

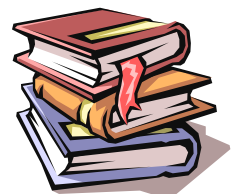
Madison County Schools

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MADISON COUNTY SCHOOLS
2008-2009 STUDENT CODE OF CONDUCT

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MADISON COUNTY SCHOOLS

2008-2009

STUDENT CODE OF CONDUCT

Introduction

Notice to Parents

Parents, or individuals acting in that capacity, are responsible for seeing that each student under his/her care and control follows school system policy and local school rules and regulations. It is also the responsibility of parents to know such policies, rules and regulations, and to contact the school in the event he/she has not received or is not aware of such policies, rules and regulations.

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

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

Questions concerning any portion of this Code of Conduct should be directed to the local school Principal.

School Admissions

To be eligible to attend Madison County Schools, the student's custodial parent(s) must reside in a zone served by the Madison County School system or they shall be wards of the courts and/or institutions of Madison County, except as provided for in other stated policies when approved by the Board.

The student must attend the school serving the attendance zone in which his/her custodial parent's domicile is located. It is the parent's responsibility to furnish correct and complete residential information so that the proper attendance zone can be determined. Principals shall deny admission to pupils not having domicile in the attendance zone served by that school without permission from the Superintendent or designee, as provided by policy.

Parents shall furnish all required information to include enrollment forms, immunization card, birth certificate, and documentation of legal residence.

Students transferring from public, private, or parochial schools shall not be eligible for enrollment if they are under an expulsion or have been refused admission to the school serving the zone of their former residence until their record has been cleared. (Additional regulations may apply for students with special needs.)

Knowledge and Observation of Rules of Conduct

The Board expects each student to know all policies of the Board and rules and regulations of his/her school. The Principal is responsible for developing rules, regulations, and procedures to carry out Board policy. Each student is to receive each year and upon enrollment a copy of the Madison County Schools' Code of Conduct, and sign the appropriate form indicating receipt of such document. In cases where parent signature is required, the Principal will ensure signature is obtained. The signed receipt will be filed in the student's permanent record folder each year.

Due Process

School officials are to ensure fairness in treatment when a student violates conduct codes. Generally speaking, and depending on the seriousness of the incident, 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 give an explanation
4. Discipline alternatives will be discussed
5. When possible, the student will be allowed to choose a discipline method from those offered to the student

The Principal and other school officials are encouraged to involve parents when possible and practical in discipline matters, especially those serious enough to warrant the more serious types of discipline alternatives, e.g., paddling, suspension.

Release of Student Information/ Compliance with Family Educational Rights & Privacy Act

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as necessary to comply with the Family Educational Rights and Privacy Act, No Child Left Behind Act of 2001 (NCLB), and the Protection of Pupil Rights Amendment (PPRA). Certain information may be disclosed at the discretion of the Principal without prior consent of the parent, such as name, address, telephone number, parents'/guardians' names, grade level, participation in officially recognized activities, weight and height of members of athletic teams, awards, and honors, dates of attendance, dates and place of birth, most recent school attended. High schools will comply with the requirement that students' names, addresses, and telephone listings be disclosed to military recruiters when requested unless a parent chooses that such information not be disclosed. If parents do not consent to such disclosure, they should contact the school Principal within fifteen (15) school days of receipt of this document.

Unless otherwise prohibited by court order or statute, all records and information pertaining to the child, including scholastic, athletic, and extracurricular shall be equally available to both parents, in all types of custody arrangements. (Code of Alabama, 30-3-154)

Rules and Regulations

Student Dress Code

Introduction

The Madison County Board of Education believes good grooming and personal appearance are essential elements in the teaching and learning process. Students are expected to dress in a manner to ensure their health and safety. Grooming and dress must not distract or interfere with the educational opportunity of other students. Dress, unnatural hair color, skin, or other parts of the body, that draws excessive or unnecessary attention to the extent it is disruptive, potentially disruptive, or suggestive of disruption or violence, is not allowed. Principals and other administrators have the authority to use discretionary judgment to prohibit such dress based on past or current circumstances. Unless otherwise specifically stated or addressed, rules and regulations contained in the Dress Code apply to normal school hours; however, such rules and regulations may be enforced at any school function or activity where the wearing of such dress is inappropriate for the type of activity, or such dress is determined to be potentially disruptive or dangerous. Rules and regulations of the dress code apply to all students, unless exceptions are granted due to a student's disability, medical condition, or other exceptions approved by the Principal.

General Guidelines

Coats and Outer Garments

K-4 See Introduction

5-12 Heavy coats and excessively bulging outer garments are not to be worn inside school buildings, and are to be taken immediately to a locker and remain there until authorized dismissal from school. Sweaters and light jackets are permissible during cold weather when conditions warrant.

Jewelry and Body Piercing

K-12 Except for normal piercing of the ears and wearing of earrings that do not distract or draw unnecessary attention, wearing of other body piercing items on any part of the body is not allowed. Wallet chains and/or oversized chains are not allowed at school or on school buses.

Pants, Shorts, Dresses and Skirts

- K-12 Appropriate dress for students must be worn that does not reveal the body in an inappropriate manner, e.g. clothing must not be too tight, too short, bare at the midriff or sides. Sundresses, off the shoulder tops, spaghetti straps, tank tops, sheer or see-through clothing, and clothing with holes may not be worn.
- K-12 The length of pants should not be such that they touch the floor when standing.
- K-12 Pants are not to be excessively baggy, sagging, or otherwise obviously distracting and concealing, and shirts and tops that are long enough to conceal excessively baggy, sagging or otherwise obviously distracting and concealing pants are not permitted.
- K-12 Shorts, skirts, and dresses too short in length are not allowed. A general guide to length is that the item should fall below the tips of the fingers when arms are fully extended to the side; however, due to physical differences in some students, this guide may mean some items are still too short.
- 5-12 Athletic shorts and sweatpants are not acceptable.

