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ACKNOWLEDGEMENT

I, _____ enrolled in _____
School and my parent(s)/guardian hereby acknowledge by our signatures that we have received and read, or had read to us the foregoing Code of Student Conduct.

MEDIA WAIVER: The Houston County School System has permission to use my child’s picture in publications and video for the purpose of promoting the Houston County School System and its programs.

(Signed) _____
PARENT/GUARDIAN

(Signed) _____
STUDENT

(Signed) _____
PARENT/GUARDIAN

(Signed) _____
PARENT/GUARDIAN

DATE: _____

NOTE: Please detach this page after reading and signing and have the student return it to the homeroom teacher. This ACKNOWLEDGEMENT WILL BECOME A PART OF THE STUDENT’S CUMULATIVE FILE.

Houston County Schools
404 West Washington Street
Dothan, AL 36301
(334)792-8331
www.hcboe.us

HOUSTON COUNTY BOARD OF EDUCATION

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Ms. Virginia Singletary

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Mrs. Beth Pittman
Mrs. Marie Payne, Assistant Director

Houston County Schools

School	Principal	Phone
Ashford Elementary School	Mitchell Sellers	899-3458
Ashford Middle School	Delbert Bradley	899-5411
Ashford High School	James Odom	899-5411
Cottonwood High School	Judy Fowler	691-2587
Hope High School	Nedra Patchett	702-4168
Houston County High School	Scott Stephens	696-2221
Rehobeth Elementary School	Shirley Brewer	677-5153
Rehobeth Middle School	John C. Dixon	677-5153
Rehobeth High School	Matt Swann	677-7002
Webb Elementary School	Scott Beumer	792-5744
Wicksburg High School	Cheryl Smith	692-5549
Houston County CTC	Glenn Maloy	899-3308
Houston County Alternative School	James Murrey	671-9295

Elementary Code of Conduct Committee

Denise Kohen – AES Asst. Principal
 Christy Payne – AES Parent
 Jayla Thomas – AES Student
 Paul Strange – CHS Asst. Principal
 Vicky Fairris – CHS Teacher
 Jonathan Powers – CHS Parent
 Emma Granberry – CHS Student
 Shanel Stewart – RES Teacher
 Kari Parker – RES Parent
 Scott Beumer – WES Principal
 Melissa Daugherty – WES Parent
 Stone Lasseter – WES
 Mary Hudson – WHS Teacher
 Judy Bush – WHS Parent
 Brian Probert – WHS Student
 Ken Lane – Board Member
 Andrew Faircloth, Jr. – Central Office
 Beth Pittman – Central Office
 Dianne Hooper – Central Office
 Denise Whitfield – Central Office

High School Code of Conduct Committee

Jarod Andrews – AHS Asst. Principal
 Phillip Moman – AHS Parent
 Niki Apida – CTC Counselor
 Traci Beck – CHS Parent
 Nathan Butler – CHS Teacher
 Cassidy Williams – CHS Student
 Melanie Pitchford – HCHS Teacher
 Molly Sellers – HCHS Parent
 Tava Blackstone – HCHS Student
 Derrick Morris – RMS Asst. Principal
 Matt Swann – RHS Principal
 Rhonda Avery – RHS Parent
 Clay Greathouse – RHS Student
 Lee Hyde – WHS Teacher
 Angela Speed – WHS Parent
 Eric Powers – WHS Student
 Ken Lane – Board Member
 Beth Pittman – Central Office
 Dianne Hooper – Central Office
 Rhonda Lassiter – Central Office
 Denise Whitfield – Central Office

“Sharing the Vision, Shaping the Future.”

DECENCY AND MODESTY

- A. No see-through shirts, blouses, or pants; no clothes that bare the midriff or sides. Sundresses and backless dresses must be worn with jackets. Shirts that are too short to be tucked into the pants are not allowed.
- B. No clothing with decals or slogans of unacceptable groups or language that contains and/or refers to suggestive or immoral behavior or profanity, gang activity, alcohol, drugs, or tobacco advertisements will be allowed.
- C. No lewd or vulgar sayings on clothing will be allowed. Clothing or insignia that could incite ill feelings and racial problems (for example: rebel flags, Malcolm X, etc.) will not be allowed.
- D. No hot pants, short-shorts, jogging shorts or skin tight shorts are allowed. Shorts may be worn if they are not shorter than 4” above the top of the knee. *First Offense: Warning/Parent Conference/Change of Clothing, *Second Offense: Parent Conference/Change of Clothing; May result in Loss of Privilege to wear shorts to school.
- E. Dress lengths that expose underclothing when sitting or standing are prohibited. Dresses and skirts may not be shorter than 4” above the top of the knee.
- F. Pants must be worn securely above the hips and all belts fastened. Pants or shorts below the waist (SAG), suspenders, overalls and pants with snaps unfastened or undergarments visible above the waistband of the pants or shorts will not be allowed.
- G. Tops, blouses, shirts, and dresses must be at least 2” in width at the shoulders. No students will be allowed to wear spaghetti straps, racer backs, sleeveless muscle shirts, tank tops, etc.
- H. Proper undergarments must be worn with all clothing.
- I. All shirts are to be tucked in and pants are to be worn at the waist, secured with a belt.
- J. Clothing shall not be so tight or so low cut as to be revealing.
- K. Trench coats or any coat below hip length shall not be worn inside buildings.

