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Code of Conduct

for

CULLMAN CITY SCHOOLS

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Date of Revisions: March 2017, July 2022 and June 2023

**301 1st Street NE • Suite 100
Cullman, Alabama 35055**

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CODE OF CONDUCT COMMITTEE

Dr. Susan Patterson, Superintendent

Joey Orr, Board of Education Member

Ms. Kim Hall, Principal (CHS)

Tommy Duke, Assistant Principal (CMS)

Aaron Sparks, Assistant Principal (CHS)

Nic Gragg, Principal (East/West Elementary)

Bama Turner, Teacher (CMS)

Tracie Kirkwood, Teacher (CPS)

Robin Smith, Teacher (WES)

Jonathan Hayes, Teacher (CHS)

2022 and 2023 Revisions

Aaron Sparks, Assistant Principal (CHS)

Tommy Duke, Assistant Principal (West Elementary)

Nic Gragg, Assistant Principal (East Elementary)

Chad Shannon, Assistant Principal (CMS)

Elizabeth Shaddix, Principal (CCPS)

Dawn Nesmith, Director of Student Services

Kyle Kallhoff, Superintendent

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1. Non-Discrimination Policy

It is the official policy of the Cullman City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

2. Jurisdiction of the School Board

Cullman City Schools' students are subject to the rules and regulations of the Cullman City School Board during the school day, while in attendance at school-related and/or school-sponsored activities **on or off campus**, on school property, and while on school-owned transportation.

In order for students to succeed to their fullest potential, it is critical that a high degree of self-discipline is developed. Employees of the Cullman City School Board are encouraged to help students strive toward this goal. The Cullman City School Board, recognizing the importance of discipline in the learning process, hereby accepts the following Code of Conduct for Cullman City Schools.

3. Cullman City Schools' Mission and Educational Philosophy

It is the purpose of Cullman City Schools (CCS) to prepare all of our students to be knowledgeable, creative, and productive citizens in a global society. To achieve these core beliefs, it is our commitment to provide a learning environment conducive to inspiring our students for lifelong success through character, citizenship, and scholarship.

- **Character:** We will strive to empower our students to demonstrate character and compassion through the provision of a disciplined and peaceful environment, so that students may strive to reach their highest potential.
- **Citizenship:** We embrace the uniqueness and value of our community resources and will strive to use them wisely. Our schools are a place of partnership and communication where educators work closely with one another, where

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relationships are forged, and where collaborations with individuals and organizations across our community support the highest levels of teaching and learning as we look to prepare our students to take their places as worthwhile, positive contributing citizens.

- **Scholarship:** We value rigorous learning and high academic achievement for all students. We recognize and embrace that each student has varying needs, learning capacities, talents, and aspirations. Our teachers are encouraged to be creative, innovative, and risk-taking in the development of a sound curriculum that fosters the intellectual, physical, emotional, and social development of each child.

1. Responsibility of Stakeholders

a. Responsibility of School Personnel

School personnel have a responsibility to exercise discretion to provide an environment conducive to the mission and educational philosophy of CCS. School personnel shall exercise their discretion when deciding to take action regarding the following:

- Refer students with academic and behavior problems to the Problem Solving Team (PST)* to ensure student success.
- Take communication regarding concerns or grievances to certified staff according to the school system organization chart (refer to [Appendix B](#)).
- Use accepted guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Demonstrate a positive, caring attitude toward students.
- Plan curricula to meet the needs of all students.
- Maintain effective discipline.
- Encourage parental participation in school affairs.

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- Promote the services of community agencies.
- Schedule conferences as needed.
- Inform parents of problems as needed.
- Promote a safe and orderly school environment where teachers can teach and students can learn.

**Problem Solving Team (PST): Teachers and staff members are encouraged to use available item analysis data from all applicable normed- and criterion-referenced tests administered by the School System to identify each student's strengths and weaknesses. Further, teachers and staff members are encouraged to use such information to infuse intervention strategies into the regular instructional program for students who are experiencing behavioral and academic deficits. Local school principals, school counselors, and teachers are encouraged to utilize Problem Solving Teams to facilitate and enhance intervention opportunities for students throughout the School System.*

b. Responsibility of Students

Students have a responsibility to contribute to an environment conducive to the mission and educational philosophy of CCS. Students shall assume the following responsibilities:

- Attend all classes daily and be punctual in attendance.
- Take communication regarding concerns or grievances to certified staff according to the school system organization chart (refer to [Appendix B](#)).
- Attend class prepared with appropriate working materials.
- Respect the rights of others.
- Respect both school property and property of others.
- Dress in an appropriate manner as outlined in each school's dress code.
- Conduct themselves in a safe and responsible manner.