Shirts, Blouses, and Tops

- K-12 Clothing must not include pictures, writings, symbols, etc., promoting, acknowledging, or suggesting drugs, drug paraphernalia, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment.
- 5-12 Shirts, blouses and tops are not to be excessively long, and should not extend below the middle of pants pockets, while pants are not to be excessively baggy, sagging, or otherwise obviously distracting and concealing. Such garments are not to be too tight, or bare at the midriff or sides.

Book and Athletic Bags

- K-12 Book bags are allowed in all grades, but must be used strictly for the purpose of transporting books, school supplies and student personal items to and from school and classes.
- K-12 Athletic Bags are allowed, but must be used only for the purpose of transporting athletic material. They are not to be used as a normal method of transporting regular school supplies on school campuses.

In compliance with established procedures for searches outlined in the Code of Conduct, school officials have the authority to search book and athletic bags, and any other containers, when they have reasonable suspicion to believe a bag contains dangerous, illegal, or other unauthorized material.

Footwear

- K-12 Shoes or sandals must be worn. Foot apparel determined to be dangerous or a safety hazard may not be worn.

Head Coverings and Sunglasses

- K-12 Hats, caps, bandanas, and other head coverings are not permitted in the school during regular hours or on school buses. Sunglasses are not to be worn in the school or on school buses. During inclement weather, head coverings may be worn for purposes of protecting against such weather, but are not to be worn in school buildings.

Additional

- K-12 Students must be neatly dressed, clean, and well groomed.
- K-12 Hair must be worn in such a way that it does not impair vision and is not considered unsafe or hazardous.
- K-12 The Principal may allow exceptions in dress for a specific activity, e.g., athletic events, drama productions, etc., but such exceptions are only for those activities. Exceptions that compromise the Dress Code's intent to ensure the safety of students and employees are not permitted.

Use of Textbooks

1. All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period students are engaged in the course of study for which the textbooks are selected.
2. Textbooks issued to students may be used in the same manner and to the same extent as though such books were owned by the student, except that students must recognize their responsibility for the proper care of books checked out to them by observing the following practices:
 - A. Keeping the book clean outside and inside.
 - B. Refraining from marking the book with pen or pencil.
 - C. Keeping the pages free from fingerprints.
 - D. Avoiding turning down, tearing, or otherwise damaging pages.
 - E. Refraining from placing the book where it may become soiled or damaged by the weather.
 - F. Keeping the book protected with a book cover (optional).
3. Parents and students must accept liability for any loss, abuse, or damage in excess of that which would result from normal use.
 - A. For such loss or damage, the student will be assessed a variable of:
 1. Full price if new when issued.
 2. Seventy-five percent of full price for books except for first and last year of adoption.
 3. Fifty percent for books during last year of adoption.
 - B. No textbook will be issued to any student until all charges for lost or damaged of that textbook have been paid.
4. All textbooks must be returned to the issuing school by the student when he is promoted or transferred or when he/she terminates attendance for any reason.

Riding a School Bus

The Madison County Board of Education provides bus transportation to students who are eligible to ride based on State and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow strictly all rules and regulations regarding school buses. The Principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safe transportation of students.

School officials may impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus rules and regulations adopted by the school:

Students are to:

1. Stay in seats.
2. Obey bus rules.
3. Listen to and obey bus drivers.
4. Keep the aisles clear of feet, books, bags, etc.
5. Keep buses free of litter.
6. Keep conversations at a low volume.
7. Not use profanity, loud or boisterous talk.

Checking Student Out of School

Only parent(s) will be allowed to check a student out of school, unless the parent(s) has specifically designated someone else to check the student out of school. In cases where parents are divorced and one parent has custody, only that parent with custody will be allowed to check a student out of school, unless the custodial parent has given permission for the child to be checked out by the non-custodial parent. School officials will keep accurate records as to whom, what time, and for what reason students are checked out of school.

Assembly

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

Participation in School Programs and Activities

The Board encourages students to participate in all programs and activities sponsored by the schools. Principals are expected to develop programs and activities in which all students will have the opportunity to participate. Each program and activity shall have guidelines by which students are to abide, to include requirements for being and remaining in the program. School-sponsored programs and activities are offered as a privilege to the students, and the privilege of being involved in such programs and activities is forfeited by not obeying the guidelines of the program or activity and the rules and regulations of the school. Disobeying school rules and regulations are grounds for removal from any school-sponsored program or activity at the discretion of the principals.

Moment of Silence

To comply with State of Alabama legislation, the Principals of each school will establish procedures so that at the beginning of each school day each teacher in charge of a group of students will conduct a brief period of quiet reflection for not more than 60 seconds with the participation of every student in the classroom. A brief period of quiet reflection for 60 seconds will also be held at the beginning of every school athletic event and graduation ceremony.

These activities are not intended to be and shall not be conducted as a religious service or exercise, but shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day.

Student Publications

The Board of Education authorizes school officials to allow students to have student-sponsored publications within the school, and expects the administration to monitor such publications to the extent that disruptions do not result from the contents.

Student publications not approved by the Principal are not allowed, and the Principal shall not allow distribution of publications without prior approval. A certified person shall be appointed to be responsible for supervising student publications, and shall report directly to the Principal in the production of such publications.

Media Coverage of School Events

Occasionally local news media visit schools in Madison County to do special reports or follow up on certain news events. As a part of their coverage they often film certain aspects of the school.