Teachers have the authority to enforce the dress code and send the student to the office. The principal/designee has the final authority to determine inappropriate dress. Exceptions may be made by the principal/designee to any of the above when physical or other circumstances warrant or for certain groups during performance or special activities. Nonconformity to the dress code is a Class I Offense. After three (3) Class I Offenses, the next Class I will be classified as a Class II Offense.

MEDICATION

A student non-compliant with this policy is subject to disciplinary actions as determined by the principal / superintendent.

Medication Guidelines

If possible, all medications should be administered at home. When it its necessary for medications to be given at school, the following guidelines apply:

1. All medications, whether prescribed or over-the-counter, must be brought to the school by the parent or guardian.
2. Only medications in unopened original packaging can be accepted by the school. Please make your pharmacist aware of your need to have medicine taken at school and at home. Most will provide separate packaging.
3. If prescription pills or tablets are brought to the school, both the parent and a staff person designated by the principal must count them together.
4. Students may carry and use inhalers only with a physicians order.
5. A medication can be administered at school only if Physician/Parent Authorization (PPA) to administer is on file with the school nurse. This includes prescription medications, cough drops or other over-the-counter products. Separate medicines require separate permission forms. Permissions expire at the end of the school year.
6. A medication can be given only to the child for whom it is prescribed or purchased. Pupils, even from the same family, may not share medications.
7. Medications not picked up by the last day of school or which go out of date during the school year will be destroyed. Prescription medications must be counted, measured and destroyed in the presence of at least two school staff members.
8. Strengths, dosages, and methods of administration of over-the-counter medicines must be appropriate for pupil’s age, weight, and condition.

School personnel are permitted only to use soap and water to clean cuts and abrasions. They may not use peroxide, alcohol or other antiseptics .

COMMON COURTESY

- A. Hats or other head coverings (except for medical or safety reasons) shall not be worn in buildings.
- B. No bandannas.
- C. No unbuckled belts will be allowed.

DRESS VS. COSTUME

- A. No halter top, togas, hospital gowns, pajama outfits, bedroom slippers, etc. will be allowed.
- B. No costumes are allowed except when approved as a school-sponsored activity.

HOUSTON COUNTY SCHOOL CALENDAR

2011-2012

August 15 (Monday)	TEACHER PROFESSIONAL DEVELOPMENT (INSTITUTE -8:00- 11:30 a.m.) Ashford High School Auditorium (Sign-in @8:00 a.m. Employees report to assigned school 1:00 -3:00 p.m.)
August 16 (Tuesday)	TEACHER PROFESSIONAL DEVELOPMENT
August 17 (Wednesday)	TEACHER PROFESSIONAL DEVELOPMENT
August 18 (Thursday)	OPEN HOUSE (4:00 – 7:00 p.m.)SCHOOL PREPARATION 1:00-4:00 p.m.
August 19, (Friday)	STUDENT ORIENTATION DAY (FULL DAY)
September 5 (Monday)	LABOR DAY HOLIDAY (schools closed)
November 11 (Friday)	VETERAN’S DAY HOLIDAY (schools closed)
November 21-25(Monday-Friday)	THANKSGIVING HOLIDAY (schools closed)
December 19-30 (Monday-Friday)	CHRISTMAS HOLIDAY (schools closed)
January 16 (Monday)	MLK HOLIDAY (schools closed)
February 20 (Monday)	TEACHER PROFESSIONAL DEVELOPMENT DAY (student holiday)
April 2-6 (Monday-Friday)	SPRING BREAK (schools closed)
May 28 (Monday)	MEMORIAL DAY HOLIDAY (schools closed)
May 31 (Thursday)	LAST DAY FOR STUDENTS
June 1 (Friday)	TEACHER PROF DEVELOPMENT DAY (Graduation-Dothan Civic Ctr)
June 4 (Monday)	PROFESSIONAL DEVELOPMENT – LAST WORKDAY FOR TEACHERS



Student Sessions

First Grading Period	August 19-October 21	45 days
Second Grading Period	October 24-January 13	44 days
Third Grading Period	January 17-March 16	43 days
Fourth Grading Period	March 19-May 31	48 days

*****180 Student Days*****

*****187 Teacher Days*****

Kindergarten and Sixth Grade Graduation May 29 or May 30, 2012 (school’s choice)

Senior Graduation – Friday June 1, 2012

Approved December 12, 2010

CELL PHONE POLICY

Cell phones will not be allowed on school campus or buses (regular routes) during the school day.

1st Offense – Saturday School – Parent may pick up phone at school office at the end of the school day.

2nd Offense – 3 Days Alternative School – Parent may pick up phone after conference with school administrator.

3rd Offense – 3 Days Suspension – (no make-up work is permitted while student is suspended). Parent may pick up phone at Central Office.

Subsequent offenses may result in referral to superintendent/board for additional disciplinary measures.

Make-Up Days: If school is cancelled for any reason, the time will be made up at a time determined by the superintendent.

**USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST
(Alabama State Department of Education Policy)**

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

INTRODUCTION

The Houston County Board of Education recognizes fully the constitutional rights of students enrolled in its schools. The board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that a proper atmosphere for learning will be maintained within every school serving the Houston County School System.