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- Demonstrate a positive, cooperative attitude.
- Abide by classroom regulations.
- Practice responsible digital citizenship.
- Complete assignments on time.
- Review materials covered in class.
- Ask for help when needed.
- Contribute to a safe and orderly school environment where teachers can teach and students can learn.

c. Responsibility of Parents

In order to build a successful learning environment for all students, it is very important that parents take responsibility to promote and support an environment conducive to the mission and educational philosophy of CCS. Parents should assume the following supportive role:

- Keep in regular communication with school authorities concerning their student's progress and conduct.
- Take communication regarding concerns or grievances to certified staff according to the school system organization chart (refer to [Appendix B](#)).
- Make certain the student is in regular and timely attendance and limit the student's leaving school early.
- Provide the student with the necessary resources needed to complete class work and student activities.
- Discuss grades, work assignments, and a desire to achieve academically with the student.
- Provide the student with a quiet study environment at home.
- Make certain the student does his/her homework each day.
- Maintain up-to-date home, work, and emergency telephone numbers at the school.
- Attend scheduled parent-teacher conferences.

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- Promote responsible digital citizenship.
- Participate actively in parent-teacher organizations.
- Support school authorities when disciplinary action is taken.
- Encourage a safe and orderly school environment where teachers can teach and students can learn.

d. Parental Notification of Responsibilities

In an effort to ensure parents are informed of their school-related responsibilities, the Alabama State Board of Education has mandated that all parents receive notification that addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. (See [section 5 – It's the Law](#) for details regarding specific laws and subsequent penalties for violations.)

Alabama Code Section 16-28-12 outlines the following parental responsibilities:

- To enroll children between the ages of six and 17 in school (public school, private school, church school, or instruction by a private tutor)
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor
- To compel the child to properly conduct himself or herself as a pupil

Parents should be aware of the following:

- Inappropriate student conduct or behavior may result in suspension from school.
- Out-of-school suspensions shall be reported to the Superintendent of Education and the District Attorney.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law.
- The Early Warning Truancy Prevention Program and the School Conduct Intervention Program shall be followed to implement this legislation.

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Multi-Tiered System of Support (MTSS)

Alabama's Multi-Tiered System of Supports (AL-MTSS) is a comprehensive framework that encompasses the academic, behavioral, physical, mental health and wellness, and social-emotional needs to support the whole child. The AL-MTSS uses a proactive, team driven approach that involves stakeholders: state, regional, district, school, higher education, community, family, and student to ensure equitable access to opportunities that will improve outcomes for every student. The purpose is to implement and sustain a continuum of evidence-based practices that align with the needs of all students and eliminate barriers to teaching and learning. Data are utilized at all levels to ensure safe, positive, and personalized services that assist all students along their educational journey...Every Child. Every Chance. Every Day.

2. It's the Law

Although most students are regular in attendance and conduct themselves properly, the following laws are provided to advise parents of school-related civil liabilities, criminal penalties, and procedures that will be followed in the event violations occur.

a. Attendance and Conduct *Code of Alabama Section 16-28-12*

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

b. Teacher Assault *Code of Alabama Section 13A-6-21(a)(5)*

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A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

c. Drug Dealing *Code of Alabama Section 6-5-72*

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

d. Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm *Code of Alabama Section 16-1-24.1*

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be re-admitted to the public schools until the person has satisfied all requirements imposed by the local board of education as a condition for re-admission.

e. Weapons in Schools *Code of Alabama Section 13A-11-72*

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes,

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but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club baton, billy, black jack, bludgeon, or metal knuckles.)

f. Vandalism *Code of Alabama Section 6-5-380*

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

g. Pistol Possession/Driver's License *Code of Alabama Section 16-28-40(e)*

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction the driver's license will be suspended for 180 days.

h. Drop-Out/Driver's License *Code of Alabama Section 16-28-40(a)*

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

2.1 Non-Resident Admission/Approval Requirements

Refer to CCS Board Policy 6.12.C.i

If space is available, non-resident- students may be approved to attend in the School System provided:

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(A). All school records have been submitted as part of the application process. These records include the following:

- immunization records, transcripts, attendance and
- discipline records, all student evaluation results and/or
- records related to special services including IEPs and 504 plans. However, if a student does not have proof of immunization the student will be enrolled and the parent/guardian will be instructed on how to obtain needed immunizations.

