



Spanish Fort Middle School
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School Website: www.spanishfortmiddle.com



Leslie Wheeler, Principal

Dear Students and Parents:

Welcome to Spanish Fort Middle School! My name is Leslie Wheeler, and I am the principal at Spanish Fort Middle School. The faculty and staff would like to welcome you to SFMS and the Spanish Fort Community! We look forward to you being a part of our learning community as we strive to provide the most outstanding middle school experience in Baldwin County and the state of Alabama. We take great pride in providing our students with a variety of opportunities to develop their skills and talents that will prepare them for success in high school and beyond.

Our goal at Spanish Fort Middle School is to make sure that our students feel safe and are in an environment that is innovative and challenging where students love coming to school every day. We want our students to feel a sense of belonging and community at school. Students have a variety of opportunities to get involved at SFMS. Whether they excel in academics, are involved in our fine art program, play sports, and/or are involved in the many clubs and programs we have at SFMS, getting involved is key to being successful at SFMS.

Our student handbook is designed to provide you with information about your educational opportunities and responsibilities at Spanish Fort Middle school. All stakeholders should become familiar with the policies and procedures that follow.

We look forward to getting to know you and working with you during the 2026-2027 school year! Please do not hesitate to reach out at any time. We welcome questions, concerns, and words of encouragement. We are so excited to be embarking on our best year yet at SFMS!

Leslie Wheeler
Principal
Spanish Fort Middle School

Paige Wilson
Assistant Principal
Spanish Fort Middle School

Kimberly Turner
Assistant Principal
Spanish Fort Middle School



SFMS MISSION STATEMENT

Spanish Fort Middle School provides a high-quality education in a safe, respectful, and inclusive environment that builds a foundation for lifelong learning through Toro PRIDE.

SFMS Vision Statement

SFMS creates a **P**ositive learning environment where **R**espect, **I**ntegrity, and **D**etermination achieves **E**xcellence.

SFMS MOTTO

Toros Achieving Excellence Together!

SFMS Core Values

- Toros will act as positive role models and provide a safe and caring environment.
- Toros will respect themselves and others through compassion, generosity, and understanding differences.
- Toros will hold each other accountable and do what is right even when times are difficult.
- Toros will be determined to work toward a goal no matter the challenges.
- Toros will model excellence by doing their best in everything they do.



Fees

There is an **Operational Fee of \$45 charged per student at registration** to help cover the following expenses for your child: postage, supplemental instructional materials, eBooks, supplemental technology materials, and other costs. In addition, there is an **enrichment fee of \$20.00** to help cover any costs for those classes. All other costs will be related to individual needs.

There is no fee for computer use. Use of school computers requires compliance with the BCBOE Technology Acceptable Use Policy as per the Baldwin County Student Handbook for 2026-2027.

The Baldwin County Board of Education has an agreement with Envision Payment Solutions for the collection of all returned checks issued to all locations. The Board requires the following on all checks:

Full Name
Street Address (no P.O. Box)
Home Phone Number
Driver's License Number

If your check is returned for NSF, it will automatically be forwarded to Envision Payment Solutions. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$30. This fee is subject to change as allowed by law. If you do not properly respond to Envision, or if Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees may also be deducted from the same account.

Fees must be paid in person at SFMS, by USPS, or online through eSchool payment link of SFMS website (myschoolbucks.com).

REFUNDS: Refunds are only given with a receipt and only in limited circumstances. There are **NO refunds** for field trips, cheerleading, and/or any team tryouts. Fees are also non-transferable to other activities or other students.

Library/Media Center:

Students will visit the media center with their teachers every other week to check out books. The books are checked out to the students for a two-week period. **Students will accumulate a .10 fine per day/per book on items that are overdue.** Students can come to the media center before school, in between classes, or break to renew or return items. Students will also be billed for **damaged and/or lost books.**

Additional Fees:

Band requires a fee of \$155. This pays for shirts, books, and trips, but it does not cover instrument rentals.

Choir requires a fee of \$100. This pays for music and shirt. All trips will need to be covered by the families.

Yearbooks cost \$55 dollars. To ensure you get one, you must pre-order when they are released (Spring).

