chest or belly

## How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

## Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.



# *Meningococcal Vaccine*

## **Who should get meningococcal vaccine?**

- Meningococcal vaccine(s) is recommended for all preteens and teens.
- All 11 and 12 year olds should be vaccinated with serogroups A, C, W, and Y meningococcal conjugate vaccine (MCV4). A booster dose is recommended at age 16.
- Teens and young adults, 16 through 23 year olds, may also be vaccinated with a serogroup B meningococcal vaccine (SBMV), preferably at 16 through 18 years old.
- Both MCV4 and SBMV can be given at the same time, talk to your provider.
- Teens with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).

## **Who should be vaccinated because they are at increased risk?**

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

## **What are the vaccine side effects and risks?**

- MCV4 and SBMV are safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

## **Where can I find more information?**

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [cdc.gov](http://cdc.gov) and type meningococcal vaccine in SEARCH box.



# *Influenza Disease*

## **What is influenza disease?**

- Influenza (flu) is a contagious respiratory illness caused by a virus.
- The virus infects the nose, throat, and lungs.
- It can cause mild to severe illness, hospitalization, and even death.

## **What are the symptoms?**

- Anyone can get flu and it strikes suddenly and can last several days.
- Symptoms of flu disease may include:
  - Fever or feeling feverish/chills
  - Cough
  - Sore throat
  - Runny or stuffy nose
  - Muscle or body aches
  - Headaches
  - Fatigue (very tired)
  - Vomiting and diarrhea

## **How does influenza disease spread?**

- Flu is spread by:
  - An infected person's droplets from cough, sneeze or talk enter the mouth, eye or nose.
  - Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.
- An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start.
- Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

## **How do I prevent the flu?**

- Get a yearly flu vaccine.
- Wash your hands properly and often.
- Cover your cough and sneeze with arm.
- Clean and sterilize surfaces.
- Stay home if you are sick.

## **Where can I find more information?**

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [cdc.gov](http://cdc.gov) and type influenza in the SEARCH box.



## *Influenza Vaccine*

### **Who should get the influenza (flu) vaccine?**

- The flu vaccine is recommended every year for everyone age 6 months or older.

### **Who should be vaccinated against influenza because they are at increased risk?**

- Children 6 months of age through 5 years, Adults 65 years of age or older
- Pregnant women
- Residents of nursing homes and other long-term care facilities
- People who have medical conditions including the following:
  - Asthma
  - Chronic lung disease
  - Heart disease
  - Blood disorders (such as sickle cell disease)
  - Kidney disorders
  - Liver disorders
  - Weakened immune systems due to disease or medication (such as HIV/AIDS or cancer)
  - People younger than 19 years of age who are receiving long-term aspirin therapy
  - People with extreme obesity

### **What are the common vaccine side effects and risks?**

- Flu vaccines are safe, but some side effects can occur.
- Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.
- More serious problems may include Guillain-Barré syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.
- People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.

### **Where can I find more information?**

- Ask your doctor.
- Ask your school nurse.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [cdc.gov](http://cdc.gov) and type influenza in the SEARCH box.



Alabama Department of Public Health  
Immunization Division, 201 Monroe St, Montgomery, AL 36104  
1-800-469-4599 [www.adph.org/imm](http://www.adph.org/imm) 2/29/16

MONROE COUNTY BOARD OF EDUCATION  
*Acknowledgement Form Code of Conduct Policies*

I, \_\_\_\_\_, enrolled in \_\_\_\_\_  
(Student's Name) (School)

and my parent(s)/legal guardian(s) hereby acknowledge that we have received a copy of the **Student Handbook and Code of Conduct**.

**School Bus Behavior Contract:** Contract for bus riders has been read and understood.

\_\_\_\_\_ YES \_\_\_\_\_ NO

**Media Release:** Pictures, video and audio of student may be released for publicity and promotion.

\_\_\_\_\_ YES \_\_\_\_\_ NO

**Post-Secondary Institutions Access (High School Students Only):** Colleges and universities may have access to student's name, address and telephone number.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Does Not Apply

**Military Recruiter Access (High School Students Only):** Military recruiters may have access to student's name, address and telephone number.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Does Not Apply

**Technology Acceptable Use Agreement (AUA):** I have read and accept the AUA for technology use.

\_\_\_\_\_ YES \_\_\_\_\_ NO

**I have read and understand the Monroe County School System's Student Handbook and Code of Conduct.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

MONROE COUNTY BOARD OF EDUCATION  
*Jamari Terrell Williams Student Bullying  
Prevention Act, No. 2018-472*

Student Name: \_\_\_\_\_

**Student Anti-Bullying Pledge**

I have read the Jamari Terrell Williams Student Bullying Prevention Act. As a student, I agree to uphold the Jamari Terrell Williams Student Bullying Prevention Act in order to help put an end to bullying at our schools. By signing this pledge, I agree to treat others with respect and not be involved in any incidents of bullying. I also acknowledge that I have been made aware of the consequences for being involved in any bullying incidents.

Student's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Anti-Bullying Pledge**

We have read the Jamari Terrell Williams Student Bullying Prevention Act. As parents/guardians, we agree to join together with the Monroe County School District to uphold the Jamari Terrell Williams Student Bullying Prevention Act in order to help put an end to bullying at our schools. In an effort to support this policy, we agree to keep ourselves and our children informed of school bullying policies and procedures as well as work in partnership with the school district to encourage positive behavior and promote the importance of treating others with respect.