VISION STATEMENT

Houston County Schools, in partnership with our stakeholders, will prepare students to lead productive lives and meet the high expectations of a competitive global society. In this pursuit, we will strive to become innovative, exemplary, and technology-rich centers for learning. We will inspire, challenge, and empower students to become responsible citizens and lifelong learners who are excited by the challenges of tomorrow.

By implementing high quality, research-based education strategies in a safe, secure, and nurturing environment, we will ensure the success of our students to compete in the twenty-first century. While sharing this vision, we will shape the future through perseverance, dedication and teamwork.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Houston County Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group, handicapping condition, or age.

CHILD COUNT

Help us locate children with disabilities by contacting Houston County Schools 334-792-8331 for ages three-21, the Interagency Coordinating Council 1-800-543-3098 (V/TDD) for birth through two, or Alabama Relay Service 1-800-543-2547 (voice only).

physical or mental harm to students.

3. Wearing, carrying or displaying paraphernalia or exhibiting behavior or gestures symbolizing gang/group/club membership or causing or participating in activities which intimidate or affect other students.

Penalties for Class II violations will apply.

DRESS CODE

School is a place of business and all school personnel and students should dress accordingly. Students are expected to maintain the highest possible standard of personal hygiene. This includes cleanliness (for example, daily bath and oral hygiene) as well as wearing neat and clean clothes. Students are also expected to choose their clothes in good taste, wearing only those clothes that are appropriate for an education environment.

All school personnel and students are expected to comply with the Dress Code. The principal or superintendent may review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or other compelling reasons.

The school administration will judge the appropriateness of any article of apparel.

HEALTH AND SAFETY

- A. Shoes must be worn.
- B. Shoelaces must be tied and/or fastened on top of shoes.
- C. Students will not wear dark glasses inside the school building unless required to do so for medical reasons pursuant to doctor's written orders.
- D. Hair should be clean and out of the student's eyes. Hairstyles should be neat and appropriate. Extreme styles as determined by the administration will be not allowed. Male students with facial hair must keep it neat and well groomed. Students will be given until the next day to comply with the hairstyles provisions of the dress Code before disciplinary action will be taken, unless disruptive behavior resulting from the hairstyle requires immediate action.
- E. Jewelry (including piercings) that creates a hazardous condition (studded bracelets, necklaces, oversized earrings etc.) will not be worn to school.

The school administration will judge the appropriateness of any article of apparel.

Class III Offense/Major:

1. Possession of firearms or weapons
2. Possession of illegal drugs
3. Any other Class III Major offense

Class III Administrative Steps:

1st Referral: Principal/Student/Parent Conference – Suspension from the bus for the remainder of the year and follow Class III administrative options herein.

Certain acts of misconduct will result in additional punitive action. This action will be decided according to the administrative options for Class II, or Class III offenses as defined in the student Code of Conduct.

PENDING CRIMINAL CHARGES

Any student charged with violating a local, state, and/or federal law which constitutes a felony offense, or that involves any violent crime or use of any type of weapon, shall not be allowed to return to a regular classroom until all legal proceedings are exhausted. Upon completion of legal proceedings that render a verdict of “not guilty”, the charged student will be allowed to re-enter a regular classroom setting. Any work missed shall then be classified as excused and the student given an opportunity to make up work following the policies set forth by the Houston County Board of Education.

IDEA students who violate this policy shall be dealt with in accordance with the disciplinary methods outlined in the IDEA and Alabama Administrative Code 290-8-9-09 (1).

TRANSFER STUDENT WITH DISCIPLINE ISSUES

Students with discipline issues enrolling in a Houston County School must complete all discipline assignments before attending regular classes. This includes suspensions, Alternative School placement, etc. Students permanently expelled from another school system shall not be permitted to attend school in Houston County. The Houston County Board of Education reserves the right to uphold any discipline action taken by student’s previous school system.

POLICIES REGARDING GANGS

Gangs/groups/clubs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property or which disrupt the school environment are deemed harmful to the education process. Examples are:

1. The presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group presenting a clear and present danger.
2. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in

ATTENDANCE

All students enrolled in the Houston County School System are to be in continuous attendance. The principals shall enforce the compulsory attendance laws of the State of Alabama.

1. Each teacher shall be responsible for checking the rolls daily in their assigned classes and properly recording the student’s attendance.
2. A student approved by the principal to participate in or attend a school sponsored or other approved activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities. Failure on the part of the student to complete assignments shall result in the student’s receiving a zero for that class.
3. The principal shall notify the teacher in advance of students who will be attending approved activities and will be counted present.
4. In case of prolonged absence due to illness, injury, or other emergencies, the parent/guardian shall seek assistance from the principal of the school or from the Special Education Homebound program.

ABSENCES

NOTE: All documentation for absences must be received within three (3) days or the absence will be unexcused.

Excused: An absence may be excused for the following reasons:

1. Pupil is too ill to attend school.
2. Inclement weather which would be dangerous to the life and health of the child if he attended school.
3. Legal quarantine.
4. Death in the immediate family.
5. Emergency conditions as determined by the superintendent or principal.

Students may make up work if the absence is excused. This work must be made up within five (5) school days.

Unexcused: Any absence other than those listed above are unexcused.