SPANISH FORT MIDDLE SCHOOL POLICIES AND PROCEDURES

PARENT INFORMATION

REGISTRATION

The school is required by law to obtain and file a copy of the following documents for each student (copies can be made in the school office):

1. You must register online, and the link for this is located in the “New Families Tab” on the SFMS website.
2. A certified birth certificate.
3. Current Alabama Immunization Certificate (Imprint).
4. Two proofs of residency are required, one of which must be a current utility bill. These proofs of residency must be for the legal guardian of the child being registered.
5. Any legal documents (See below.) *

* Special circumstances may necessitate the provision of other documentation: e.g., custody papers, zone variance, etc. The school will keep all official documents of a student on file under the student’s legal name.

SCHEDULE CHANGES

Schedule changes are strongly discouraged and can only be made for academic purposes with administrative approval. Please keep in mind that the master schedule can be a very difficult puzzle to piece together. There are many factors that we consider when scheduling students into classes. If a student wants a schedule change, they must pick up a Change of Schedule Form from either the front office or from a counselor. This form must be filled out, signed by a parent/guardian, and returned to a counselor. There is **no guarantee** that the request will be honored. Our goal is for all the students to have a successful school year at SFMS. **BCBE policy states that no schedule changes will be allowed after the first ten days of school.**

ATTENDANCE

The Baldwin County Public Schools website contains in-depth information about attendance. Please understand that our top priority is providing a safe environment for our students. Supervision for our students begins at **7:10 AM**. **Dropping students off prior to this time is not allowed, as this is a safety issue since there will be no supervision on campus.** Anyone arriving after 7:45 in the morning is considered late and must check in with school officials. Students are to be picked up no later than 3:20. The only exception to this rule is for students attending a structured, after-school activity.

If a student misses more than half of the school day, a full absence will be accumulated. Excessive absences and tardies could result in a referral to the Early Warning Truancy Prevention Program.

The BCBE policy is that students may not exceed nine parent notes per year. Future absences for illness will require a physician’s note. Students who exceed 10 absences may be sent to early warning truancy. Please reference the BCBE Student Handbook on the BCBE website. Please note that students have only 3 days to bring in a written excuse from a parent. Absences will be marked as unexcused until a written excuse from a parent or doctor’s office is submitted to the child’s homeroom teacher or front office. Until excuses are brought and documented, any missed work due to said absences will be scored as a zero.

Tardies are a serious issue and must be addressed by Spanish Fort Middle if we are to do our part to promote learning and growth by each of our students. Unexcused tardies will be handled using the following procedures

Tardy to School

- 4th tardy results in 1st referral-Warning
- 6th tardy results in 2nd referral-OCS 1 day
- 11th tardy results in 3rd referral-OCS 2 days
- 16th tardy results in 4th referral-OSS 1 day
- 21st or more tardy results Administrator Discretion

Tardy to Class

- 4th tardy results in 1st referral-Warning
- 6th tardy results in 2nd referral-OCS 1 day
- 11th tardy results in 3rd referral-OCS 2 days
- 16th tardy results in 4th referral-OSS 1 day
- 21st tardy results in 5th referral-1 Day OSS

Check-Ins

Students who come to school late must check in the following ways:

- The student will be given an admission slip when he/she checks in at the tardy table between 7:45 and 8:10. Students will not be admitted to class after arriving late without an admission slip.

Check-Outs (Early Dismissal)

Students who leave the school for any reason must checkout through the office. ***NO student is allowed to checkout after 2:30.*** Early checkouts are discouraged. If possible, appointments for students should be scheduled after school hours. The student will be called to the office upon arrival of the parent or guardian.

- We strongly recommend that students **refrain from** check outs during PE, BREAK, or LUNCH
- If an appointment time is during any of these three periods for a student, the student should report to the front office instead of going to PE, BREAK, or LUNCH
- Parents will not be allowed to go to a child's classroom for any reason without permission from the principal.
- Sick students must go through the school nurse for the checkout to be excused.
- The emergency contact's name **must be** on file at school. Addition or changes of emergency contact persons must be made in person by the custodial guardian.
- AN ID IS REQUIRED EVERY TIME A STUDENT IS CHECKED OUT from our campus. This is a BCBE policy related to student safety and must be followed at all times. Please work with us on this as we attempt to provide your child and your family with the safest experience at our school.