(B). The student is eligible to attend the school from which he or she is transferring. It is the policy of the system not to admit students who have been expelled or suspended or who have withdrawn from schools in other systems due to disciplinary problems.

(C). The non-resident student's parent(s) or guardian(s) make complete application to the zoned school of attendance prior to the beginning of the school year when possible.

(D). Students must abide by School System policies, rules, and regulations.

School/System administration reserves the right to withdraw non-resident students who do not maintain adequate attendance, behavior or academic performance.

(G). The School System will abide by all rules and regulations of the Alabama High School Athletic Association regarding bona fide moves and eligibility for participation by students.

Residency Verification

Proof of Legal Residence: Ongoing Requirement – Updating the verification of residency for currently enrolled students within the city limits will take place when transitions are made between Cullman City Schools by submission of a current utility bill (cable, power, water, telephone or gas) showing student's parent(s) or guardian(s) by name and address. If a student is age nineteen (19) or above and/or a mature student living independent of his/her parent(s) or guardian(s) the utility bill must show the student's name and address. Failure to provide this ongoing verification of legal residence will

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result in the student(s) being withdrawn until the verification is received by the school. Verification of residence will be accepted during the following time: April 1 up to one week prior to the beginning of school. Verification must be provided to the school prior to the student receiving his/her teacher assignment or schedule. If Families have children attending multiple Cullman City Schools, verification of residence must be provided to each school. This policy applies to students enrolled under the McKinney-Vento Act who are homeless, but insofar as allowed by that legislation and its regulations. Generally, students qualifying under the Act shall demonstrate their residence, even though such is not necessarily their legal residence.

3. Attendance

Refer to CCS Board Policy 6.1.

a. Alabama Attendance Law *Code of Alabama Section 16-28-12*

The Alabama compulsory attendance law requires children between the ages of six and 17 to attend school. Furthermore, Alabama law holds parents or guardians responsible for their child's regular attendance and proper conduct. In accordance with state law, a report will be submitted to the Cullman County Juvenile Court Attendance Supervisor that lists the names and addresses of students who are enrolled in school with three or more unexcused absences. Students who incur excessive unexcused absences may be referred to administration for possible disciplinary action.

b. Excused Absences

Within three days of returning from an absence, a student must present a written explanation that has been signed by the parent/guardian. The absence will be marked excused provided it meets the following guidelines:

1. Personal illness of the student
2. Death in the immediate family

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3. Inclement weather which would be dangerous to the life or health of the student as determined by the principal
4. Legal quarantine
5. Subpoena to court
6. Emergency condition as determined by the principal
7. Prior permission of the principal and consent of the parent or guardian
8. In-school suspension

In accordance with state law, CCS cannot excuse reasons other than those listed above.

4. Disciplinary Measures Available to Schools

All students who attend a school in CCS are charged with the responsibility of conducting themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others. The Board fully recognizes that students possess certain constitutional rights which "...are not shed at the schoolhouse door." On the other hand, the Board is aware of its statutory responsibility to maintain a proper atmosphere for learning in CCS. Conduct by any student which materially interferes with the rights of others to receive a quality education will not be tolerated. Violators shall be subject to appropriate disciplinary measures.

5. Student Discipline Policy

The Student Discipline Policy is a significant step in implementing a positive school environment in all schools. This Student Discipline Policy encourages a positive school environment for our staff, students, and parents/guardians. CCS expects all enrolled students to conduct themselves in a manner that facilitates the educational process. To ensure the educational process in the schools is not disrupted, the Board has established specific classifications of misbehaviors and appropriate disciplinary responses to address these behaviors. Violations are grouped into three classifications: Class I

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

Minor Offenses, Class II Intermediate Offenses, and Class III Major Offenses. CCS may discipline a student where behavior imposes a serious identifiable threat of physical harm to CCS schools, CCS student(s), or CCS employee(s).