It is the principal's decision whether to allow news media to come into the schools and cover certain events. Extra precautions are taken when the media is covering a sensitive topic or event that might have a negative impact on the school, staff and students.

Parents who have concerns about their child possibly being filmed or photographed by the media should contact the principal. Principals will make every effort to accommodate the wishes of the parent, but it should be understood that it is very difficult to foresee every possible situation that might occur from media coverage of the schools and school events.

Respect for Person, Privacy, and Property

The Board respects the rights of each student as it relates to person, privacy and property. The Board has an obligation to provide for the safety and well being of its students and employees, and for that reason authorizes school personnel to take appropriate action when reasonable suspicion exists that a student possesses any item prohibited by law, Board policy, or school rules and regulations.

Interrogating/Questioning Students by Law Enforcement Officials

Students may be questioned at school by law enforcement authorities, with or without warrant or subpoena, under the following conditions:

1. The questioning shall be done in the presence of the Principal, or his/her designated administrative official.
2. If administratively possible, the child's parent or guardian should be contacted and the questioning done in their presence.

In no case should questioning of a student by law enforcement authorities be allowed unless at least one of these conditions is met.

Interrogating/Questioning Students by DHR

Schools will cooperate with the Department of Human Resources (DHR) in duties and responsibilities concerning child welfare and safety. Schools will abide by DHR guidelines and procedures in dealing with students on matters that fall within the jurisdiction of the agency. School officials should ensure that DHR officials present proper identification and/or documentation when contacting students within the schools.

General Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may conduct searches under the circumstances outlined below and may seize any illegal or unauthorized materials discovered in the search according to the guidelines outlined below. Law enforcement agencies are allowed, in cooperation with school administration officials, to make periodic visits to schools to detect the presence of illegal drugs, with such visits unannounced to anyone except the local Superintendent and/or Principal. (Unless otherwise impractical or impossible, such searches should be carried out by administrative personnel under the direct supervision of the Principal.)[290-3-1-.02(3)(d)]

Personal Searches

Where reasonable grounds exist for suspecting a student is in bodily possession of substances or material prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcoholic beverages, guns, knives, weapons, incendiary devices, or any other material or substances of similar nature, certified school officials may conduct a search of the student's possessions, e.g., purse, school bag, wallet, and/or require the student to empty his/her pockets and remove shoes.

Bodily Searches

When conditions are such that a more intrusive search than that set forth under **Personal Searches** is required, the following guidelines shall be followed:

- a. If a “pat-down” search is necessary, the student’s consent should be sought, but consent is not required to conduct such a search. If consent is not given, a “pat-down” search may be conducted when the measures used to conduct the search are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Searches should be individualized if at all possible, and the Superintendent or his/her designee should be contacted when personal searches of more than two persons are to be conducted.
- b. Strip searches, i.e., searches in which students are required to remove clothing, should not be conducted by school officials. Principals may request students to pull up pant legs, pull down socks, pull up shirts to expose midriff, or other moving of clothing that does not require removing clothing.
- c. Pat-down searches, if conducted, shall be made by persons of the same sex for all students.
- d. A search of the student’s person and/or his/her personal belongings shall be conducted out of the presence of other students under the supervision of the Principal or Assistant Principal (determination of person making search may be determined by sex of person), and with at least one additional faculty member present as a witness.

Student Refusal to be Searched

If a student refuses to be searched, and the search cannot be made without the use of excessive intrusion upon the person of the student in light of the objective of the search and the age and sex of the student and the nature of the infraction, school officials shall:

- a. Notify parents
- b. Refer the case to the Superintendent or designee to initiate review for disciplinary action which may include expulsion, and
- c. Contact law enforcement authorities when conditions warrant at the discretion of school authorities. Probable cause must exist for search by law enforcement authorities, and such cause is determined by law enforcement authorities.

Locker Searches

Lockers are property of the school and under the control of the school. The student assumes full responsibility for the contents of the locker. School authorities have the right and responsibility to inspect student lockers when reasonable suspicion exists that a locker contains material illegal to the school under the following guidelines:

- a. When possible, lockers should be opened in the presence of the student.
- b. A member of the school faculty should be present as a witness with the Principal or Assistant Principal.
- c. If the student is not present, he/she shall be informed of the search within a reasonable time thereafter and informed of any contents taken from the locker.
- d. Any items that are specifically prohibited by law, board policy or school regulations, may be impounded. In cases where impounded material may be used in criminal prosecution, the Superintendent or designee should be notified.

Car Searches

Parking cars on school campus is a privilege. The school retains authority to conduct routine patrols of student parking lots and inspect exteriors of cars and look through windows into cars. If during such inspection, items are observed that give school officials reasonable suspicion to believe the car contains illegal materials, school officials should secure student or parent permission for initiating a search of the inside of the vehicle. If permission to inspect the contents of the car is refused, the principal, or designee, should stand near the car to prevent any removal of contents from the car and call law enforcement authorities, who may, at their discretion, conduct the actual search of the car.

Prohibited Substances and Devices

The Madison County Board of Education prohibits certain substances from being in school, on school premises, on school buses, or at school-related activities away from the school. The following is a list of those substances and the action taken against those who violate this policy. This list is not a complete listing of items prohibited in school, but contains the ones most dangerous and most notable in society that should not be in schools. Other items may be prohibited at the discretion of the principal and according to other stipulations in the *Student Code of Conduct*.

Drugs and Alcohol

Students are not to have in their possession, in their personal belongings, in school buildings, on school grounds, on school buses, or at any school-sponsored activity, guns, firearms, weapons, illegal drugs, drug paraphernalia, (See Medication Policy for rules concerning prescription drugs and medicine) or drug seeds and/or residue, or alcohol; nor shall students be under the influence of drugs or alcohol on school grounds, on school buses, or at any school-sponsored activity, or have consumed illegal drugs or alcohol while in route to school or to any school-related activity.