Makeup Work

Make-Up Work for Excused Absences:

- An excused absence permits work to be made up.
- Upon return to school from excused absence(s), students have up to three (3) days per excused absence to complete and turn in make-up work to teachers. Days are to run consecutively, may overlap, and includes weekends.
- Written Explanation for All Absences (Grades Pre-K thru 12): A student, within three (3) school days of returning to school, shall bring a written statement from his/her parent, guardian or other person having control of the student, with an explanation of the reason for the absence and the date of the absence.
- A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades Pre-K thru 12. After the ninth absence, any further absences for illness will require submission of a doctor's note to be excused.

- Other Attendance Information: Vacation days must be pre-approved by the principal and are included in 9 parent days students are allowed. Vacation days may not exceed three (3) days.
- Students **will not be allowed** to make-up missed work due to absence **unless** the student provides a written statement from his/her parent, guardian or other person having control of the student, within three days of returning to school, with an explanation or the reason for the absence and the date of the absence. Teachers will delineate assignments that can be made up by placing a "1" in the gradebook.
- After the ninth absence, students will not be able to make-up missed work unless a doctor's note is submitted within three days of the student's return to school.
- There are excuse boxes at several locations on campus, so students can drop excuses off in any one of those.

WITHDRAWAL PROCEDURES

When a parent/legal guardian plans to withdraw a child from school, they should notify the school office as soon as possible. This should be done no later than the day before his/her final day in school. This enables the teacher and registrar to have the report card and transfer information prepared. Students must return all textbooks and technology and have all fees paid **before** records will be released to the new school.

CAR RIDER AND BUS PROCEDURES

Bus Riders

The school buses of the Baldwin County School System are operated according to the rules and regulations of the Baldwin County Board of Education. No person except regularly enrolled students shall ride a bus without written permission from the superintendent, the supervisor of transportation, and the principal of the school served by the bus. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student may only ride the bus to which he/she is assigned. **Students are not allowed to be transported by bus to the high school in order to ride in a car from the high school campus. Student discipline may affect your child's permission to ride a bus.**

Car Riders

Arrival: Students brought to school by car will load/unload in front of our gym or around front based on where the driver is heading after dropping off until 7:35, and after 7:35, all drivers will unload in front of the gym regardless of where they are headed afterward. **All students must not be dropped off until 7:10 for safety reasons.** Parents need to enter D'Olive Road (behind school). There is a diagram on the corner of D'Olive, and another on our website, to answer any questions about how carline drop off works each day. Carline questions should be directed to Paige Wilson (pwilson@bcbe.org).

Dismissal: Vehicles need to enter car lines via D'Olive Road (behind school). 7th grade students will be picked up in front of the school. 8th grade students and/or multiple grade carpoolers will be picked up in front of the gym. No cars will pick anyone up from the bus lane. Dismissal map is located on school website: www.spanishfortmiddle.com

For the safety of all students, no students will be dropped off or picked up from any other locations unless otherwise specified.

Please observe our rules with the goal of student safety first and efficient traffic flow second. ALL transportation changes should be by emergency status and communicated to the office no later than **2:00 PM. Please inform your child before school if they are to be a bus rider or car rider.**

EMERGENCY PROCEDURES (FIRE/SEVERE WEATHER/LOCKDOWN)

Fire, severe weather, and lockdown drills are conducted periodically in the school. Students are taught within the first three weeks of school the procedures to follow if the fire bell or warning bell sounds. Safety drills are conducted monthly which include fire, severe weather and lockdown. Parents are requested NOT to check students out when the school is under emergency weather warning conditions unless instructed to do so. Standard emergency procedures will be followed. **Parents should not call** the school during emergency situations or inclement weather as the telephone lines must be clear. Information for parents will be communicated via public broadcast systems rapid notifications system.

HEALTH AND STUDENT WELLNESS

SCHOOL BREAKFAST AND LUNCH PROGRAMS

All students, regardless of how they are obtaining their meals, will be issued a PIN number to be used in the cafeteria. Parents can deposit money into a student's cafeteria account, if necessary, using myschoolbucks.com, and students/parents can access it using the provided PIN number. Students cannot use another student's PIN number. Students will be responsible for purchasing all extra **food** items obtained in the cafeteria.