Alabama Code Section 16-1-14 advises that any local school board may remove, isolate, or separate students who create disciplinary problems in any classroom or other school activities and whose presence in the class may be detrimental to the best interest and welfare of the class. In keeping with this statute, the described disciplinary actions are the normally expected consequences. In an extreme case, the administration is permitted to impose a more severe consequence as dictated by circumstances, except that no Class I offense will ever result in an out of school suspension or expulsion. Additionally, no student shall be punished for any suspected violation without being given an opportunity to admit or deny the charge(s) and to tell his or her side of the events in question.

CCS Board Policy 6.18 authorizes the appropriate use of physical restraint for all students in those situations in which a student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions. Schools and programs that use physical restraints must ensure that staff and faculty are trained in the appropriate use of physical restraint. Written parental notification will be provided within a reasonable time not to exceed one school day from the use of the restraint. The use of seclusion and the use of restraints that restrict breathing are prohibited by this policy.

5.1 Digital Device Student Policy for Alabama Comprehensive Assessment Program (ACAP) Grades K-12 & Cullman City Schools Additional Assessments 9-12

Cullman City Schools adheres to the Alabama State Department of Education Digital Device Policy for ACAP testing. Each local education agency (LEA) is required to have in place a digital device collection plan for each school for both school personnel and students when participating in the Alabama Comprehensive Assessment Program (ACAP). In addition, the same requirements will be implemented for the administration of assessments provided by Cullman City Schools in grades 9-12. This collection shall take place prior to school personnel or students entering the testing room. For purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. Exceptions to this policy include any digital device that is medically necessary for the health and/or

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

well-being of school personnel or students. All exceptions must be pre approved by the ALSDE's Student Assessment department, or as applicable for local assessments, by the District Test Coordinator (DTC). As required, LEAs shall make all school personnel participating in the ACAP and local assessments, students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

Student Policy

Students shall not physically possess or use any digital device when they are participating in ACAP/applicable District testing. The possession or use of a digital device by a student participating in the ACAP/applicable District testing is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE or DTC. If a student is observed in possession of a digital device during the administration of an ACAP/applicable District test, the device will be confiscated. If a student is observed using a digital device during the administration of an ACAP/applicable District test (or if there is reasonable suspicion that the device was used during the test), the device may be confiscated and searched for any information related to the ACAP/applicable District test. Any student found having a device in their possession during testing (to include breaks) shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP/District policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

Local Assessments

Due to the cost of local assessments, students violating this policy during a local assessment which results in a student's test being invalidated will additionally be responsible for reimbursing the district for the cost of each test that results in an invalidation. The district will determine the reimbursement amount on a per pupil cost basis.

6. Due Process

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of paddling, short and long-term suspension, or expulsion are applied.

Number	Name	Description
2.00	respect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

a. Informal Process

Before being punished for violation of a Board procedure or a local school rule and regulation, the local school principal or designee shall ensure that students are accorded the following minimal due process:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (principal, teacher, etc.) may impose appropriate discipline measures immediately following the informal due process procedures stated above.

b. Formal Process

When a student is facing possible long-term suspension (more than ten school days) or expulsion, the Board shall ensure that students are accorded the following formal due process:

1. The right to a hearing.
2. The right to be represented by counsel.
3. The right to cross-examine witnesses.
4. The right to a written record of the hearing.
5. The right to a written record of the Board's decision.
6. If the Board does not render a decision within ten days, the student shall be returned to his/her regular school assignment.

The Board may place the student in the school system's alternative school based upon their discretion.

Number	Name	Description
2.00	Disrespect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

7. Classification of Violations and Sanctions

Violations of the Code of Conduct are grouped into three classifications: Class I Minor Offenses, Class II Intermediate Offenses, and Class III Major Offenses. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Student conduct on a school campus, at school-related events on or off campus, or while being transported to or from school or school-related events is subject to sanctions. The following information details each class of violations and related possible sanctions. As the class violations increase in seriousness, the severity of the possible consequences increases.