Parent's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Alabama State Department of Education Employment Survey

**School System: Monroe County**

**School Year: 2021-2022**

School: \_\_\_\_\_

Grade: \_\_\_\_\_

*Please complete the following survey. The results of this survey will be used to determine if you are possibly eligible for the Migrant Education Program.*

Student Name: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

1. Have you moved in the last 3 years to work or seek work even if it was for a short period of time?

**YES or NO**

**If Yes,** From what city, state or country did you come from?

\_\_\_\_\_

2. Are you or your spouse working or have worked in an activity directly related to some of the following areas? (Please check all applicable.)

- ☐ The production or process of harvests, milk products, poultry farms and/or plants, cattle farms
- ☐ Fruit farms
- ☐ The cultivation or cutting of trees
- ☐ Work in nurseries or sod farms
- ☐ Fish or shrimp farms
- ☐ Worm farms
- ☐ Catching or processing seafood (shrimp, oysters, crabs, fish, etc.)

3. What type of work did you or your spouse do before coming here?

\_\_\_\_\_

## *Home Language Survey*

Name: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please circle the appropriate answer:

1. What is the first language the student learned to speak?

English      Spanish      Other: \_\_\_\_\_

2. What language does the student most often speak?

English      Spanish      Other: \_\_\_\_\_

3. What language is most often spoken in the student's home?

English      Spanish      Other \_\_\_\_\_

Student's Signature (Grades 6-12) \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature (Grades K-5) \_\_\_\_\_

Date: \_\_\_\_\_

## *Encuesta a Sobre El Lenguaje Que Se Use en Case*

Nombre: \_\_\_\_\_ Edad: \_\_\_\_\_

Escuela: \_\_\_\_\_ Maestro: \_\_\_\_\_

Por favor marque la respuesta apropiada:

1. ¿Cuál es lenguaje que el estudiante aprendió a hablar primero?

Inglés      Español      Otro \_\_\_\_\_

2. ¿Cuál es el lenguaje que el estudiante mas habla?

Inglés      Español      Otro \_\_\_\_\_

3. ¿Cuál lenguaje se bavla mas en las casa de el estudiante?

Inglés      Español      Otro \_\_\_\_\_

Firma del Estudiante (Grados 6-12) \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de los Padres (Grados K-5) \_\_\_\_\_ Fecha: \_\_\_\_\_

Monroe County School System

*Student Parking Permit Application*

Permit #: \_\_\_\_\_ Parking Space# : \_\_\_\_\_

Student Name: \_\_\_\_\_ Student's Address: \_\_\_\_\_

Driver's License # (attach a copy of Student's Driver's License) \_\_\_\_\_

**Automobile Description**

	First Car	Second Car
Make		
Model		
Year		
Vin#		

Owner's Name and Address: \_\_\_\_\_

**Liability Insurance Carrier**

Company Name: \_\_\_\_\_

Policy #: \_\_\_\_\_

Local Agents (Name and Phone Number): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## ***Bullying, Harassment or Intimidation Reporting Form***

Directions: Bullying, harassment, or intimidation are serious acts and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or an event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

Today's Date: \_\_\_\_\_

School: \_\_\_\_\_

### **Person Reporting Incident (Please print)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Incident Report**

Name of Student Victim: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name(s) of alleged offender(s) if known \_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Where did the incident occur (choose all that apply)?**

\_\_\_\_ On school property \_\_\_\_ At school sponsored activity or  
event off school property

\_\_\_\_ Other

**Place an X next to the statement(s) that best describes what happened.**

____ Any bullying, harassment, or intimidation that involved physical aggression	____ Teasing, name calling, making critical remarks, or threatening, in person or by other means	____ Getting another person to hit or harm a student	____ Other (be specific)
____ Intimidating (bullying), extorting or exploiting	____ Demeaning and making the victim of jokes	____ Spreading harmful rumors or gossip	
____ Making rude and/or threatening gestures	____ Excluding or rejecting the student	____ Electronic communication (specify)	

*Bullying, Harassment or Intimidation Reporting Form (page 2)*

**What did the alleged offender(s) say or do?** \_\_\_\_\_

---

---

**Do you have any information to share about why the bullying, harassment or intimidation occurred?**

---

---

---

---

**Is there any additional information you would like to provide?** \_\_\_\_\_

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Monroe County Parents

We are pleased to notify you that in accordance with Every *Student Succeeds Act of 2015*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the enclosed form, and return the form to your child's school. Should you have any questions, feel free to contact Mr. Marty Hanks at 1-251-743-6026.

Sincerely,

Marty W. Hanks

Director Federal Programs/Human Resources  
Monroe County Board of Education

## **Monroe County Schools**

**Parents Right-To-Know • Request Teacher Qualifications** Title I, Part A, Section 1112

*Every Student Succeeds Act, Public Law 114-95*

I am requesting the professional qualifications of \_\_\_\_\_

who teaches my child, \_\_\_\_\_ at \_\_\_\_\_  
Child's Name (Please Print) School (Please Print)

My mailing address is \_\_\_\_\_  
Street (Please Print) City Zip

My telephone number is \_\_\_\_\_.

My name is \_\_\_\_\_.  
Name (Please Print)

\_\_\_\_\_  
Signature Date

**This Section to be Completed by School/Central Office**

Date Form Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Subject: \_\_\_\_\_

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the teacher teaching under emergency or other provisional status? Yes \_\_\_\_\_ No \_\_\_\_\_

Undergraduate Degree \_\_\_\_\_ (University/College)  
Major Discipline \_\_\_\_\_

Graduate Degree \_\_\_\_\_ (University/College)  
Major Discipline \_\_\_\_\_

Does a paraprofessional provide instructional services to the student?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate \_\_\_\_\_

Undergraduate Degree \_\_\_\_\_ (University/College)  
Major/Discipline \_\_\_\_\_

College/University Credit \_\_\_\_\_ Hours Major/Discipline \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form Date Returned to Parent