Students who violate this policy may be suspended from attending regular classes, and an administrative hearing may be conducted to determine if additional action is necessary. Action against the student shall include a review and consideration of the student's exceptional status, if applicable, and appropriate federal statutes and laws.

Compliance with Gun-Free Schools Act (GFSA)

Any student having in his/her possession, either on his/her person or in his/her personal belongings, a gun, firearm, or weapon, either on school property or at a school event/activity, must be expelled from the Madison County School System.

A weapon is defined as a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. A gun or firearm is defined using Section 921 of Title 18 of the United States Code. (Definition available from the Pupil Services Office of Madison County Schools.)

School administrators are to handle incidents involving a student possessing a gun, firearm, or weapon as noted above in the following manner:

1. Contact law enforcement
2. Contact parents
3. Suspend from school immediately pending investigation
4. Complete investigation as soon as possible to include written reports
5. Expel student according to Madison County Schools policy and procedure.

Following a student's expulsion from school:

1. The expulsion will be recorded on the student's permanent record, and will be transferred to any other school which the student seeks to enroll.
2. The student cannot attend any regular public school for one calendar year following the expulsion.

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

Tobacco

Students shall not possess, use, or sell tobacco in any form in school buildings, on school grounds, on school buses, or at any other school-sponsored function. Students in violation of this policy will be subject to those consequences listed under Class III Consequences under Classification of Violations and Consequences.

Electronic Pagers or Unauthorized Communication Devices

Students shall not possess electronic pagers in schools or on school campuses. Cell phones are permitted, but with the following stipulations:

1. May not be carried or worn on a student, but must be kept in book bags, purses, or other bags allowable within the Code of Conduct.
2. Must be turned off in school buildings at any time of the day.
3. Must be turned off on school campus during the instructional day.
4. Must be turned off while on school buses.
5. School administrators may make exceptions as to when and where cell phones may be used based on extenuating circumstances to serve a school purpose and need.
6. Cell phones will be confiscated from students who violate this policy and will be returned only to parents.

Violations of this policy will be handled the same as other similar violations of policies, rules, and procedures by students in school.

Physical Harm or Threatened Physical Harm to Students or School Employees

The Madison County Board of Education prohibits any person from doing physical harm, or from threatening physical harm, to students or employees. School officials must treat it seriously when any person causes physical harm, or threatens to do physical harm, to students or school employees. Each report of such actions will be investigated and appropriate action taken. School administrators have the prerogative to take extenuating circumstances into account when deciding on a course of action when investigating such incidents. If conditions warrant, the administrator may request an administrative hearing to determine if additional action is necessary, and based on circumstances may recommend expulsion of a student from school. Such decisions to suspend and/or expel must include a review and consideration of the student's exceptional status, if applicable, and appropriate federal statutes and laws. Such actions by students, employees or outside individuals may necessitate the involvement of local law enforcement officials.

The Criminal Code of the State of Alabama (13A-10-15) makes it a Class C felony to threaten by any means to commit a crime of violence or damage any property by intentionally or recklessly:

1. Terrorizing another person
2. Causing the disruption of school activities
3. Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience

When matters of this or similar nature are reported to law enforcement officials, school officials are removed from enforcement of criminal law. School officials may, however, take appropriate disciplinary action against a student for such violations.

In the event a student violates this policy, he/she may not be readmitted to the public schools of this state until:

1. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and
2. The person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Persons found guilty of an offense involving drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, may be readmitted to school upon such conditions prescribed by the Board to ensure the preservation of the safety or security of students and employees of the school system.

Unsafe School Choice Option

The Madison County Board of Education complies with the Alabama Unsafe School Choice Option as developed by the State Department of Education in compliance with the No Child Left Behind Act of 2001. As a result, students in Madison County Schools are offered a transfer option when for three (3) consecutive years a school in which a child is enrolled becomes a persistently dangerous school by having expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities.

For purposes of this policy, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

Visitors to the Schools

Under proper conditions and for specific reasons related to school operations, visitors are welcome to the campuses of Madison County Schools. Since the Principal is responsible for all persons on a school campus, all visitors are required to immediately obtain permission from the Principal's office before visiting any school grounds.

The term "visitor" includes, but is not limited to: parents, interested citizens, invited speakers, salespersons, news media, former students, students from other schools, all persons other than school system employees and students.

Some activities during the school day may not be open to the general public, and in such cases, only those visitors with direct connection to the activity may be allowed to attend, e.g., parents and family of students participating in the activity. In cases where the general public is invited or public attendance is not restricted, no one will be denied attendance due to race, color, creed, national origin, age, sex, or disability, except as provided by law or policy.

Principals are expected to set reasonable rules and procedures to maintain order and security at any and all activities sponsored by the school.

Return of School Property

Students, and parents of students, are responsible for returning all school property used by the student that is subject to being returned to the school at the conclusion of the activity, e.g. extracurricular activity uniforms, equipment, materials, etc. Principals, or his/her designees, are to give students specific instructions as to when school property is to be returned.

When school property is not returned by the student in a timely manner, the Principal will directly contact the parent and request that such material be returned. After contacting the parent in the property is not returned within seven (7) days, the Principal will submit in writing to the parents a letter requesting the property be returned, and in such letter will inform the parent that failure to return the property will result in a referral of the matter by the Principal to law enforcement officials.

Medication Policy

Students are not to have prescription or over-the-counter medications in their possession during the school day or during school sponsored events. Students must take medication only in the presence of the licensed nurse, Medication Assistant or parent/guardian unless authorized to self-administer. A medication patch prescribed by the licensed Medical Provider may be worn during the school day.