Class I Minor Offenses - Violations

Number	Name	Description
1.00	Disrespect	Lack of respect or courtesy to another
1.01	Disruption, including on a bus or at a school event	Any disturbance or action which interrupts the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
1.02	Non-Direct Profanity	Use of profane or obscene language (verbal, written, or any gesture) not directed at an individual
1.03	Inappropriate Display of Affection	Including, but not limited to, embracing and kissing
1.04	Minor Intimidation/Threat	A non-specific threat made in the heat of the moment (verbal, written, or any gesture)
1.05	Trespassing without Intent	Being on school property without permission and without intent to incite or participate in a disturbance, including while suspended or expelled
1.06	Gambling	Any participation in games of chance for money and/or other things of value
1.07	Refusal to Complete Work	Repeated refusal to complete class assignments

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media
1.08	Technology Infraction	Unauthorized use of mobile computer, unauthorized downloads without damage, unauthorized transmission of personal info, use of computer to disrupt class, unauthorized recordings
1.09	Parking Permit Violation	Failure to properly display current student parking decal on vehicle, failure to park in designated school parking locations
1.10	Engaging in Short, Spontaneous Altercation and/or Brief Shoving Match	Brief, not pre-planned altercation and/or shoving match between students
1.11	Non-Approved Organization	Any on-campus activities of non-approved organizations including fraternities, sororities, secret societies, non-affiliated school clubs, or gangs
1.12	Tardiness	Incidents of excessive reporting late to school or class
1.13	Non-Conformity to Dress Code	See individual school handbooks
1.14	Unauthorized Class Absence	Cutting class within the school building or on campus
1.15	Providing False Information	Providing false information to an employee of CCS including, but not limited to, giving false student information data, forgery of school notes, grades, signatures (teachers' or parents') and concealment of information directly relating to school business
1.16	Failure to Follow Instructions	Failure to comply with instructions from any CCS employee
1.17	Unauthorized Use of Property	Use of school property without permission
1.18	Littering	Leaving trash on school grounds instead of in a trash can
1.19	Possession/Use of Cell Phones/Electronic Devices	<p>Kindergarten-Sixth Grade Cell phones and electronic devices are to be turned off, stored, and inaccessible during instructional hours unless permission is granted by an authorized school employee.</p> <p>Seventh and Eighth Grade Cell phones and electronic devices can be used prior to the instructional day and after the conclusion of the instructional day but</p>

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media
		Cell phones and electronic devices must be turned off, stored, and inaccessible during instructional hours unless permission is granted by an authorized school employee. Ninth through Twelfth Grade Cell phones and electronic devices can be used prior to the instructional day and after the conclusion of the instructional day but must be turned off, stored, and inaccessible during instructional hours unless permission is granted by an authorized school employee.
1.20	Medication Policy Violation (Over-the-Counter)	Failure to comply with the Medication Policy and Procedure, student use and/or possession of an over-the-counter medicine without notifying the school nurse as required by the Medication Policy and Procedure

Class II Intermediate Offenses - Violations

Class III Major Offenses - Violations

Number	Name	Description
3.00	Destruction of Property	Repeated intentional action resulting in injury or damages to property of another; also applies to destruction of property in concert with

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Unlawful Touching	Touching of another person in a sexual manner
2.03b	Unlawful Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media
		Use of force or violent destruction of property (such as using a weapon to destroy property)
3.01	Breaking and Entering	Trespassing on school board property outside of operating hours and entering into a school board building or athletic facility
3.02	Arson	Setting, attempting to set, or helping another set a fire
3.03a	Indecent Sexual Acts	Acts of sexual nature including but not limited to intercourse, oral sex, or other indecent acts
3.03b	Indecent Exposure of Body Parts	Indecent display of private body parts, bodily functions, or sexual acts
3.03c	Sexual Harassment/Sexual Aggression	Engaging in physically, sexually aggressive behavior towards another person
3.03d	Possession of Pornographic Material	Possession of pornographic material in print, digital, or any other media
3.04	Under the Influence of Drugs, Alcohol or Other Controlled Substance	Being under the influence of alcohol, drugs, inhalants, or any other controlled substance
3.05	Possession/Use/Sale of Drugs Including Synthetic Substances	Possession or use of illegal drugs on campus or at a school event, the sale or distribution of any drugs, whether legal or illegal, including prescription drugs, on a school campus or at a school event including synthetic substances.
3.06	Possession of Drug Paraphernalia	Possession of drug paraphernalia including, for example, pipes or bongs
3.07	Possession/Use/Sale of Alcohol	Using, selling, distributing or possessing any alcohol products on a school campus or at a school event
3.08	Technology Infractions	Voiding the service agreement or software, hacking, damage to computer, viewing inappropriate material, use of school property for gain, use of computer to cause large and/or violent disruption, violation of local, state and/or federal law, unauthorized changes with network damage