DOCUMENTATION OF ABSENCES

All absences must be documented by a note from the student’s parent or guardian. Absences beyond five (5) days per semester for grades K-12 must be accompanied by additional documentation as follows:

- Death in the immediate family – Approved by the principal
- Legal Quarantine – Quarantine notice
- Doctor’s Excuse – Note from the doctor’s office signed by the doctor or his designee

All other absences are to be submitted to the principal in written form for consideration. The principal may request additional documentation as necessary. **All documentation for absences must be received within three (3) days or else the absence will be unexcused.**

ELEMENTARY/ MIDDLE SCHOOL PROMOTION RESTRICTED ON THE BASIS OF EXCESSIVE ABSENCES

Upon the eleventh, unexcused absence promotion may be withheld. Unexcused absences could result in mandatory attendance to Saturday School to make up the number of days missed. One day of Saturday School is required to make up one day of regular school.

In individual cases where an extended illness or other extreme emergencies have existed and can be verified, the principal may extend the maximum number of days per semester that a student may be absent before credit is withheld.

The parent/guardian may appeal a decision to withhold credit for an individual student based upon excessive absences to the superintendent by setting forth the reasons for the absences and attaching any supporting documentation.

HIGH SCHOOL CREDIT RESTRICTED ON THE BASIS OF EXCESSIVE ABSENCES

A student absent from class more than five (5) days per semester (grades 9-12) shall not receive credit for the course. These are unexcused absences and must not exceed 10 days per year. In individual cases where extreme emergencies have existed and can be *verified*, the principal may extend the maximum number of days per semester that a student may be absent before credit is withheld. Excessive absences may result in student being required to attend Saturday School or Summer School to make up absences. A minimum of one (1) semester of Summer School may be required to make up excessive absences.

The parent/guardian may appeal a decision to withhold credit for an individual student based upon excessive absences to the superintendent by setting forth the reasons for the absences and attaching any supporting documentation.

The principal shall develop and implement local school procedures necessary for the proper implementation of these procedures.

One (1) day of Saturday School is required to make up one (1) day of regular school.

TARDINESS

A student is considered tardy when he/she is not in the room when the tardy bell rings. Unexcused tardiness to class will result in the loss of perfect attendance and will be subject to disciplinary actions as written herein. Excused tardiness to class shall not count against perfect attendance.

Excessive tardiness to school will be considered as truancy from class and may consequently result in the student being referred to Saturday School and/or Alternative School at principal's discretion.

c. 3rd offense – referred to board/superintendent for possible expulsion.

BUS DISCIPLINE

A system of pupil transportation is provided to students attending Houston County Schools. The bus is an extension of the classroom, therefore students are required to observe all school rules while being transported to and from school. A serious or continued violation of rules may result in revoked transportation privileges.

Class I Offense / Minor:

1. Failure to remain seated
2. Talking in a loud or disrespectful manner
3. Hanging arms or body out of window
4. Loud talking at railroad crossing
5. Any other Class I minor offense
6. Profanity

Class I Administrative Steps:

- 1st Referral: Principal/Student conference – warning
- 2nd Referral: Principal/Student conference – may result in 1 day suspension from bus
- 3rd Referral: Principal/Student conference – may result in 3 day suspension from bus
- 4th Referral: Principal/Student conference – may result in 10 day suspension from bus

Class II Offense / Intermediate:

1. Refusing to obey driver
2. Fighting, pushing, tripping
3. Profanity directed toward individuals
4. Throwing objects
5. Damaging or defacing bus
6. Refusal to identify self
7. Lighting matches
8. Smoking on bus
9. Spitting
10. Any other Class II intermediate offense

Class II Administrative Steps:

- 1st Referral: Principal/Student/Parent conference – May result in 3 days suspension from bus.
- 2nd Referral: Principal/Student/Parent conference – May result in 10 days suspension from bus.
- 3rd Referral: Principal/Student/Parent conference – May result in 30 days suspension from bus.
- 4th Referral: Principal/Student/Parent conference – May result in suspension from bus for the remainder of the year.

For fighting, the student may also be required to attend an Anger Management Class at the discretion of the principal or assistant principal.

CLASS III – MAJOR OFFENSES

- A. Drugs – Use, unauthorized possession, transfer or sale of drugs, drug paraphernalia, counterfeit substances or alcoholic beverages.
- B. Weapons – Any possession of any object or device that can be defined as a weapon.
- C. Battery Upon a School Board Employee – The actual unlawful and intentional touching or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee.
- D. Robbery – The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault.
- E. Stealing, Larceny, Grand Theft – the intentional unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.
- F. Burglary of School Property – Entering or remaining in a structure or conveyance with the intent to commit an offense during the hours the premises are closed to the public.
- G. Criminal Mischief – Willful and malicious injury or damages at or in the excess of \$50.00 to public property, or to real or personal property belonging to another.
- H. Possession or unauthorized discharge of any firearm or any device capable of expelling a projectile.
- I. Arson – The willful and malicious burning of any part of school board property.
- J. Bomb Threats – Any such communication which has the effect of interrupting the education environment.
- K. Explosions – Preparing, possession or igniting on School Board property explosives likely to cause bodily injury or property damage.
- L. Sexual Acts – Acts of sexual nature including, but not limited to battery, intercourse, attempted rape, or rape.
- M. Aggravated Battery – Intentionally causing great bodily harm, disability, or permanent disfigurement, or use of deadly weapon.
- N. Inciting or participating in a major student disorder, leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
- O. Indecent exposure.
- P. Unprovoked assault or attack on another individual.
- Q. Possession, distribution or manufacturing of pornography.
- R. Any offenses that are classified under the law as a Felony Offense.
- S. Continuous Pattern of Intentional Threats, Intimidation, Extortion, Harassment.
- T. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

DISCIPLINARY ACTION FOR CLASS III OFFENSES (Major)

- 1. Immediate notification of parents or guardian and central office.
- 2. Notification of law enforcement officials and initiate filing a petition with Juvenile Court Services.
- 3. Immediate assignment to Alternative School.
- 4. Initiation of procedures for long-term Alternative School or expulsion.
 - a. 1st offense – 45 days Alternative School placement.
 - b. 2nd offense – 1 year Alternative School placement.