Prescription medications will be administered only if a properly completed *School Medication Prescriber/Parent Authorization Form* is completed and signed by the licensed prescriber and parent/guardian. Exceptions may be granted based on the physician's orders in unique situations (e.g., asthma inhaler, epipen, and insulin).

Over-the-counter medications will be administered only if the *School Medication Prescriber/Parent Authorization Form* is completed and signed by the parent/guardian. Authorization forms for the over-the-counter medications that are included in the physician-approved formulary need to be signed by the parent/guardian only. If an over-the-counter medication is not included in the pre-approved formulary, the authorization form must be signed by a physician and parent/guardian.

Procedure for Administering Medication to Students

1. Where required by Policy and Procedure Governing Student Medications, a properly completed *School Medication Prescriber/Parent Authorization Form* must be kept on file.
2. Prescription medications must be kept in the original container clearly marked with the student's name, dosage, name of drug and directions for administration. All over-the-counter medication must be delivered in a **sealed** manufacturers' labeled container with the student's name written on the container.
3. Students are not allowed to transport any type of medication to and from the school. Medication must be transported by the parent/guardian unless other arrangements have been approved by the principal and school nurse, (exceptions: asthma inhaler, insulin and other diabetic supplies, and epipen. The Medication Assistant or licensed nurse will record the date and amount of medication received on the backside of the Medication Administration Daily Record form. School personnel and parent/guardian will initial the entry in the space provided.
4. All medication must be stored so that each medication is in an individual compartment and locked times two.
5. Students will be allowed to carry (on their person) and/or self-administer emergency treatment medications only when the prescriber and parent/guardian have so indicated and signed on the appropriate medication authorization form.
6. Any change in medication or dosage must be documented on a new medication authorization form, signed by the licensed prescriber and parent. The form can be faxed from the licensed prescriber's office to expedite the process. The stop date of the original medication order will be documented on the original authorization and daily medication record. The start date of the new medication order will be documented on the newly completed authorization form and daily medication record.
7. If an error in medication administration is made, to include omission of a dosage of medication, the Medication Assistant or licensed nurse will do the following:
 - Locate and have the student brought to the office.
 - Complete and sign the Medication Unusual Occurrence Form.
 - Maintain a photocopy of the completed form at the school and forward the original onto the Supervisor of Health Services.
8. Unused portions of medication must be picked up from school by the parent/guardian. At the end of the school year unused portions not picked up will be disposed of by school personnel in the presence of a witness and documented.
9. All medication documentation must be maintained on file for **five** calendar years, and maintained in the nurse's office or school office in a secure locked area.
10. The site nurse or delegating nurse must periodically monitor and document the Medication Assistant's skills and retain the responsibility for all outcomes concerning the administration of the student medication.
11. Procedure for the application and removal of a medication patch:
 - Treat medication patch as a topical
 - Patch requires a Medical Provider prescriber form with a time noted for application and removal of the patch
 - If the patch should fall off during the school day, the student must bring the patch to the nurse for disposal and hand washing
 - Medication Assistant or licensed nurse can apply or remove the patch
 - Wear gloves upon application and removal of patch
 - Dispose of used patch by flushing down the toilet or dispose of it in a lidded container in the presence of a witness and document.

Communicable Diseases

A student may be excluded from school if he/she is known to have a communicable disease or parasite known to be spread by any form of casual contact and considered a health threat to the school population. Only the Superintendent shall have the authority to exclude any student, and such exclusion shall be for a period of time as may be prescribed by the local health department, school nurse, or physician. In all cases, a statement of clearance from the Department of Health, school nurse, or a physician shall be required before the student may re-enter school. Provisions concerning Communicable Diseases are found in Madison County Board of Education Policy File: JGCC.

Communicable diseases that are known not to be spread by casual contact, e.g., AIDS, Hepatitis B and other like diseases, will be addressed on a case by case basis. A procedure for handling such cases is provided in Board Policy File: JGCC.

Classification of Violations and Consequences

Following is a list of violations classified according to each one's seriousness. These lists are not intended to contain all violations of the Code of Conduct, or all the rules, regulations, and procedures of a school, but are intended to be a guide to be used by parents, students, and school officials to handle violations and resulting consequences. When violations occur in the school that are not found within any one classification, the principal of the school has the authority to classify it accordingly.

Corporal Punishment

Corporal punishment shall be defined as bodily punishment, and shall be restricted to the use of a paddle on the buttocks. Paddles should be kept in the administrative office or other designated area. If corporal punishment is required, it should be administered with care, tact, and caution. Corporal punishment must be done in the administrative office or other designated area (such area shall not be an occupied classroom), and in the presence of another certified staff member. Due process must be followed. Parental approval is not required; however, school officials are encouraged to involve parents in making decisions relative to paddling students.

At any time corporal punishment is administered, record-keeping forms as prescribed by the Superintendent shall be filled out.

A person administering corporal punishment to a student in grades 7-12 should be of the same sex.