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media
3.09	Unlawful Act/Crime	Committing a crime as defined under the laws of the city, state of Alabama, or the United States
3.10	Persistent Intentional Offenses	Multiple Class II violations
3.11a	Possession of Weapons	Knowingly possessing a weapon or anything designed, made or adapted or used for the purpose of inflicting death or serious physical injury. Such weapons include but are not limited to BB gun, pellet gun, air rifle, starter gun, switchblade knife, box cutter, sword, dagger, or stiletto, any club, baton, blackjack, or metal knuckles
3.11b	Bomb, Terrorist, or Other Threat	Communicating a threat against school board property made to interrupt the educational environment
3.12	Theft	Taking or obtaining property belonging to another without permission and/or knowledge of the owner; also applies to instances of theft that are committed in concert with others
3.13	Substantial Harassment/Bullying, and Cyberbullying	Repetitive negative actions that may be based on race, color, disability, sex, religion, national origin, or age. Harassment means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, physical acts or hazing which may include cyberbullying that has the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically. Hazing is defined as "the forcing of humiliating or ridiculous tasks for initiation or membership."

Class I Minor Offenses – Consequences

- Classroom warning
- Conference with the student

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

- Verbal reprimand
- Withdrawal of privilege(s)
- Parent conference(s)
- Temporary removal from class
- Corporal punishment
- Detention
- Saturday School
- Extended Saturday School
- In-school suspension
- Restitution of property and damages where appropriate
- Temporary loss of device access
- Referral to administrator
- Other sanction(s) as approved by the local principal

Class II Intermediate Offenses – Consequences

- Parent contact
- Temporary removal from class
- Detention
- Saturday School
- Extended Saturday School
- In-school suspension
- Out-of-school suspension (not to exceed five consecutive days)

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Direct or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

- Referral to outside agency
- Restitution of property and damages where appropriate
- Temporary or permanent loss of device access
- Referral to administrator
- Restitution in vandalism instances for actual loss, damage, or repair
- Any sanction(s) included in Class I and other sanction(s) as approved by the local principal

Class III Major Offenses – Consequences

- Parent contact
- Removal from class
- Loss of device access
- Out-of-school suspension (not to exceed ten consecutive days)
- Recommendation for the Turning Point Program
- Referral to outside agency, including the criminal justice system
- Expulsion (See [Appendix D](#))
- Restitution of property and damages where appropriate
- Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local principal

Appendix A – Harassment Procedures and Reporting

Number	Name	Description
2.00	respect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

Harassment

Refer to CCS Board Policy 6.24.

The Cullman City Board maintains a firm policy that prohibits all forms of harassment. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student or faculty member. All persons are to be treated with respect and dignity. There will be no tolerance for the creation of a hostile learning environment in Cullman City Schools. Students who violate this policy will be subject to disciplinary sanctions outlined in the Code of Conduct.

Harassment, as defined in Board Policy, means *“a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts...”*. Hazing is defined as *“the forcing of humiliating or ridiculous tasks for initiation or membership.”*

A student who feels that he or she has been harassed should immediately report (within 30 days of the incident) all alleged violations of this policy to a school employee, and if possible, to the teacher or employee responsible for supervision at the time of the violation. School faculty or staff members are required to report all alleged instances of harassment to their immediate supervisor and document with an Office Referral. At the request of the complaining student or the student's parent or legal custodian, incidental or minor violations of the policy may be presented and resolved informally. Students may also complete a formal complaint using the following Harassment Report Form.

Sexual Harassment

Refer to CCS Board Policy 6.11.

Sexual harassment, as defined in Board Policy, means *“unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment...”*.

Number	Name	Description
2.00	respect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

A student who feels that he or she has been sexually harassed should report the incident to his or her parent(s)/guardian(s) and to his or her principal or guidance counselor. The Board requires the student to file an initial complaint no later than 30 days following the incident or the latest occurrence. The initial complaint may be made verbally or in writing with a written complaint to follow within ten days.