Breakfast and Lunch: Student breakfasts and lunches will be provided free of charge. However, students may bring their own lunch, if they wish, but **Federal guidelines prohibit carbonated drinks in the cafeteria.**

MEDICAL

Medication at School

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over the counter medications must be signed off on by the parent **and cleared by the school R.N.** All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

School Nurse

The school nurse provides several opportunities throughout the school year to educate, screen and evaluate the students in Baldwin County. These programs include, but are not limited to the following: control of communicable disease, hand washing, vision, hearing and health and hygiene lessons. The school nurse will also issue a car and/or elevator pass to a student with a doctor's excuse who needs to be dropped off in the handicap lane due to crutches or a wheel chair. The principal must approve all others.

Student Grades, PowerSchool Usage, and Textbooks

Student Records Available to Parents via the Internet (PowerSchool)

Parents can access valuable information about their child's progress in school using the unique username and password via the Internet. Information includes report card grades, current class average, detailed assignment-by-assignment records for every class, attendance records, and disciplinary records. If you have any questions regarding PowerSchool, please contact Mrs. Teri Fisher 625-3271 or tfisher@bcbe.org. In addition, many PowerSchool issues can be searched on the web which has great resources for this system.

REPORT CARDS

Student progress notifications (report cards) are sent out after each nine-week grading period. The cards will be distributed on the Friday following the last Friday in the nine weeks. Mid-term reports are mailed home each 4-½ weeks for those students with less than a 65 average in a class or classes.

TEXTBOOKS

Most textbooks are available online, and classroom teachers are only given a class set. State-owned textbooks can be furnished upon written request with administrative approval. **Lost or damaged textbooks must be paid for before a new book can be issued.** Books will only be issued for home use if there are **enough on our campus** for such an action.

Parent Interactions and School Business

SCHOOL VISITORS

Visitors must obtain permission to be in the school building or on school grounds. All visitors to our school must report directly to our main office, sign in, and obtain a "Visitor's Sticker." This sticker must be always worn while on our campus.

Unauthorized persons (including students suspended or expelled students) on school property are considered trespassers and will be subject to legal prosecution.

PARENT/TEACHER CONFERENCES

Sometimes it is necessary for a parent to meet with one of their child's teachers. Also, a teacher may need to meet with a parent. When these meetings are necessary, the parent can email the teacher, call the school and leave a message for the teacher, or contact the appropriate counselor to help coordinate a conference with the teacher. The teacher should contact the parent through email or via telephone as well. An administrator may be requested but is not mandatory for every parent/teacher conference. It is helpful to share any pertinent information prior to the conferences so both parties will be prepared to find solutions to any issues. Every parent/teacher conference should have a purpose, and that purpose should be stated at the beginning of the meeting in order to meet the goal of the meeting which is to find solutions for any problems our students may be experiencing.

ORGANIZING NEW CLUBS OR ORGANIZATIONS

To ensure the success of all our clubs and organizations at SFMS, the following guidelines are suggested for any group of students wishing to organize a new club or organization:

1. All clubs or organizations must have a faculty sponsor.
2. All clubs or organizations are required to submit a document outlining their purpose, rules for membership, funding needed, and an explanation on how that money will be raised.
3. A document (survey, etc.) that shows the new group has a strong student support.
4. Once this information is gathered, it will be submitted to the faculty committee for approval.
5. The deadline for submitting this information is the **week before Labor Day** of the present school year.
6. The **principal** will then decide whether the organization has fulfilled all the requirements and can proceed from there.