Class I Violations

- 1.1 Distraction of other students
- 1.2 Intimidation of a student
- 1.3 Unauthorized organizations
- 1.4 Tardiness
- 1.5 Non-direct use of profane language or obscene manifestation (see 2.08)
- 1.6 Non-conformity to dress code
- 1.7 Minor disruption on a school bus
- 1.8 Inappropriate public display of affection
- 1.9 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignment
- 1.11 Failure to follow appropriate directives from a local board of education employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class I Consequences

1. Conference with the student
2. Verbal reprimand
3. Withdrawal of privilege(s)
4. Parent conference(s)
5. Demerit(s)
6. Temporary removal from class
7. Detention

8. In-school suspension
9. Corporal punishment
10. Other consequences determined to be reasonable and appropriate by the school principal

Class II Violations

- 2.1 Refusal to follow appropriate directive from a local board of education employee
- 2.2 Vandalism/property damage
- 2.3 Theft of property valued at less than \$100.00
- 2.4 Gambling
- 2.5 Possession of stolen property with the knowledge that it is stolen
- 2.6 Threats/extortion
- 2.7 Trespassing
- 2.8 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person)(see 1.05)
- 2.9 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Unauthorized absence from school for a day or more
- 2.11 Written or verbal proposition to engage in sexual acts
- 2.12 Inappropriate physical contact of another person
- 2.13 Possession of and/or use of matches or lighters
- 2.14 Possession of and/or use of electronic pager or unauthorized communication device
- 2.15 Possession of prescription/nonprescription medication without proper consent
- 2.16 Dishonesty or cheating
- 2.17 Providing false information to a local board of education employee
- 2.18 Repeated Class I Violations
- 2.19 Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

Class II Consequences

1. Temporary removal from class
2. Detention
3. In-school suspension
4. Alternative education program
5. Out-of-school suspension
6. Transfer
7. Referral to outside agency
8. Expulsion
9. Corporal punishment
10. Other consequences determined to be reasonable and appropriate by the school principal

Class III Violations

- 3.1 Arson
- 3.2 Robbery
- 3.3 Theft of property valued at \$100.00 or more
- 3.4 Burglary of school property
- 3.5 Criminal mischief
- 3.6 Bomb threat
- 3.7 Sexual offense, to include incidents not necessarily involving sexual acts, e.g. removal of clothing, exposure of body, etc.
- 3.8 Fighting
- 3.9 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing, and/or igniting an explosive device
- 3.14 Possession, sale, and/or use of a tobacco product
- 3.15 Threatened physical harm to students or school employees
- 3.16 Unlawful sale, purchase, furnishing or giving, or possession of illegal drug, to include seeds and or drug residue, or drug paraphernalia or alcoholic beverage

- 3.17 Accessing or changing information in school computers to endanger or cause harm to another individual
- 3.18 Crimes as defined under the laws of the city, state of Alabama, or United States
- 3.19 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.20 Repeated Class I & II Violations

Class III Consequences

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

Attendance

Philosophy

The Madison County Board of Education believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, the Board equates attendance with academic achievement, and establishes policies and procedures designed to encourage and require students to be in school.

Compulsory Attendance for All Students

Any student enrolled in the Madison County School System is required to be in school each day, regardless of the student's age. All students enrolled in the Madison County School System are subject to the regulations of this policy.

Parents Must Provide Reasons for Absences

Parents/guardians must provide the school within three school days of each absence (or consecutive absences) a written explanation of the reason(s) for each absence. If such written explanation is not provided within this three school day period, the absence(s) will be coded unexcused. A student must be in attendance one-half of the instructional day to be counted present. Parents should contact the school to know what time during the day constitutes one-half day of instruction.

Instructional Expectations

To properly carry out its belief that attendance equates with academic achievement, the Board expects the following:

1. Principals and teachers will mutually plan and ensure that each student receives instruction each day, each period, and in every subject.
2. Every student in attendance in school will receive academic credit for each period and each class of every instructional day by one or more of the following methods as determined by the teacher:
 - a. Completing and handing in homework or class work
 - b. Taking a daily test, for which the student will receive a grade based on the results of the test
 - c. Participating in class discussion, class work, and/or other participation as determined by the teacher
3. At the end of each grading period, each student will be given a daily average grade based on the criteria set forth in #2 above.
4. At the end of each grading period, daily grades received by a student in attendance will be averaged with test grades to determine the final grade.

Excused Absences

Parents/guardians must provide the school within three school days of each absence (or consecutive absences) a written explanation of the reason(s) for each absence. If such written explanation is not provided within this three school day period, the absence(s) will be coded unexcused.

Absences will be excused for the following reasons:

1. Personal illness with written note from parents but without a doctor's statement
2. Personal illness with a doctor's statement
3. Death in the immediate family
4. Weather preventing attendance
5. Legal requirements, such as subpoena or other required court appearance
6. Prior permission by the principal at the request of parent/guardian
7. Legal quarantine

Students are permitted to make up work, tests, and other assignments, activities, etc., when absent for excused reasons. It is expected that under normal circumstances students will make up work, tests, and other assignments, activities, etc., upon the day of return to school from an absence; however, in circumstances where students have extended absences, or when the student needs additional time, he/she may be granted additional time at the discretion of the teacher, but in no circumstances will this make-up period extend beyond two weeks. It is the student's/parent's responsibility to ensure a student makes up work when absent. It is the responsibility of the teacher to provide opportunities for the student to make up work. Teachers have the prerogative to alter assignments, tests, work, activities, etc., as he/she considers necessary to ensure an accurate evaluation of the student's performance after an absence.

Unexcused Absences

Any absence not classified as an excused absence will be coded unexcused. Any student having an unexcused absence will be considered truant as defined by the Alabama Administrative Code, Chapter 290-3-1-.02(7)(c). (See section within this policy on Truancy.)

Absences Due to School-Sponsored/Authorized Activities

Students who participate in school-sponsored or school-authorized activities and are thereby absent from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. Absences due to these activities should not be indicated on report cards or cumulative folders, but may be indicated in teacher grade books with proper coding to indicate the absence was due to such activities.

Students who attend but do not participate in school-sponsored or school-authorized activities will be counted as absent and such absence will be considered unexcused unless otherwise excused by the principal.