Failure to attend Saturday School as assigned could result in Alternative School placement.

Any student being tardy to school six (6) times during a term will be subject to disciplinary action as written here

THE FOLLOWING SHALL APPLY TO CHECK-INS AND CHECK-OUTS

CHECK-INS

- A. The student reports to the principal's office for an admission slip to enter the classroom.
- B. The student must bring a written statement from his/her parent/guardian indicating the reason(s) for the tardiness.

CHECK-OUTS

- A. A student may be allowed to check-out with the written consent of parent/guardian and the advanced approval of the principal.
- B. Any student not having advanced written approval may not leave campus unless a parent/guardian or designated person comes to the school and checks the student out. (In case of extenuating circumstances, a principal may, with verbal approval from the parent or guardian, allow the student to check-out.)

TRUANCY

- 1. First Truancy/unexcused absence –
 - Warning
 - Notify parent/guardian; send "It's the Law".
- 2. Fifth unexcused absence –
 - Parent/guardian conference required. District Attorney/or designee may be present. Conference should be conducted by principal, assistant principal or counselor.
 - Send "It's the Law".
 - Review possible sanctions by the judge. (Grades 6-12)
- 3. Seven unexcused absences –
 - For Grades K-5: Refer to Juvenile Court Services and/or District Attorney.
 - For Grades 6-12: A complaint will be filed with Juvenile Court Services for follow up to determine disposition.

INFORMATION FOR CLOSING SCHOOL IN THE EVENT OF BAD WEATHER

It sometimes becomes necessary, usually because of inclement weather, to close school early. This decision is made after consulting with agencies such as the Emergency Management Agency, the police department, state trooper office, and weather officials. While most authorities agree that children are usually safer in school buildings than elsewhere, we are sometimes requested to close early to prevent traffic problems caused by blocked streets, slick road surfaces, or congestion.

When the decision is made to close schools, we immediately utilize our **school messaging system** and contact the local radio and TV stations and ask them to begin making announcements. We also begin contacting bus drivers

to get buses operating as soon as possible. A sufficient number of school employees remain on duty at the school to provide supervision of students until all have safely departed.

There are certain things that you, as a parent or guardian, are requested to do:

1. Please instruct your child as to what he/she should do if schools close early. For example: he/she should know if he/she is to wait to be picked up or if he/she should ride a school bus.
2. If no one is likely to be at home be sure your child knows where he/she should go, whether to a neighbor's house, to stay with a relative, or to his/her own home.
3. If your child does not ride a bus, or drive, please make arrangements to have him/her picked up immediately if schools close early.
4. Do not depend on a telephone call to your child's school to give him/her instructions when school closes early. The school's telephone lines are flooded with calls and it is very difficult to get a call through. Also, telephones are sometimes out of order due to weather.

Normally we do not close schools because of severe thunderstorms or tornado alerts. We do, however, follow procedures recommended by the Emergency Management Agency. **It is recommended that parents not pick-up children during these alerts.**

It is strongly recommended that students be allowed to remain at school. However, if a parent comes to the school and asks for his/her child, we will release him/her if possible. We can assure you that we will do everything possible to provide for the safety of your child. Your cooperation in carrying out the suggestions listed above will help us greatly.

CHILD NUTRITION PROGRAM POLICY ON CHARGED LUNCHES

State regulations prohibit CNP charging meals to anyone. All meals and extra items must be paid for at the point of service. We encourage parents to pay for their child's lunch in advance, daily, weekly, monthly, yearly, or on a nine-week basis to ensure that there will be adequate money in the child's account. The lunchroom manager/SchoolCast will notify the child when his/her account becomes low.

All free or reduced applications must be renewed each school year. If your student received free or reduced meals last school year, he/she will continue to receive these benefits for the first 30 school days of this school year. Failure to submit a new application will result in loss of benefits.

If your student did not have a free or reduced application last school year or is a new student to this district, please submit an application as soon as possible. Until you have received approval, your child will need to pay full price for any meals.