STUDENT INFORMATION

GENERAL SCHOOL RULES

- Students must check-in through the office when late to school and obtain a pass to class.
- Student cell phones and any wireless device (Airpod, Smart watch) should be kept in student's Yondr pouch and **"turned off"** at all times throughout the day.
- Gum chewing is prohibited anywhere on campus.
- Students may not receive delivery of flowers, balloons, etc. during school hours.
- No student should be out of class without permission from his/her teacher for that period. A pass **MUST** accompany each student when he/she is out of class.
- Cheating and plagiarism are not tolerated. Copying or representing another student's work to be his or her own will result in disciplinary action. On their first offense, students will be given an alternate assignment and the replaced assignment will be lowered by at least one letter grade. On subsequent violations of cheating/plagiarism, students will receive a grade of "0." Parents will be notified on all cheating/plagiarism violations. All students who are found to participate in a cheating activity will be disciplined. See the SFMS Academic Honesty Policy on our website at www.spanishfortmiddle.com.
- Hats **may not be worn** at school and will be taken from students who fail to follow the rule.
- Students should report to class on time. Excessive tardiness will result in disciplinary action.
- Running, yelling, and horseplay are not permitted in the halls or at break or lunch.
- SFMS is committed to providing a safe and supportive learning environment for all members of our school community. Bullying, intimidation, and harassment of a student can be a Class I, II, or III violation depending on the frequency and severity of the offense. Please refer to the Baldwin County Student Handbook and BOE Policies 933 and 934 for more information regarding bullying, intimidation, and harassment. In addition, there is information on our website at <https://www.spanishfortmiddle.com/> under the counseling tab.

BUS CONDUCT

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. We strive to create the safest and best use of our buses in both the morning and in the afternoon.

Suggested Progressive Discipline:

First offense: Warning/Admin Discretion

Second offense: Bus Suspension 1-3 Days

Third offense: Bus Suspension 3-5 Days

Fourth offense: Bus Suspension 5-10 Days

Fifth offense: Bus Suspension for the remainder of the Semester

Note: All decisions are at the **discretion of the administrator** and will be based on the seriousness of the offense. *Conduct at bus stops may also be subject to disciplinary action.

PERSONAL HANDHELD ELECTRONIC DEVICES

In 2025, the State of Alabama's FOCUS Act prohibits the use of cell phones and other electronic, wireless devices inside Alabama schools during the instructional day. This policy shall apply to handheld electronic devices with communication and storage capabilities and shall include, without limitation, cell phones, Air Pods, smart watches, MP3 and similar music players, tape recorders and players, scanners, portable digital assistants, wireless devices and cameras. The scope of this policy does not include electronic devices approved for use by the building principal or required by a student's Individualized Education Program.

Students in grades 7-12 shall be allowed to possess electronic devices in the **off position** during the instructional school day. This device **MUST remain in the student's Yondr pouch** in the off position. Use of electronic devices during the instructional day, except in accordance with this policy, is otherwise prohibited. Students should not wear any device that covers their ears and prevents them from hearing school information, which may be vital to their safety, unless those items are part of school-day curriculum and instruction.

Students in grades 7-12 may, in accordance with the instructions of the school official in charge, possess and use electronic devices during periods of transportation on school buses. No student shall use any electronic device with capability, which allows him or her to record images (i.e. camera or video recorder).

Students shall have no expectation of privacy in any electronic device possessed by a student in violation of this policy. Students bringing electronic devices to school do so *at their own risk*. The Baldwin County Board of Education assumes no responsibility for lost, damaged or stolen electronic devices brought to school by students.

Violations of this policy shall result in the immediate confiscation of the electronic device. Refusal to turn over an electronic device to an **administrator** will result in immediate suspension, pending further potential discipline, and a parent conference. Confiscated electronic devices shall be securely stored in the school's administrative offices until retrieved in accordance herewith. Any electronic device not retrieved within 30 days shall be subject to disposal. In addition, the following consequences shall, at a minimum, be imposed:

First Offense: The student will receive 1 day OSS.

Second Offense: The student will receive up to 3 days OSS.

Third Offense: The student will receive 5 days OSS.

Fourth Offense: Administration Discretion

***Subsequent offenses: The student shall be subject to further suspensions/expulsion. Cumulative violations shall be based upon the school year. In the event students are suspended or expelled for violating this policy, due process shall be provided in accordance with Board Policy 917.

In certain instances, there is educational value in utilizing personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the

class they are attending. Approval for students' use of such devices will be at the discretion of the building principal in coordination with the Board's Information Technology department and shall be preapproved in writing by the principal.

Electronic devices shall be subject to search in accordance with the applicable state and federal law. Electronic devices will be received and surrendered to law enforcement personnel upon request of law enforcement.

