

J: Students

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FILE: JAA

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Board to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 to provide a

free appropriate public education for students with disabilities who qualify under the definition of the law.

No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America.

A grievance may be filed when a student believes that a board policy or law has been misapplied, misinterpreted or violated. To file a grievance, a student or parent must provide the following information to the Superintendent in writing within 30 days after discovery of the facts giving rise to the grievance:

- The name of the school district employee whose decision or action is at issue
- The specific decision(s) or actions
- The specific resolution desired

Upon receiving the grievance, the Superintendent will:

- Schedule a meeting with the student/parent within 10 school days of the request
- Conduct an investigation of the facts necessary before rendering a decision
- Provide a written response to the grievance within 10 days of the meeting

ADOPTED: Homewood Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, January 18, 2005, November 14, 2017
April 18, 2018

LEGAL REF.: Civil Rights Act, 1064, as amended; Title IX, Education Amendment, 1972;
Rehabilitation Act, 1973, Sec., 504; Americans with Disabilities Act, 1990, Title II

FILE: JBA

COMPULSORY ATTENDANCE AGES

All children between the ages of six and seventeen years are required by Alabama law to attend school. An accurate record of attendance for each pupil shall be maintained by the homeroom teacher or designated person. This record will be used by the principal and other appropriate personnel to enforce the Compulsory School Attendance Law.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, July 28, 2009; February 18, 2014

LEGAL REF.: Code of Alabama, §16-28-3; Act: 2009-564

FILE: JBB

ENTRANCE AGE

A child must be six years old on or before the date set by the State guidelines in order to be admitted to the first grade for that school year. The child must be a bona fide resident of and living within the school district's jurisdiction. Underage children transferring from out-of-state schools may be admitted subject to state laws and regulations. Children transferring to Homewood City Schools from private schools within Alabama may enter the first grade only if the state age requirement for entry into the first grade has been met. A student who has not completed Kindergarten may enroll in the first grade upon completion of a developmentally appropriate readiness assessment. For the first year of implementation in 2025-2026, a student may not be prevented from enrolling in first grade based on their performance on the assessment. Beginning in the 2026-2027 school year, a student who does not demonstrate readiness on the assessment will be placed in Kindergarten.

Kindergarten

A child must be five years old on or before the date set by State guidelines to be admitted to kindergarten for that school year. The child must be a bona fide resident of Homewood.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, January 18, 2005; November 14, 2016

LEGAL REF.: Code of Alabama, §16-28-4, 16-11-16; First Grade Readiness Act: 2024-347

FILE: JBC

SCHOOL ADMISSIONS

The Board shall admit students to the school district based upon an application submitted by the parent, legal guardian, or student, under such rules and regulations as the Superintendent may prescribe. No student may be refused admission unless he/she fails to meet the requirements of the policies contained herein.

No student shall be admitted until the following conditions are satisfied by presenting to administrators:

1. An official birth certificate or other alternative documentation showing that the student is five years of age on or before September 1 for Kindergarten admission and that the student is six years old on or before September 1 for 1st grade admission (K-1 requirement);
2. The student immunization form which documents that the student has received immunization for the following communicable diseases: polio, diphtheria, tetanus, pertussis, measles, rubella and mumps; or present to school administrators the official form from a physician noting the objection of the parent or guardian to immunization against non-epidemic diseases based on religious grounds; or the official form from a physician stating that the immunization or tests would be detrimental to the health of the student; and

3. Proof of residence in the Homewood School District.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, September 15, 1998; October 15, 2013

LEGAL REF.: Code of Alabama, §16-28-4

FILE: JBCA ASSIGNMENT TO SCHOOLS AND CLASSES

The Homewood school system operates under a school zone plan and students are to be assigned to schools according to the approved zone plan.

It shall be the responsibility of the local school principal or his/her designee to assign students to specific classes and/or teachers.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.:

FILE: JBCB HOMELESS, MIGRANT, IMMIGRANT, FOSTER CARE, AND LANGUAGE MINORITY ATTENDANCE

It is the policy of the Homewood Board of Education to provide all students, including language minority students, migrant students, immigrant students, foster care, and homeless students, with meaningful and appropriate educational programs allowing all students the same benefits and rights of participation regardless of race, color, disability, sex, religion, national origin, or age. The enrollment of homeless, migrant, immigrant, foster care, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of transportation

ADOPTED: Homewood City Board of Education, December 13, 2011

AMENDED: Homewood City Board of Education, December 17, 2013; April 18, 2017

LEGAL REF: No Child Left Behind Act of 2001; Stewart B. McKinney Homeless Assistance Act of 1987.