Excessive Excused Absences

A student may have a total of 10 (5 for 4-period day) excused absences for illness without a doctor's statement. After an accumulation of 10 (5 for 4-period day) excused absences for illness without a doctor's statement, the student will receive unexcused absences for illness unless absence is documented with a doctor's statement. Exceptions to this policy will require a doctor's documentation of a chronic illness that requires absences that may not comply with this policy. A student will still receive excused absences for reasons 2 through 7 under Excused Absences of this policy.

Excessive Unexcused Absences

All absences for reasons other than those listed under Excused Absences will be unexcused. Days absent due to suspension from school will be classified as unexcused. Principals will avoid if at all possible suspending students on days the student will be taking major exams. In cases where suspension on six weeks or semester exams days is unavoidable, the principal will allow the student to make up those exams upon return from suspension.

Students may not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences, except for six weeks and semester exams missed due to suspension.

Truancy

If a parent/guardian does not explain in writing within three (3) days of a student's return to school after being absent, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/guardian's written explanation.

After accumulating seven (7) unexcused absences within a school year, a student will be considered truant to the extent a petition will be filed against the parent or the child, whichever is appropriate.

The following guidelines will be used and steps will be taken to handle truancy by students of Madison County:

1. Upon the first unexcused absence, a warning will be issued as follows:
 - a. Parent/guardian will be notified by Principal (or designee) that the student is truant and the date(s) of truancy.
 - b. Parent/guardian will be provided with a copy of Madison County Schools Violation of Compulsory Attendance Law Warning.
2. Upon the fifth (5th) unexcused absence, the parent, guardian, or person having control of the child, shall do one of the following:
 - a. Attend a conference with the Principal, administrative designee, or Attendance Officer, and/or
 - b. Participate in the early warning program provided by the juvenile court.

Failure to appear at the school conference and/or appear at the early warning program shall result in the filing of a complaint/petition by the Attendance Officer against the parent, guardian, or person in charge of the student, under Code of Alabama (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. Upon the seventh (7th) unexcused absence, and no later than ten (10) school days after the seventh (7th) unexcused absence, the Attendance Officer will file a complaint/petition against the student and/or parent/guardian, if appropriate.

Withdrawal of Students with Excessive Unexcused Absences

Any student not between the ages of seven (7) and sixteen (16) shall be withdrawn from Madison County Schools under the following conditions:

1. After five (5) consecutive unexcused absences.
7. After ten (10) cumulative unexcused absences in any one term (semester).

Students withdrawn under these conditions will not be re-enrolled without a conference between the Principal or administrative designee and the parent, guardian, or person in charge of the student.

Any student not between the ages of seven (7) and sixteen (16) who is withdrawn from Madison County Schools under the conditions above will not be readmitted to school without a conference between the Attendance Officer and the parent, guardian, or person in charge of the child. The student will be readmitted to school under conditions prescribed by the Attendance Officer.

Denial of Driving Privileges Due to Attendance

The Madison County Board of Education is required to report, upon request, documentation of enrollment status of any student fifteen years of age or older who is properly enrolled in a school under the jurisdiction of the Board. Such information is provided to the Department of Public Safety on a student in this category on application for, or renewal or reinstatement of, a driver's license or a learner's license to operate a motor vehicle. For students sixteen years of age or older who withdraw from school, the Supervisor of Attendance notifies the Department of Public Safety of the withdrawal. Withdrawal is defined by Code of Alabama as more than 10 consecutive or 15 days total unexcused absences during a single semester.

The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of the state of Alabama, or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state; (3) is participating in a job training program approved by the State Department of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his/her control as provided in Alabama Code 16-28-40 (1975).

Public Notice Statements

The Madison County Board of Education does not discriminate on the basis of disabilities in its admission, access, treatment, or employment in its programs and activities related to students, employees, and applicants. The Board complies with and adheres to the policies and procedures of the following regulations:

BBSST **(Building Based Student Support Team)**

A service to Students, Parents and Teachers

BBSST:

Is a designated school-based committee designed to meet the needs of general education at-risk students.
Is composed of regular education teachers, administrators, counselors and others as needed.
Addresses discipline, drop-out, academic and behavioral challenges.

For further information, contact your local Madison County School.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Board recognizes the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any programs and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any programs and practices of the school system.

The Board has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, determine eligibility, and afford appropriate educational services if a student is determined eligible.

For more specific information concerning Section 504 or its provisions, contact Dr. Jim Nash, Director of Personnel, 504 and ADA Coordinator of the Madison County Board of Education at 256.852.2557.

Individuals with Disabilities Education Act (IDEA)

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

Disabilities include:

- | | | |
|-------------------------|---|------------------------|
| •Mental Retardation | •Specific Learning Disabilities | •Autism |
| •Orthopedic Impairments | •Speech or Language Impairment | •Deaf/Blindness |
| •Emotional Disturbance | •Visual Impairments (including blindness) | •Health Impairments |
| •Traumatic Brain Injury | •Hearing Impairments (including deafness) | •Multiple Disabilities |
| •Developmental Delay | | |

Disabled students are those (ages 3-21) with one or more disabilities who need special education and related services to meet their unique needs and to receive a free, appropriate public education.

All individuals who are disabled under IDEA are protected under Section 504 of the Rehabilitation Act.

For more specific information concerning IDEA and its provisions, contact the Director of Special Education at the Madison County Board of Education, or to make a referral, please contact the Child-Find Coordinator at 256.852.7073.

Gifted Program

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program.

Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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

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

1. *Aptitude.* Assessed through an individual or group test of intelligence or creativity.
2. *Characteristics.* A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. *Performance.* At least three indicators of performance at gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

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

For more information contact the Director of Special Education at the Teacher Resource Center, 256.852.7073.