Yondr® pouch: Each student will be issued a bar coded pouch at the beginning of the year. Students should not write on or tamper with the locking device. Manipulation of the locking device will result in disciplinary action. If a student loses or significantly damages his or her pouch, a replacement pouch will be issued for a fee of \$30.00.

ALSDE's Digital Device Policy

Student Policy

The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

LEA personnel will make all students, parents and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

DRESS AND APPEARANCE

ALL STUDENTS MUST BE COMPLIANT WITH THE BALDWIN COUNTY DRESS CODE POLICY. Hoods and hats are not to be worn in the building. Students are expected to be clean and appropriately dressed for school. **NO pajama pants or leisure clothing, such as onesies, should be worn without the principal's prior approval. Earbuds or headphones must not be worn in the building unless they are for a specific school activity in a class, and only then, they should be worn with prior approval from the administration and only in the class for which they are needed.** Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. Students who do not follow the BCBOE dress code policy will be disciplined per county guidelines. Please find the guidelines to the BCBOE dress code policy on our school website at www.spanishfortmiddle.com.

Student Chrome Books

Students are issued a Chromebook and power adapter upon enrollment into the school, and the student is expected to return the Chromebook and power adapter at the end of the school year, or upon withdrawal from school. Students are responsible for general care of the Chromebook issued to them. **Failure to care for the Chromebook may result in fees being charged to the student. Multiple instances of repair will also result in fines/fees.**

Some general things to remember are:

- Students should not place stickers, paint, or markers on the Chromebook.
- Students are expected to charge their Chromebooks overnight.
- Students should take care not to damage the laptop screen.

If you damage your laptop, bring it to the Help Desk for repair. If the repair is covered by warranty, then you will not be charged for the repair. If the damage is not covered by warranty, then you will be charged the following for the damage or loss:

Replace Screen	\$100.00
Replace Keyboard Assembly	\$100.00
Replace Camera	\$100.00
Replace Outer Shell (due to physical damage or markings that cannot be removed)	\$ 50.00
Replace Broken Trac Pad	\$ 50.00

If you lose your laptop or your power adapter, you will be charged for a replacement.

Replace Entire Chromebook	\$300.00
Replace Power Adapter/Charger	\$ 20.00

Computer Discipline for Spanish Fort Middle School

Inappropriate downloads, Internet activity, communications, or inappropriate use:

- 1st Offense: Warning, up to 1 day OCS, or Loss of use (maximum) 5 days/Parent contact
- 2nd Offense: Maximum – up to 3 days OCS/Computer taken (maximum) 10 days/Parent contact
- 3rd Offense: Maximum – up to 3 days OSS/Computer taken (maximum) 20 days/Parent contact
- 4th Offense: Maximum – up to 5 days OSS/Computer taken (maximum) 45 days/Parent contact
- Additional Offenses: Principal discretion; the principal or his designee also reserves the right to apply listed punishments based on the severity of the offense, meaning consequences may not follow this order if they are the result of serious violations.

Physical Misuse or Neglect (leaving computer/bag unattended, exposure to food/drink, dropping/throwing of items):

- Students will be responsible for **any applicable fees for repair or replacement**. This includes damaging the computer of another student. Subsequent offenses will result in restitution and OCS.

Harassment/Intimidation/Cyber bullying/Using Terminal:

- 1st Offense: Maximum 1 day suspension/Computer taken maximum 10 days
- 2nd Offense: Maximum 3 day suspension/Computer taken maximum 20 days
- Additional Offenses: Principal's Discretion

(This guidance is for the computer only; other sanctions may apply as per the harassment policy)

Use of Proxy

- 1st Offense: Maximum 1 day in OCS/Saturday School/Computer taken maximum 10 days
- 2nd Offense: Maximum 1-day suspension/Computer taken maximum 20 days/Parent contact
- 3rd Offense: Maximum 3-day suspension/Computer taken maximum 45 days/Parent contact

Intentional damage to school property and/or vandalism to computer:

- Suspension and/or criminal charges; Repair and/or pay for damages.

Computer use involving illegal activity:

- 1st Offense: 5-day suspension/Computer taken for a maximum of 45 days/Contact Law Enforcement if necessary.
- 2nd Offense: Principal's discretion

***Most students never have any problem if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed, must, therefore, be left to the discretion of school officials. Repeated offenses may result in additional corrective actions. Remember our goal is for the student to have the machine to use for educational purposes.