FILE: JBCC Dispute Resolution Regarding the Enrollment of Homeless Students

If a parent disputes the homeless status of his/her student, the complainant must file a School Enrollment Dispute form with the school in which the student is presently enrolled. The principal of this school will notify the Superintendent's designated Homeless Liaison of the dispute. The Homeless Liaison will expeditiously take steps to resolve the dispute. If the Homeless Liaison's enrollment decision is contrary to the wishes of the student or student's parent/guardian, the school system will provide the parent/guardian, or unaccompanied student with a written explanation of the decision and statement of the right to appeal. If the dispute cannot be settled by the Homeless Liaison, the dispute will be sent to the assistant superintendent; if the assistant superintendent cannot resolve the dispute, then it will be forwarded to the superintendent. The liaison will assist the complainant in seeking technical assistance from an appropriate service agency. During the dispute resolution process, the student shall be enrolled and/or remain enrolled in the school where the parent/guardian or unaccompanied student desires. The term "enrolled" includes attending classes and participating fully in school activities.

ADOPTED: Homewood City Board of Education, December 13, 2011

REVISED: Homewood City Board of Education, August 21, 2012

FILE: JBCD

TRANSFERS AND WITHDRAWALS

No student shall be permitted to withdraw from school before his/her seventeenth (17th) birthday while the student's parent continues to reside within the jurisdiction of the school district, unless approved by the Superintendent.

In accordance with state law, if a student seventeen (17) years of age or older withdraws from school, officials of the school shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester.

If the student's parent moves to another school district, or if the student chooses to attend school in another school district, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the Superintendent.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, December 13, 2011

LEGAL REF.: Code of Alabama, §16-28-3 & 6

FILE: JBE

TRUANCY

The Board shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his or her control or

charge and who is under seventeen (17) years of age to attend school regularly, except for legal absences as defined by Alabama's school law and State Board of Education rules and regulations. If a student becomes truant, the parent or legal guardian may be guilty of a misdemeanor and subject to punishment by law.

If the parent or guardian files a written statement in court to the effect that he/she is unable to exercise control, the student may be subject to action of the juvenile court which will determine whether the student is a dependent, neglected or delinquent child.

Parents and guardians are responsible for enrolling their children in school and assuring that applicable attendance and behavior policies are followed. Parents failing to do so are subject to fines and imprisonment under state law. State law also requires the Superintendent to report all student suspensions to the District Attorney.

The Board, pursuant to guidelines established by the State Board of Education, shall establish educational programs to inform parents of their education-related responsibilities to their children. The programs shall include, but not be limited to, coverage of each of the following topics:

1. The criminal liability and sanctions parents may be subject to under §16-28-12 of the Code of Alabama, 1975, for failing to compel their child to properly conduct himself or herself as a pupil, or for failing to ensure that their child attends or enrolls in school.
2. The necessity for a parent to monitor and supervise the school work and educational activities of the student.
3. An explanation of the responsibilities of teachers and the school system to a student, and an enumeration of those matters that are strictly the responsibility of the parent.
4. Techniques and suggestions on how a parent can supervise the school work and educational activities of the student better.
5. An explanation of the interrelationship of the family life and the educational achievement of the student.

The Board shall develop strategies to ensure that parents of school children receive this information. These strategies may include provisions for weekend meetings, one to one conferences, telephone communications, or neighborhood meetings.

The District Attorney and law enforcement officials may, at the request of the Board, assist in the implementation and operation of these regulations.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, December 13, 2011

LEGAL REF.: Code of Alabama, §16-28-2.2, 16-28-12, 16-28-14, 16-28-17.

FILE: JCAB

INTERROGATIONS AND SEARCHES OF STUDENTS

Interrogations

The principal of each school in the Homewood School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to investigate properly and punish student misconduct.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Whenever reasonable suspicion exists that the student possesses unauthorized materials, contraband drugs or other items deleterious to the safety and welfare of the school community, the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student or in the presence of an adult who is the same sex as the student and who is designated by the Principal or his/her designee or his/her superior may conduct in private a pat down of the student suspected of possessing the deleterious item.