Online applications can be completed and submitted at the following site location: www.hcboe.us

PARENT/TEACHER CONFERENCES

The Houston County Board of Education encourages and solicits parent involvement in our schools. Please feel free to contact the school administration and faculty at any time concerning your child's education. Parent-

- H. Possession of stolen property with the knowledge or having reason to believe that it is stolen.
- I. Threats, Intimidation, Extortion, Harassment – Verbally or by written or printed communication, maliciously threatening any injury to the person, property or reputation of another, with the intent to extort money or take advantage of any person, to do any act or refrain from doing any act against his/her will.
- J. Trespassing – Willfully, entering or remaining on any school property without being authorized, licensed, or invited; or having been authorized, licensed, or invited is warned by an authorized person to depart and refuses to do so.
- K. Possession of lighters, matches, fireworks/firecrackers etc; and/or igniting fireworks or firecrackers.
- L. Unjustified activation of a fire alarm system or fire extinguisher.
- M. Written or verbal proposition to engage in sexual acts.
- N. Use of obscene gestures, racial slurs, illustrations, or language directed toward another person.
- O. *Directing obscene language or profanity to a school board employee.
- P. Illegal Organizations – Any attempt to use the school day for activities that are not school related or school sponsored.
- Q. Mere possession of a knife, razor blade, box cutter or edged instrument, etc. on campus.
- R. Truancy – Absence from school without permission and/or parental or legal guardian approval.
- S. Touching /hitting of another person against his/her will in a threatening or suggestive manner.
- T. *Possession and/or use of tobacco on school campus.
- U. Major Distractions – Any behavior that alters the teaching process so as to prevent class activity from continuing in an orderly manner.
- V. Any cheating or plagiarism on test, quizzes, assignments, projects, etc.
- W. Any action by a student that constitutes an inappropriate use of a computer and/or network resource or to improperly restrict or inhibit others from using and enjoying those resources.
- X. Speeding (exceeding campus speed limit) or reckless driving.
- Y. Refusal to give name or intentionally giving false information to authorized person.
- Z. Misuse of lunch codes.
- AA. Any violation of federal, state or local laws may be reported to the proper law enforcement agencies.

***Automatic referral to alternative school for a period of three to ten days. (High School)**

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES (Intermediate)

First - Student conference and parental contact, disciplinary action such as corporal punishment, after school detention, etc. (Circumstances may warrant assignment to Alternative School for a period of three to ten days.)

Subsequent Offenses -

1. Parental conference
2. Referral to Alternative School for 3 days.
 - 2nd referral – 5 days
 - 3rd referral – 10 days
 - 4th referral will constitute assignment to long-term alternative school (11-45 days - Disciplinary Committee's discretion) and could result referral to the Superintendent of the Board of Education for expulsion (Disciplinary Committee's discretion).

- D. Non-conformity to Dress Code.
- E. Minor misbehavior on a school bus.
- F. Inappropriate public display of affection between students (hugs, kisses, hand holding).
- G. Gum chewing.
- H. Eating or drinking in unauthorized areas.
- I. Locker misuse or abuse. Sharing lockers is not permitted. Violation of this rule, in addition to Class I disciplinary action, will result in the loss of locker privileges. No refund of any unused portion of fees.
- J. Littering of school property.
- K. Possession of iPods, MP3 players, CD players, video games, radios, cards, or any electronic device that has storage and communication capabilities, without written administrative approval. When items are confiscated by a board employee, the school system is not held responsible for the items. (lost or stolen)
- L. Sitting in parked vehicles after arriving at school.
- M. Intentionally providing false information to school personnel such as forgery of parent/guardian name.
- N. Minor physical conflicts (example: pushing, shoving) on campus or on school bus which stops when reprimanded.
- O. Participation on campus in organizations not recognized by the school.
- P. Reporting to class without materials and supplies.
- Q. Any other violation which the principal may deem reasonable to fall within category after consideration of extenuating circumstances.

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES (Minor)

First Offense: Conference with student, parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: Parental contact and disciplinary action such as after-school detention, corporal punishment, in-school suspension, etc., after three Class I offenses are earned by a student the next Class I may be considered a Class II.

CLASS II – Intermediate Offenses

- A. Leaving campus or class without permission.
- B. Gambling – Any participation in games of chance for money and/or other things of value.
- C. *Defiance of school board employee’s authority – Any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee. (Overt and continuing to be determined by an administrator).
- D. *Fighting – Any physical conflict between two or more individuals. If the aggressor can be identified/determined, he/she could receive no fewer than two and no more than ten additional days to Alternative School. 2nd offense could result in referral for anger management (principal’s discretion).
- E. Instigating Conflict – the deliberate attempt to incite, provoke and physical conflict or verbal altercation between individuals.
- F. Vandalism – Intentional and deliberate action resulting in injury or damages to public property or the real or personal property of another.
- G. Stealing, Larceny, Petty Theft – The intentional unlawful taking or carrying away of property valued at less than \$100 belonging to or in possession or custody of another.

teacher/principal conferences may be made by calling your child’s school office at the number listed in the front of the handbook.

TEXTBOOKS

All textbooks are furnished to Houston County students free of charge. Any textbooks issued to students shall remain the property of Houston County Schools. The parents or legal guardians of a student to whom textbooks are issued will be held liable for any loss, abuse, or damage in excess of that which would result from normal use. The following guidelines will be used to make an assessment for lost or damaged textbooks:

1. Loss of a textbook will be assessed at replacement cost.
2. Damage of a textbook two-years old will be assessed at 75 percent of the original cost.
3. Damage of a textbook three-years old or older will be assessed at 50 percent of the original cost.

If payment is not received within 30 days after notification, students will not be entitled to future use of textbooks until remittance is made.

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS

Exceptional students are those students as defined in IDEA 97 and Alabama Act 106 (excluding gifted and speech only). All rules and regulations governing student conduct as related to exceptional students shall comply with the Alabama Administrative Code of the State Department of Education, IDEA 97, Alabama Act 106 and Section 504 of the Rehabilitation Act of 1973.