CARE OF PROPERTY

Every student shall be the protector and caretaker of school board property. Students who injure, deface or destroy any property belonging to the school system shall be required to pay for the damages. Students shall respect the property rights of others. Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for safekeeping of valuables and should not leave books, computers, clothing, wallets, purses, or other valuables unattended.

SEARCH OF STUDENT PROPERTY

Desks, lockers, autos, and other items at any school, although assigned to particular students, may be entered and searched by school officials whenever said officials have reasonable cause to do so. On any school campus, reasonable cause exists whenever illegal items that could be harmful to the students, detrimental to the welfare of the student body, or significantly disruptive to the overall operation of the school program, may be present. A search of the person shall be with the student's consent, except under emergency conditions when the safety and welfare of others is involved. When consent is not granted, the assistance of the parent and/or law enforcement officials shall be secured. The principal may take appropriate disciplinary action against the student who fails to cooperate with school officials in their investigation of school conduct code violations.

Legal reference: Laws of Alabama Relating to Education, Title 1 13.

INSPECTION OF SCHOOL PROPERTY

School officials reserve the right to inspect school property, including lockers, to ensure the safety and security of the premises and students. Lockers remain the property of the school. Although a student may exercise exclusive control of his/her locker as opposed to access by fellow students, the control is not exclusive against school safety and student's welfare.

SCHOOL DISCIPLINARY ACTIONS

SCHOOL DISCIPLINARY NOTICES

Teachers use school discipline notices for day-to-day classroom management needs. Discipline notices will be sent home with the student, parent/guardian is required to sign the notice, and the student should bring the signed form back the next day. Some disciplinary notices will be combined with break detention as determined by the teacher.

- 4th Discipline Notice: Conference with administrator, parent e-mail sent home
- 5th Discipline Notice: 1 Day of OCS
- 9th Discipline Notice: Conference with administrator, parent notification
- 10th Discipline Notice: 2 days of OCS
- 14th Discipline Notice: Parent/Student Conference with administrator
- 15th Discipline Notice: 3 days of OCS
- 19th Discipline Notice: Parent/Student/Teacher Administrator Conference
- 20th Discipline Notice: 1 day of Suspension
- 24th Discipline Notice: Parent/Student/Conference with administrator
- 25th Discipline Notice: 2 days of Suspension
- 30th Discipline Notice: 3 days of Suspension

Note: All decisions are at the discretion of the administration and the seriousness of the offense.

ON-CAMPUS SUSPENSION or IN-SCHOOL SUSPENSION (OCS/ISS)

The policy of the Baldwin County Board of Education is to establish an On-Campus Suspension Program designed to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities

but is not dismissed or removed from the school setting. The basic philosophy of the OCS is to provide an alternative to off campus suspension and to attempt to modify disruptive behavior by isolating the disruptive student from his classmates. Students will be assigned work by regular classroom teachers and will be expected to complete these assignments. (Assignments made by the teachers should relate to the work that is being covered in the classroom.) Students will be assigned to the OCS classroom for a certain period of days. These days will not be counted as absences from class. Students will be able to make up any work missed in his/her regular classes. On-Campus Suspension can be extended if work assignments are not completed. The student will not be allowed to make up work missed during the extension of OCS. Students in OCS will have lunch at a time when they will be unable to associate with other students. The teacher is asked to provide additional or more rigorous assignments so that the student's time will be occupied with class work. Teachers may send tests for students to take during their time in OCS or allow students to make up tests at the end of OCS. OCS will be enforced only on the campus where the offense took place. Parents of students assigned to OCS will be notified.

OUT OF SCHOOL SUSPENSION (OSS)

Off-campus suspensions will be limited to ten days per year. Suspensions are excused, but it is the student's responsibility to complete any work that is missed. While suspended, students may not participate in any extracurricular activities. After the student reaches the 10-day limit, they could be expelled and can apply to the Alternative School. This is a Baldwin County Board of Education policy.

EXPULSION

Refer to Baldwin County Public Schools: Pupil Responsibilities and Conduct Standards AND School Conduct Intervention Program.

BALDWIN COUNTY BOARD OF EDUCATION DISCIPLINE GUIDE