Number	Name	Description
2.00	respect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	ruption that Threatens Safety, including on a bus or at a school event	serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	peated Disruption	peated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	ect Use of Profanity	ect or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	ual Touching	ching of another person in a sexual manner
2.03b	ual Harassment/Sexual Proposition	welcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

Name of Complainant: _____

School: _____ Grade: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

List the name(s) of person(s) alleged to have harassed the Complainant listed above:

List the name(s) of any witness(es) present at the time of the alleged harassment:

Describe where the incident(s) occurred:

Describe the incident(s) as clearly as possible. Additional pages may be attached as necessary.

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.01b	Repeated Disruption	Repeated incidents which interrupt or threaten the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
2.02	Excessive Use of Profanity	Excessive or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

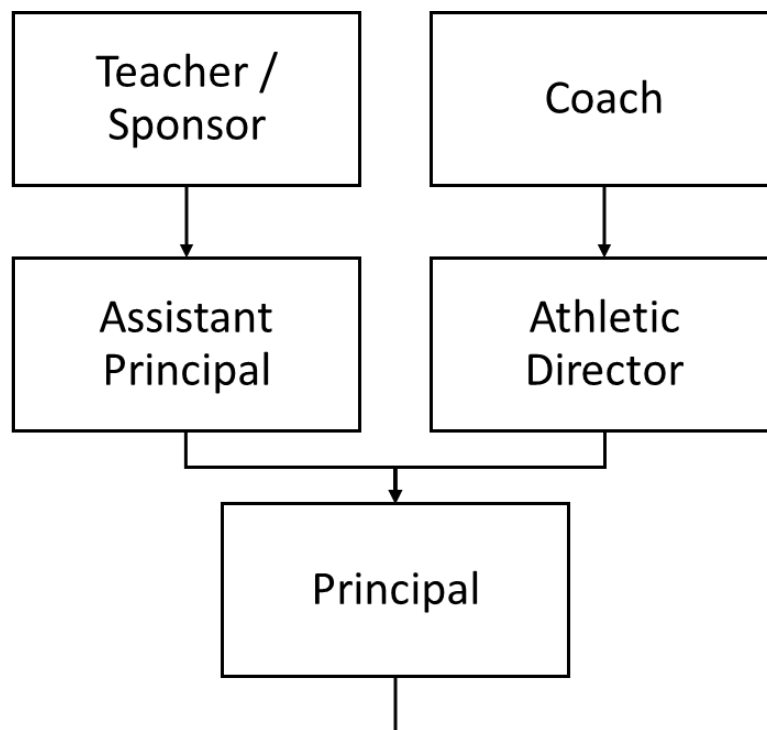
By signing this form, I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I attest that I have read and am aware of the contents of Board Policy 6.24 regarding harassment.

Complainant's Signature: _____ Date: _____

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
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Appendix B – Communication Regarding Concerns or Grievances

All communication regarding concerns or grievances from parents, students, and staff should be taken to certified staff according to the school system organization chart as follows:



Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
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Appendix C – Attendance & Truancy Process

Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

Absences and Excuses – Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency
- Death in immediate family
- Court subpoena
- Religious holidays
- Special circumstance – administrative approval only

Excuses for absences are due within three (3) days of the student's return to school, after which the absence will be deemed unexcused, except for good cause shown. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

Truancy – Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.

Attendance Accountability Process:

Parent Excuse Notes: each student has 8 parent notes a year; no more than 5 parent notes can be used in one

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
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semester. Parent notes are not allowed during exam weeks at CMS and CHS.

- **After the 1st unexcused absence:**
 - Automated phone call and email goes out to parent notifying them of the unexcused absence and truancy laws
- **After the 3rd unexcused absence:**
 - A second automated phone call and email goes out to parent notifying them of the unexcused absence and truancy laws
- **After the 5th unexcused absences:**
 - Letter sent from school "Official Notice of Excessive Unexcused Absences"
 - School adds student to the school truancy accountability spreadsheet (google doc) shared with Truancy Officer (denote whether student is resident or non-resident status)

Student work on unexcused absence days will earn a maximum of 70%

Course credit shall be denied for excessive absences (5 unexcused per semester) at CMS and CHS. At the end of each semester, applicable students will be provided an opportunity to recover the denied credit.

Appendix D – Expulsion

Refer to CCS Board Policy 6.20.

Expulsion Hearing Process

- **Principal Recommendation**
 - Principal completes the request for an expulsion/disciplinary hearing.
 - Prepare for hearing.