If a school official has reasonable suspicion to believe that a particular student has on his or her person an item imminently dangerous to the student or others (for example: an explosive, a knife, a gun or other weapon of similar import or a substance that can penetrate the skin or otherwise cause physical harm to the student), a more intrusive search of the student's person may be conducted. To justify a search of a student's person without the student's consent, the school officials must reasonably perceive that certain and immediate and extreme harm will result unless such search is conducted without delay. Such a search may only be

conducted in private by the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student or in the presence of an adult who is the same sex as the student and who is designated by the Principal or his/her designee. Such a search may only be conducted with the prior approval of the Director of School Safety or one of his superiors, unless the health or safety of students or school employees is in immediate and serious jeopardy and will be significantly endangered by the delay which might be caused by following the procedures.

Locker Searches

Students cannot reasonably expect total privacy in respect to school lockers. Principals of each school where lockers are issued shall ensure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations and avoid any practices which lead students to believe that lockers are under their exclusive control. School officials may search lockers at any time without a search warrant, without notice, and without student consent.

Motor Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property or at the parking provided for any school event. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Notice of the foregoing right to search shall be given to students who park on school property; however, failure to give such notice will not preclude school officials from conducting searches of vehicle interiors when otherwise authorized.

Search Results

In the event search of a student's person, his/her personal possessions, vehicle or locker reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, local law enforcement authorities may be notified so that they may take appropriate action.

ADOPTED: Homewood City Board of Education, January 28, 1998

AMENDED: Homewood City Board of Education, January 18, 2005

LEGAL REF: N/A

FILE: JCD

ANTI-HARASSMENT/BULLYING

It is the policy of Homewood City Schools that no student shall engage in or be subject to harassment, bullying, violence, threats of violence, or intimidation by another student. We firmly believe that all students are to be treated with dignity and respect. Conduct involving harassment, bullying, violence, threats of violence, or intimidation will be responded to in a manner that effectively deters future incidents. Students that violate this policy will be subject to disciplinary sanctions.

Definition

The class of behaviors referred to “harassment,” “bullying,” “violence,” “threats of violence,” and/or “intimidation” includes, but is not limited to, any gesture or written, electronic, verbal or physical act that takes place on school property, at any school-sponsored function, or on a school bus that: (a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing the student in reasonable fear of harm to his person or damage to his property or (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption of, or substantial interference with, the orderly operation of the school or which has the effect of creating an uncomfortable or unwelcoming school environment.

In accordance with the Jamari Terrel Williams Student Bullying Prevention Act., No. 2018472, this policy has been updated to include cyberbullying and bullying which may occur off school property.

To constitute bullying, a pattern of behavior may do any of the following:

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

Harassment, bullying, violence, threats of violence, and/or intimidation includes, but is not limited to, any unwelcome behavior related to, but not limited to, race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s) or an affiliation with the Boy Scouts of America that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point of substantially interfering with the educational performance, opportunities, or benefits of a student.

Complaint Procedure

If a student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, the student, or the student's parent or legal guardian, should file a written complaint by completing the "Harassment/Bullying Complaint Form" and submitting it to the school principal or his/her designee. The "Harassment/Bullying Complaint Form" shall be made available at both the offices of the school administrator and the school counselor.

Students of Homewood City Schools are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Construction of Policy

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, bullying, violence, threats of violence, or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, bullying, violence, threats of violence, or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence, or intimidation not specifically listed herein. Students who engage in harassment, bullying, violence, threats of violence, or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

ADOPTED: Homewood City Board of Education, December 13, 2011

AMENDED: Homewood City Board of Education, May 17, 2016, January 15, 2019

LEGAL REF: Code of Alabama, §16-11-9; Legislative Act 2009-571

Harassment /Bullying Reporting form

Name of Reporter:_____

Name(s) of Alleged Perpetrator(s):_____

I. Nature of Complaint:

(List dates, places, names of witnesses, if any, and description of offense)

I have read the above information and certify it to be true.

Reporter's Signature

Date Report Filed
(Student or Legal Guardian of Student)

II. Results of Investigation and Administrative Response:

Principal/Administrator's Signature

Date of Resolution

III. Threat of Suicide:

If a threat of suicide is reported, the principal will inform the student's parent or legal guardian of the report and document the threat and administrative response to the threat of suicide on this Form.

FILE: JCE

SEXUAL HARASSMENT

The primary purpose of this policy is to provide for prompt and equitable resolution of students' complaints and grievances.

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

Definition

Sexual harassment is defined as verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school related activities or creating an intimidating, hostile, or otherwise offensive environment on school property.