STUDENTS SELLING PERSONAL ITEMS

Students are prohibited from selling goods/products, toys, etc., to other students at school unless approved by the school administration.

AUTOMOBILE USE

Students driving cars to school must park them in the area designated by the principal. Students are not to sit in parked cars after arriving in the morning. Cars are not to be moved during the day without administrative approval. The Houston County School System will not assume any liability for damage that might occur to student automobiles.

PLACEMENT OF STUDENTS FROM OTHER ALTERNATIVE PROGRAMS

An elementary student transferring into the Houston County Schools from an alternative program will be given a grade level benchmark test in reading and mathematics for correct grade placement. This will insure that the student receives instruction according to his/her education level.

High school students will be given end of course tests approved by the superintendent.

ELEMENTARY PROMOTION

A student shall be promoted if he/she has passing grades in reading, math, language and two of the following: spelling, social studies, and health/science, with proper attendance.

PROMOTION FOR GRADES 7 & 8

In order for a pupil to be promoted from the seventh grade to the eighth grade or from the eighth grade to the ninth grade, he/she must pass six of the seven classes attempted, and out of six classes the pupil must have a 70 in the core academic subjects of English, math, science, and social studies. This policy does not apply if the pupil has an average of 65 in each course attempted.

PROMOTION FOR GRADES 9 THROUGH 12

Credits required for promotions in grades 9-12:

9 th to 10 thearn 5 units of credit	11 th to 12 thearn 19 units of credit
10 th to 11 thearn 12 units of credit	12 th to Graduation.....earn 26 units of credit

To be promoted to the tenth grade, a pupil must have earned 1 credit each of English, social studies, science, and mathematics.

GRADUATION POLICY 2011-2012

Effective for pupils who begin the ninth grade in the 2009-2010 and subsequent school years, in order to earn an Alabama High School Diploma, pupils must earn a minimum of 26 Carnegie units and complete one of the options stated below:

1. Successfully complete the Alabama High School Graduation Exam and earn the requirements of the Alabama High School Graduation Diploma;
OR
2. Successfully complete the Alabama High school Graduation Exam and earn the requirements for the Alabama High School graduation Diploma with Advanced Academic Endorsement;
OR
3. Successfully complete the requirements for the Alabama Occupational Diploma;
OR
4. Successfully complete the requirements for the Alabama Credit Based Diploma.

Required courses for the Alabama High School Graduation Diploma or Credit Based Diploma include:

- 4 credits of Language Arts to include English 9, English 10, English 11, and English 12
- 4 credits of Mathematics to include the equivalent of Algebra I and Geometry
- 4 credits of Science to include the equivalent of Biology, Physical Science, and Health Science
- 4 credits of Social Studies as specified by the State Board of Education
- 1 credit of Physical Education
- 1 credit of Computer Applications

GUIDELINES FOR LONG-TERM ALTERNATIVE SCHOOL

The long-term Alternative School Program is a structured disciplinary action in which a student is removed from regular classroom activities for a specified time of more than ten days. Placement in this program will occur only after the policies set forth herein for short-term programs have been exhausted. Each individual should be evaluated and a program planned for that student based on the special circumstances of the situation. The goal is always to help the student.

Long-term Alternative education program is to be considered based upon the recommendations of the principal as follows:

1. Disciplinary Reasons – Placement must be recommended by the principal, the school alternative committee (counselor & two faculty members) must concur, and the Superintendent or his designee must approve.
2. Health and Safety Reasons – Placement must be based on student/parent written request for placement, the principal's recommendations, and concurrence of the superintendent or his designee.
3. Parental Request, Attendance Reasons, or Court Related Reasons – Placement will be based on a written request with the principal's recommendation, and the concurrence of the superintendent or his designee.
4. A student may not be assigned to the long-term Alternative School for more than one time without the filing of a formal petition with juvenile services. This will be filed by the local school principal or his designee.
5. Long-term (number of days) of an Alternative School assignment shall be determined by the principal and the school alternative committee with the concurrence of the superintendent or his designee (11 days to 9 weeks).
6. Students must demonstrate appropriate behavior in order to earn the privilege of dismissal at the end of the assigned time.
7. For students receiving special education services, Individualized Education Plans will be followed.

CLASSIFICATION OF VIOLATIONS

Violations of the Code are divided into three classes: Class I Minor; Class II Intermediate; and Class III Major. Each classification is followed by a disciplinary procedure to be followed by the principal or his/her designee. In the following classes of violations and disciplinary procedures it is understood that the student will be provided with due process before any disciplinary action is taken:

NOTE: THERE IS NO APPEAL FOR SUSPENSION AND/OR REFERRAL TO ALTERNATIVE SCHOOL FOR 10 DAYS OR LESS.

CLASS I – MINOR OFFENSES

- A. Minor distraction of other students – Any behavior that alters the teaching process of the classroom or educational activity.
- B. Quarreling or harassment of students – The intentional, unlawful threat by word to do violence to another student.
- C. Use of profane or obscene language.

PLACEMENT / DISMISSAL

Each student is placed in the program upon referral by school administrators as outlined herein.

A student may be referred to the Alternative School for a period of (3) three to (10) ten days or more, if needed .

A disciplinary referral form must accompany the student to the center.