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
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- Notice to Parent

- **Hearing Committee Review**

- Hearing Officer presents case to the Hearing Committee, which is composed of a minimum of three members, including the Hearing Officer (Student Services Coordinator) and Superintendent Designee(s).
- Hearing Committee reviews case and completes Part I of the following Expulsion Review Report.

- **Superintendent Review**

- Superintendent completes Part II of the following Expulsion Review Report.
- The Expulsion Review Report is returned to the Hearing Officer.

- **Parent/Guardian Notification**

- Hearing Officer completes Part III of the following Expulsion Review Report.
- Hearing Officer meets with parent(s)/guardian(s) and informs parent(s)/guardian(s) of the following: their right to appear before the Board, their right to legal representation, and the Date, time, and place of the Board meeting where expulsion will be considered.

- **Superintendent Recommendation**

- Superintendent presents case and makes recommendation to the Board.
- Student and/or representative present case to the Board.
- Board deliberates.
- Board takes action on Superintendent's recommendation.
- Superintendent notifies student and/or representative in writing of the Board's decision.

Number	Name	Description
2.00	respect	/ refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	ruption that Threatens Safety, including on a bus or at a school event	/ serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
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Number	Name	Description
2.00	respect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
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Student Name: _____

School: _____ Grade: _____ Age: _____

PART I: Hearing Committee Review

Date of Hearing Committee Review: _____

Hearing Committee's Decision:

- ☐ The Hearing Committee ACCEPTS the Principal's recommendation for expulsion.
- ☐ The Hearing Committee REJECTS the Principal's recommendation for expulsion.

Comments:

Committee Member Signature: _____ Date: _____

Number	Name	Description
2.00	respect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
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Committee Member Signature: _____ Date: _____

Committee Member Signature: _____ Date: _____

Committee Member Signature: _____ Date: _____

PART II: Superintendent Review

Date of Superintendent Review: _____

Superintendent's Decision:

- ☐ The Superintendent ACCEPTS the Hearing Committee's recommendation for expulsion.
- ☐ The Superintendent REJECTS the Hearing Committee's recommendation for expulsion.

PART II: Superintendent Review (continued)

Comments:

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
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Superintendent Signature: _____ Date: _____

PART III: Parent/Guardian Notification (to be completed by the Hearing Officer)

Date of Parent Notification: _____ Time of Parent Notification: _____

The parent/guardian of the above-named student was notified that the student will be recommended for expulsion before the Board of Education.

Meeting Date: _____ Time of Meeting: _____ Location of Meeting: _____

Officer Signature: _____ Date: _____

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Serious disturbance or action which threatens the safety of the learning environment, a school event/activity, or the orderly operation of the school or educational process both on and off campus.
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Appendix E – School Provided or Sponsored Mental Health Services

Annual Notification Regarding School Provided or Sponsored Mental Health Services

Mental Health Services

The school system provides or sponsors the following mental health services:

1. **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
2. **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
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2.03a	Unwanted Touching	Touching of another person in a sexual manner
2.03b	Unwanted Harassment/Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member. This includes via electronic communications/social media

3. **Mentoring** - Peer Helpers, Big Brothers/Big Sisters, and/or Social Work Interns work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.
4. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
5. **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
6. **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting.

Review of Materials

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal

Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services

Under Alabama law, no student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for them to participate in that service.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

Parent of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or §504 plan. Consent for those services will be

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obtained and information regarding your child's mental health services will be provided through the usual special education process.

Number	Name	Description
2.00	Disrespect	Refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
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OPT-IN FOR MENTAL HEALTH SERVICES

As of the date of my signature below, my child, _____, is under the age of 14 years old:

- Yes
- No

If No, stop here.

If Yes, continue below.

I hereby give my permission for my child to participate in the following mental health services:

[Check the box for each mental health service you want to be available to your child]

- **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
- **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- **Mentoring** - Peer Helpers, Big Brothers/Big Sisters, Social Work Interns work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.
- **Assessments/Surveys** – includes questionnaires provided to students related to social behaviors, feelings, etc.
- **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
- **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. You may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration

Parent/Guardian Name (Printed)

Date: _____

ons

Number	Name	Description
2.00	Disrespect	refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
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Parent/Guardian Name (Signature)