Complaint Procedure

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that a student is being sexually

harassed shall immediately report the information to a teacher, school counselor, principal, or Superintendent. A student's request to make his or her report to someone of the same sex shall be granted.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s) of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s) and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s) may appeal the decision within ten (10) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at its next scheduled meeting. The Board shall make a final decision and notify the student and the custodial parent(s) in writing of its decision.

Protection of Complainant

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the extent practical, all reports of sexual harassment will remain confidential.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: Code of Alabama, §16-28A-3

FILE: JCF

LOW RISK JUVENILE SEX OFFENDERS

Pursuant to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

Section 1. Definitions

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

- (a) **"Plan"** refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- (b) **"School"** refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school or record.
- (c) **"Student"** refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a law risk of re-offense.

- (d) **“Teachers and staff with supervision over the student”** or **“Supervision team”** refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student’s assigned teachers and/or coaches, the Student’s counselor, and if applicable, the Student’s bus driver, during the subject school year and who will be privy to information regarding the Student’s status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student’s status.
- (e) **“Victim”** refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

Section 2. Notification

(a) Current Students

In the event a currently enrolled Student is adjudicated delinquent and designated “low risk” by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student’s school in writing.

(b) Newly Enrolled Students

In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student’s school in writing.

(c) Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student’s status and circumstances. Regardless, the principal of the prior school must provide the Student’s records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student’s parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student’s circumstances.

(d) School Staff Changes

In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student’s status and Plan.

The Student, his parent or guardian, and other members of the Supervision Team should

be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. The meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable to unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan.

Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Section 5. Students with Disabilities

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations;

Section 6. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. Challenges to the Plan

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designees to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

Section 8. Confidentiality

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

ADOPTED: July 27, 2021

AMENDED:

LEGAL REF: Ala. Act No. 2018-528, Code of Alabama §16-1-51.1 (1975)

FILE: JCG

ALABAMA UNSAFE SCHOOL OPTION

A student who becomes a victim of a violent criminal offense committed on school

property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the local education agency. The school shall notify the student's parent/guardian of the right to transfer within 10 calendar days from the date of a final determination by the school board that a violent criminal offense has occurred. Alabama students who attend a school deemed persistently dangerous by the State Department criteria will be offered a transfer option to another school. A persistently dangerous school is one in which for 3 consecutive years the school has expelled 1% of the student population or 5 students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities.

ADOPTED: Homewood City Board of Education, September 14, 2021

AMENDED:

LEGAL Ref.: Code of Alabama, § 290-3-1-02

FILE: JD

DISCIPLINE
(Code of Student Conduct)

The Board shall instruct the Superintendent to establish, in cooperation with principals and teachers of all schools, a code of student conduct which states clearly and precisely the written rules and regulations applicable within respective schools of the district. Standards shall be designed to foster a safe, friendly, and business-like atmosphere in which students and school personnel can work cooperatively.

Principals shall have the responsibility to take disciplinary action whenever the behavior of any student interferes with or disrupts learning.

Notice of the rules and regulations existing in each school shall be disseminated to students and parents.

The parent/guardian of each student shall document receipt of the Code of Student Conduct.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: Code of Alabama, §16-1-14; 16-28A-3

FILE: JDA

CORPORAL PUNISHMENT

Disciplinary actions which are specified in the Code of Student Conduct are acceptable as corrective measures for the various levels of offenses. Corporal punishment shall not be administered in the Homewood School System.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: N/A

FILE: JDE

GUN-FREE/WEAPON-FREE SCHOOLS

As defined in § 16-1-24.3 of the Code of Alabama, students who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions are required to be expelled for one year. The Board and the Superintendent may modify the expulsion requirement for a student on a case-by-case basis. Students who are expelled for violation of this policy shall not be allowed to attend regular school classes in any public school in the state during the expulsion period. Discipline of students with disabilities who violate the firearm possession policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

Any such incident shall be reported to the District Attorney.

All incidents involving a student possessing a firearm on school property or at a school sponsored function shall be reported to the State Department of Education. The report shall include the following:

1. Name of school
2. Number of students expelled for firearm possession
3. Type of firearm involved in each expulsion.

In addition to firearms, students are also prohibited from possessing any deadly weapon or dangerous instrument in a school building, on school grounds, on school buses, or at other school sponsored functions. Penalties for such infractions are outlined in the Student Code of Conduct.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, September 15, 1998, January 15, 2019

LEGAL REF.: Code of Alabama, § 16-1-24.1; 16-1-24.3; Gun-Free Schools Act of 1994

FILE: JDF

LAW ENFORCEMENT VISITS

The Board will allow law enforcement agencies to make periodic unannounced visits to any school within the district to detect the presence of illegal drugs, unannounced to anyone except the local superintendent and building principals.