Americans with Disabilities Act (ADA)

The Board complies with and adheres to the provisions of the Americans with Disabilities Act of 1990 as follows:

1. The Board does not discriminate in any aspect of employment, including hiring, recruitment, and job assignment against a person with a disability, where the applicant or employee meets the requisite skills, experience, education, and/or other job-related requirements, and where the applicant or employee, with or without a reasonable accommodation, can perform the essential functions of the position.
2. Disability is defined as one who: (1) has a physical or mental impairment that substantially limits one or more of an individual's major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.
3. Individuals who have questions about this act or the application of its provisions by the Board should contact the Director of Personnel at the Madison County Board of Education.

For more specific information concerning ADA and its provisions, please contact Dr. Jim Nash, Director of Personnel, ADA Coordinator for the Madison County Board of Education at 256.852.2557 or the Director of Special Education at 256.852.7073.

The Madison County Board of Education has an established Grievance Policy related to Section 504 and Americans With Disabilities Act (ADA). Contact your local school principal for information related to such policy.

Discrimination and Harassment

The Madison County Board of Education is committed to having a positive learning and working environment for its students and employees free of discrimination or harassment. It is for this purpose the Board expects its employees and students to abide by policy prohibiting such actions.

Such policy is to ensure the system's compliance with Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, and with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational institutions.

An additional intent of such policy is to prohibit discrimination or harassment based on other factors such as color, ethnicity, religion, disability, and age.

In the event an individual believes he/she is a victim of any type of discrimination or harassment as defined within the policy, he/she may file a complaint according to guidelines as established by Board policy.

For inquiries related to any type discrimination and harassment, contact your local school principal or Dr. Jim Nash, Director of Personnel, Madison County Board of Education at 256.852.2557.

Student Sexual Harassment

The Madison County Board of Education is committed to having a positive school environment for students free of sexual harassment. It is for this purpose the Board expects its employees and students to abide by this policy.

This policy and FILE: JGI, are to ensure the system's compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational institutions.

Sexual harassment is defined by one or all of the following:

1. Verbal or physical behaviors related to a person's gender that creates an intimidating, hostile, or offensive environment.
2. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement or well-being, or submission to or rejection of such conduct by a student is used as the basis for academic or other educational decisions affecting such student.
3. Verbal or physical conduct which interferes with a student's educational environment or personal well being.

Complaint Procedures

1. A student, and/or a parent, guardian, or individual acting in the student's behalf, who believes he/she is a victim of sexual harassment, as defined within this policy, committed either by another student, an employee of the school system, or someone at the school other than another student or employee, may file a complaint according to the following guidelines:
 - a. Make the complaint known to the principal, assistant principal, a teacher, or to whomever he/she feels the most comfortable talking with about the complaint.
 - b. Complete a Student Sexual Harassment Complaint Form if you want to make the complaint in writing or if requested to do so by the person to whom you make the complaint.
2. The person to whom the complaint is made shall make the complaint known to the principal of the school, except in cases where the complaint is against the principal, in which case the complaint should be made known to the system Title IX Coordinator.
3. The principal of the school shall investigate the complaint and take appropriate action.
4. The Title IX Coordinator, if the complaint is made to him/her, shall investigate and take appropriate action.

Corrective Action

The extent of the action taken will be determined by the degree and nature of the harassment. Such action may include disciplinary measures within Board policy guidelines. The intent of any action taken should be to eliminate the harassment and take appropriate steps to ensure it does not continue.

The extent of action taken by the Board will be determined by the severity of the actions and other circumstances. Such action may involve disciplinary measures, to include, but not limited to, employment termination, transfer, etc. In certain circumstances, law enforcement or other appropriate government agencies may be contacted.

Confidentiality

The confidentiality of the parties involved will be observed provided it does not interfere with the system's ability to investigate or take corrective action.

Retaliation Prohibited

Retaliation against anyone reporting, or thought to have reported, sexual harassment is prohibited. Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy. Disciplinary action may be taken against anyone guilty of retaliation.

Employment Discrimination Policy

It shall be the policy of the Madison County Board of Education to recruit and select for employment the best qualified applicant for each position without regard to race, color, creed, national origin; nor shall any person be denied employment solely because of age, sex, marital status or disability except as provided for by the law or policy. If reasonable accommodations are needed in completing application requirements due to a disability as defined by the Americans with Disabilities Act of 1990, contact Dr. Jim Nash, Director of Personnel with the Madison County Board of Education, P.O. Box 226, Huntsville, Alabama 35804, 256.852.2557.

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Approved: June 2006
Reprinted: June 2007
Approved: June 24, 2008

2008-2009

Grade/Section _____

NOTICE OF RECEIPT

(Please print)

_____, a student enrolled in
(Name of Student)

(Name of School) School

and parent, _____
(Name of Parent)

hereby acknowledge by our signatures that we have received and read, or had read to us, the Madison County Board of Education Code of Conduct, to include the system's policy on Sexual Harassment, Section 504 of the Rehabilitation Act, and the Individuals with Disabilities Education Act. Also, we have read and understand the Attendance Policy, and that it applies to any student enrolled in any grade in Madison County Schools. We understand that all policies apply to all students and parents in the public schools, to school campuses, school buses, or other school-owned/operated vehicles, and school-related activities and events.

Signature _____
(Student Grades 5-12 ONLY)

Date

Signature _____
(Parent)

Date

Signature _____
(Parent)

Date

NOTE: The student in grades 5-12 only is to sign the above statement. If the student lives with both parents, both are to sign the statement. If the student lives with only one parent, only one is to sign.

A separate statement is to be signed for each student in the household.

Please sign this page and have the student return it to the school. Keep the Student Code of Conduct for future reference.