ADOPTED: Homewood City Board of Education, January 16, 2001

AMENDED:

LEGAL REF.:

FILE: JG

CHILD ABUSE OR NEGLECT

The State of Alabama requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children under nineteen (19) years of age ([a] person under the age of nineteen (19) years who is in need of protective services and does not qualify for adult protective services under Chapter 9 of Title 38).

The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

All school personnel who have contact with students shall receive training in the identification and reporting of child abuse and neglect. Updates in the form of memoranda, directives or other written information will be provided.

In accordance with this law, the superintendent shall establish the necessary rules and regulations.

ADOPTED: Homewood City Board of Education, January 28, 1998

AMENDED: Homewood City Board of Education, January 18, 2005, July 27, 2021

LEGAL REF: Code of Alabama, § 26-14-1 (3)

FILE: JGA

STUDENT ACCIDENT INSURANCE

Student accident insurance is available as an option for students. Participation in some school programs requires that the pupil purchase insurance coverage or the parent/guardian sign a waiver indicating that the pupil has adequate coverage.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: N/A

FILE: JGB

SUICIDE PREVENTION

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

In compliance with the requirements of the Jason Flatt Act, Homewood City Schools will:

- A. Foster educational services related to suicide prevention
- B. Make referral, crisis intervention, and other related information available for students, parents, and school personnel
- C. Foster training for school personnel who are responsible for counseling and supervising students
- D. Increase student awareness of the relationship between drug and alcohol use and suicide
- E. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide
- F. Inform students of available community suicide prevention services
- G. Promote cooperative efforts between school personnel and community suicide prevention program personnel
- H. Foster school-based or community-based, or both, alternative programs outside of the classroom
- I. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing
- J. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide
- K. Provide training for school employees who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence
- L. Familiarize students with the Code of Conduct as it relates to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence
- M. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by our school system.

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section shall be subject to state immunity law.

ADOPTED: Homewood City Board of Education, April 18, 2017

AMENDED:

LEGAL REF: Code of Alabama, § 16-28B-8, et seq. (1975) Jason Flatt Act #2016-310

FILE: JGC

STUDENT HEALTH SERVICES

Health

All principals and teachers shall cooperate with the Superintendent and Jefferson County Health Department in enforcing laws and regulations designed to protect and promote the health, safety, and general welfare of school children.

Communicable/Infectious Diseases or Conditions

Students and/or employees in the school district and children wishing to enroll in the district, who have communicable diseases, will be assisted on an individual basis. It is the desire of the Board to protect any student and/or employee who has a disease or handicapping condition, communicable or not, while protecting all other students and employees in the system.

Administrators or supervisors will report all cases of confirmed or suspected communicable diseases to the Central Office so that efforts can be coordinated with the local health department or other professionals as needed. If an employee or student who is remaining at work or in school endangers the health and welfare of others, school authorities will immediately evaluate the situation to determine appropriate action for that person's welfare as well as the welfare of others.

Student and Employees Infected with Acquired Immunodeficiency Syndrome (AIDS) and Related Conditions

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. School authorities shall determine the educational placement of a student known to be infected with HIV following established policies and procedures for students with chronic health problems or students with disabilities. Decision-makers must consult with the student's physician and parent/guardian, respect the student's and family's rights, and reassess the placement if there is a change in the student's needs for accommodations or services.

The Homewood City Schools does not discriminate on the basis of HIV infection or association with another person with HIV infection in student matters or in employment. Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required. Every employee shall treat as highly confidential any knowledge or speculation concerning the HIV status of a student or employee. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status shall be divulged to any individual or organization without a court order or the informed, written consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent shall specify the name of the recipient of the information and the purpose for disclosure. All health records, notes, and other documents that reference a person's HIV status shall be kept in a secure and confidential file apart from any student record or employee file.

All employees shall consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools shall operate according to the standards promulgated by the U. S. Occupational Health and Safety Administration for the prevention of blood-born infections. Equipment and supplies needed to apply the infection control guidelines shall be maintained and kept reasonably available. School Health Services personnel shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member shall alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection i.e. bleeding, biting, spitting, scratching, or other risky behaviors. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood to blood contact, school authorities shall counsel that person or alert a parent/guardian to seek appropriate medical evaluation.

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. Appropriate HIV/AIDS prevention instruction will be offered in accordance with all state and local rules, regulations, and courses of study.

All school staff members shall participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Identified employees shall receive additional specialized training as appropriate to their positions and responsibilities.

Students shall have access to voluntary, confidential, age, and developmentally appropriate counseling about matters related to HIV infection through the assigned nurse. Upon request, school administrators shall make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, January 16, 2001

LEGAL REF.:

FILE: JGCA

STUDENT WELLNESS

In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses the following programs, practices, and activities:

Nutrition Education and Promotion – Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behaviors and nutrition promotion that promotes and reinforces student health will be integrated into the curriculum and offered throughout school campuses, including school dining areas and classrooms, by appropriately trained personnel.

Nutrition Standards and Guidelines – The Board will ensure that reimbursable school meals meet the program requirements and nutritional standards established by applicable state and federal regulations. The Board will encourage students to make nutritious food choices and will monitor all food and beverages sold or served to students, including those available outside federally regulated child nutrition programs. The Board will consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

Physical Education and Physical Activity Opportunities – The Board will offer physical education opportunities that include the components of a sound physical education program. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthy lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and impart the benefits of maintaining a physically active and healthy lifestyle.

Other School-Based Activities Designed to Promote Student Wellness – The Board may implement other programs that help create a school environment that conveys consistent wellness messages and that is conducive to healthy eating and physical activity.

Administrative Implementation – The Superintendent is authorized to develop and implement administrative rules and directives that are consistent with this policy and to oversee the implementation and periodic review and update of the wellness policy based on input from teachers (including specialists in health and physical education), school nurses, parents and guardians, students, representatives of the school food service program, school board members, school administrators, and the public.

The Superintendent will report to the Board, as requested, on programs and efforts designed to meet the purpose and intent of this policy, and will inform and update the public regarding the content and implementation of the wellness program. The Superintendent will ensure each local school's compliance with the wellness policy and will measure periodically, and make available to the public, an assessment of the implementation of the wellness policy, including the extent to which schools are in compliance with the policy, the extent to which the policy compares to model policy and to describe the progress made in attaining the goals of the policy.

ADOPTED: Homewood City Board of Education, July 26, 2022

AMENDED:

LEGAL REF.: N/A

**OPT-IN FOR MENTAL HEALTH SERVICES BY
PARENT OR LEGAL GUARDIAN**

No student under the age of sixteen 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.

For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law.

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance with the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. **Written Notification** – At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs.

B. **Opt-In To Participate in Mental Health Services**

1. ***General Requirement*** – For a student under the age of sixteen to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.
2. ***Rescinding Permission*** – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration.
3. ***Requests for Opt-In and Referrals Authorized*** – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or

legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.

4. *Exception for Imminent Threat* – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student 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.

C. **Information for Parents/Legal Guardians** – If a student's parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.

D. **Recordkeeping** – Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education records generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law.

Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (e.g., special education referral process).

ADOPTED: Homewood City Board of Education, July 26, 2022; July 29, 2025

AMENDED:

LEGAL REF.: Code of Alabama, Act: 2022-442; Act: 2025-455

FILE: JGD STUDENT MEAL ACCOUNTS

Homewood City Schools will establish procedures to ensure that students receive a healthy lunch each day. Payment is expected to the Student Meal Account when the meal is received. This can be done by establishing an online prepayment account or paying at the point-of-sale. It is the responsibility of the parent or guardian to keep sufficient funds available in the Student Meal Account. When payment is not presented or available from a prepaid account, one reimbursable meal per day will be served to the student. Students without payment may not charge a la carte items or additional portions.

Upon graduation, funds remaining in a Student Meal Account will be returned upon written request no later than June 15 of the year of graduation. Funds not requested by June 15 will be forfeited to the Child Nutrition Program.

The Superintendent will establish a procedure to address on-going negative balances within the Child Nutrition Program.

ADOPTED: Homewood City Board of Education, March 21, 2017

AMENDED:

FILE: JGFG

ACCIDENTS

Immediate attention must be given to all accidents regardless of significance. First aid treatment within the school will be limited to minor cuts and bruises. A more serious injury should be brought to the attention of the parents and/or physician.

1. All accidents must be reported immediately to the principal's office by the supervising teacher.
2. Office staff will assume responsibility for notifying the parents and/or physician.
3. Immediate steps should be taken to prevent possible recurrence of the accident.
Teachers should make recommendations concerning hazardous conditions that might exist.
4. All accidents which occur after school hours, such as those connected with athletics or field trips, or on school grounds, should be reported to the principal's office as soon as possible.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: N/A

FILE: JGH

SECLUSION OR RESTRAINT OF STUDENTS

The Homewood City Board of Education requires that all schools and programs within the school district comply with State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of "seclusion" or "restraint," as those terms are defined within the rule.

Physical Restraint

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student is an immediate danger to himself or others and the student is non-responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited as a form of discipline or punishment.

The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will be required to exercise their professional judgment and discretion. Therefore, this policy is not intended to be construed as imposing

ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the school district that use physical restraint as defined within the State Board of Education rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at a minimum, the following:

1. Staff and faculty training on the use of physical restraint and the district's policy and procedures related thereto;
2. Documentation in written or electronic form of staff and faculty training on the use of physical restraint, including a list of participants in each training, which list must be made available to the Alabama Department of Education or any member of the public upon request;
3. Written parental notification of the use of physical restraint within a reasonable time, not to exceed one school day from the date of the incident;
4. Documentation of the use of physical restraint and a debriefing session held by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in paragraph 4 above;
6. Annual reporting to the Board of the use of restraint and the accompanying documentation, as well as any prohibited use of seclusion and chemical, mechanical or physical restraint;
7. Annual submission to the Alabama Department of Education of the documentation submitted to the Board in accordance with paragraph 6; and
8. Inclusion of the procedures in the school district's Code of Student Conduct and/or the school's student handbook.

Seclusion

The Board of Education also prohibits the use of seclusion as that term is defined in State Board of Education Rule 290-3-1-.02(1)(f).

ADOPTED: Homewood City Board of Education, April 17, 2012

AMENDED:

LEGAL REF: State Board of Education Rule 290-3-1-.02(1)(f).

FILE: JR

STUDENT RECORDS

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act. The Board shall require adherence to the provisions of the Act.

Definition:

“Education Records” means records which

1. are directly related to a student and
2. are maintained by a party acting for the agency or school.

The following are excluded from the term “Education Records”:

- Records kept by instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute teacher.
- “Personally Identifiable” means that data or information which includes
 - (a) the name of a student and the student’s parent or other family member;
 - (b) the address of the student;
 - (c) a personal identifier, such as a student’s social security or student number;
 - (d) a list of personal characteristics which would make the student’s identity easily traceable; or
 - (e) other information which would make the student’s identity easily traceable.

Access To and Release of Information in Student Records

1. The principal shall, within these parameters, be responsible for determining to whom information maintained in student records may be released.
2. The principal shall be responsible for determining who, other than the parent, guardian or eligible student, shall have access to the student records.
3. “Directory information” may be made available at the discretion of the principal without prior consent of the parent. However, students and their parents shall be notified at the beginning of each school year as to the categories of directory information and their right to request that all or part of such information be withheld from the public.
4. The following individuals or agencies may be granted access to student information without the written consent of the parent or without an entry being made in the disclosure record:
 - A. Teachers and other school officials, within the school district, who have a legitimate educational interest. Definition: “Legitimate educational interest”: Interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, irrelevant data; interest in the educational well-being of the student; and interest in which the individual has a legitimate need to know.
 - B. The stated education agency is required to make reports concerning the education program.
5. The following individuals or agencies may be granted access to student record information without the written consent of the parent, by completing the disclosure record:
 - A. Authorized representative of:

- 1) The Comptroller General of the United States
 - 2) The Secretary of the U.S. Department of Education
 - 3) State Education authorities
 - 4) Appropriate community agencies involved in handling students' health or safety.
- B. Agencies requiring information in connection with a student's application for or receipt of financial aid.
- C. Courts, upon the issuance of proper orders or subpoenas. Reasonable efforts shall be made to notify the parents of the order or subpoena.
6. Directory information and personally identifiable information shall be released without parental consent to a school to which the student has transferred.
 7. Principals shall require written approval of a parent or eligible student in order to grant access to others not specifically authorized by this policy.)
 8. Unless otherwise specified, the term "Parent" in this procedure shall include parent, guardian or student 18 years of age or over or who is enrolled in a postsecondary institution.

Review of Student Records by the Parent

1. Schools shall provide for the review of students records by parents or guardians.
Parents and students shall be notified of their right to review the student records by a notice in the student handbook and/or by newsletter or other appropriate communication to the parent at the beginning of each school year.
2. A parent or guardian who desires to review his/her child's record shall contact the school for an appointment and a conference shall be scheduled as soon as possible. The disclosure record shall be completed at the time of the conference.
3. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
4. The record shall be examined by the parent in the presence of the principal or a designated professional person.
 - A. The principal or designee attending the review shall:
 - 1) Explain the recordkeeping system of the school, noting the types of records and why they are kept.
 - 2) Provide the parent or guardian the opportunity to examine each record.

Records which shall be included are:

 - a. Cumulative academic record
 - b. Application for admission
 - c. Immunization records, if applicable
 - d. Attendance record
 - e. Class grade record
 - f. Any other records maintained for that student by the school district.
 - B. The principal or designated professional person shall provide the parent an opportunity to raise questions regarding information in the records.
 - C. A record of the review shall be made on the disclosure record.

5. If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request shall be made and a hearing scheduled for a date not less than three (3) days nor more than two (2) weeks from the date of the request.
 - A. A hearing shall be held with the principal and the parent or guardian at a scheduled time.
 - B. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to a review panel at the Central Office level.
 - C. The parent or guardian shall request the appeal in writing to the Superintendent of Education. Upon receipt of said request, the Superintendent shall schedule a review panel meeting within ten (10) days following receipt of the parent's request. The date, time and place of the review panel hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
6. The student record appeals review panel shall be composed of three (3) professional representatives of the Central Office staff. At the meeting:
 - A. The Superintendent of Education or his/her designee will preside;
 - B. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent, guardian or school official;
 - C. The decision of the review panel shall be communicated in writing to the school and parent or guardian within ten (10) days;
 - D. The parent shall have the right to file a dissenting statement following the hearing and such statement shall become part of the student's cumulative folder. Student Cumulative Record Cards
 1. All personal data shall be completed when the student initially enrolls in the school system and updated annually.
 2. All data shall be recorded on the cumulative record in accordance with administrative procedures established by the Board of Education.
 3. Since information on the cumulative record cards is confidential, the card shall not be removed from the file room except as authorized.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, April 17, 2012

LEGAL REF.: 20 U.S.C. 1232 (g-i)

FILE: JS

VAPE AWARENESS, EDUCATION, AND PREVENTION

It is the policy of the Board of Education to create vape awareness, education, and prevention programs to prohibit the possession and use of prohibited tobacco, tobacco products, electronic nicotine delivery systems, e-liquids, and alternative nicotine products by students in Homewood City Schools.

- A. Prohibition: The possession or use of tobacco, tobacco products, electronic nicotine

delivery systems, e-liquids, and alternative nicotine products is prohibited by any student at a school, on a school bus, or at any school sponsored function.

B. Violation: Any student who violates the prohibition contained within this policy shall be subject to graduated consequences which may include:

- a. Notification of the student's parent or legal guardian shall be made regarding the violation.
- b. Required participation in the Alabama State Board of Education approved vaping awareness, education, and prevention class.
- c. In-school suspension, out-of-school suspension, or placement in Alternative School.
- d. Referral of the matter to the juvenile court for disposition.
- e. Or, any combination of the foregoing.

C. Complaint procedure: When a complaint is lodged against a student for violating the prohibition, the complaint must be memorialized using the district's complaint form. An anonymous report may not be used as the sole basis for imposition of formal disciplinary action. Once a complaint is made against a student for a violation, the complaint form is then forwarded to the principal, assistant principal, or school resource officer for investigation. The complaint form must include all of the following information:

- a. Name of student who has violated the policy.
- b. Date, time, and location of violation.
- c. Description of conduct that violates the policy.
- d. Name(s) of witness(es) to the violation of the policy.
- e. Any other pertinent information.

D. Investigation Procedure: Once a principal, assistant principal, or school resource officer receives a complaint of a violation, they must then promptly investigate the violation. The principal, assistant principal, or school resource officer must be the individual responsible for the investigation.

E. Response Procedure: If the student has been found to have violated the prohibition, the student shall immediately be subject to the graduated consequences using the Code of Conduct. Any and all consequences shall conform with applicable disability, antidiscrimination, education laws, and the Code of Conduct. Additionally, a copy of the complaint form and the disposition shall be placed in the student's permanent record.

Nothing in this policy shall be construed to infringe on any right provided to a student pursuant to the Individuals with Disabilities Education Act (IDEA), the Family Educational Rights and Privacy Act (FERPA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, provided that student information related to this policy shall be included as necessary into any and all Individualized Education Plans (IEPs), behavioral intervention plans, and other similar documents.

ADOPTED: Homewood City Board of Education, October 28, 2025

AMENDED:

LEGAL REF.: Alabama Act 2025-403