ALTERNATIVE SCHOOL GUIDELINES

1. Attendance in the program is mandatory for students who are referred from their regular school.
2. Students sent to the Alternative School are responsible for bringing their assignments, books and other materials needed. The Alternative School teacher will check for these upon the student's enrollment. Work assigned must be completed before the student is dismissed. It is the student's responsibility to return assigned work to his/her regular teacher. If the work is not completed to the assigned teacher's satisfaction the student may be sent back to the Alternative School teacher by the principal until the work is finished. In such case the student must stay for a minimum of one day.
3. All students referred to the Alternative School for the second time will not be dismissed from the program, even though time assigned is completed, until a conference with the legal guardian is held with the Alternative School Principal. The student will then be released to the guardian to take him/her to the assigned school for re-admission and a conference with the principal/designee. These conferences may be held on or after the last day of assignment to the Alternative School. Any exception to this procedure must have the approval of the superintendent or his designee. All parents/guardians will be notified of this requirement upon admittance of the student to the Alternative School for the second time. This is the responsibility of the Alternative School Principal.
4. Students once enrolled in the Alternative School will remain until their assigned time is completed plus any days added by the Alternative School personnel. There will be no early dismissals.
5. Extracurricular Activities - A student sent to Alternative School is not allowed to attend or participate in any extra-curricular activities or practice on any day that he/she is in the program. On the 2nd referral (or five-day assignment) to Alternative School, a student cannot attend/participate in any countywide extracurricular activity/event for a period of three weeks. On the 3rd referral (or ten-day assignment) to Alternative School, the restriction becomes the duration of Alternative School (11-45 days) a student may not attend or participate in any countywide extra-curricular activities for the remainder of the school year (Superintendent discretion).
6. Transportation – The student or his/her parents/guardian must provide his/her own transportation.
7. Meals – Meals are provided by the guidelines of the CNP.
8. Exam Exemptions – Students sent to the Alternative School lose their perfect attendance exemption privileges.
9. Students who fail to follow the rules of the Alternative School personnel will be subject to having his/her time extended, suspension or expulsion.
10. Students assigned to the Alternative School at the time of semester examinations may return to their home-based school for their examinations with prior approval of the Superintendent.
11. Any test to be administered to students attending Alternative School should be sent to the central office to be placed in the mail box for Alternative School. Tests will be returned in like manner to the base school.
12. Copies of Alternative School referral will be sent to Juvenile Services.

½ credit of Health Education
½ credit of Fine Arts
7 Electives

Required courses for the Alabama High School Diploma with Advanced Academic Endorsement include:

4 credits of Language Arts to include advanced levels English 9, English 10, English 11, and English 12
4 credits of Mathematics to include advanced levels of Algebra II and trigonometry
4 credits of Science to include advanced levels of Biology and Physical Science
4 credits of advanced levels of Social Studies as specified by the State Board of Education
2 credits of the same Foreign Language
1 credit of Physical Education
1 credit of Computer Applications
½ credit of Health Education
½ credit of Fine Arts
5 Electives

Honors Endorsement includes the pupil completing all required honors courses, including Pre-Calculus.

*ALABAMA HIGH SCHOOL DIPLOMA WITH CAREER/TECHNICAL ENDORSEMENT

In order for any student to receive an Alabama High School Diploma with Career/Technical Endorsement, the student must complete the requirements for an Alabama High School Diploma and also complete Career and Technical Endorsement; the student must complete the requirements for an Alabama High School Diploma with Career/Technical Endorsement (sequenced program courses).

*ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED CAREER/TECHNICAL ENDORSEMENT

In order for any student to receive an Alabama High School Diploma with Career/Technical Endorsement, the student must complete the requirements for an Alabama High School Diploma and also complete Career and Technical Endorsement; the student must complete the requirements for an Alabama High School Diploma with Career/Technical Endorsement with the following:

4 Mathematics (3 credits to include: Algebra I, Geometry, and Algebra II with Trigonometry)
*Alabama High School Graduation Exam must be passed.

A pupil who completes the necessary credits for either diploma but does not pass all sections of the Alabama High School Graduation Exam is eligible to receive a certificate of completion.

Effective for pupils with disabilities as defined by the Individuals with Disabilities Education Act (P.L. 101-476) who begin the tenth grade in the 1997-1998 school year, pupils may earn the Alabama Occupational Diploma by completing the courses listed on next page and successfully completing an approved occupational portfolio.

Required courses for the Alabama Occupational Diploma include:

4 credits to include the equivalent of Employment English I, II, III, and IV
4 credits to include the equivalent of Job Skills Math I, II, III, and IV

- 4 credits to include the equivalent of Life Skills Science I, II, III, and IV
- 4 credits to include the equivalent of Career Preparation I, II, III, and IV
- 2 credits of Cooperative Career/Technical Education
- 1 credit of Career/Technical Education
- 1 credit of Computer Applications
- ½ credit of Health Education
- ½ credit of Fine Arts
- 5 Electives

Students may earn a Certificate of Attendance by:

1. Accumulating the required number of Carnegie units but failed to pass the Alabama High School Graduation Exam.
2. Passing the Alabama High School Graduation Exam, but not accumulating the required Carnegie units.
3. Exceptional students working toward Alabama Extended Standards.

GRADUATION ACTIVITIES

Graduation activities and procedures for awarding exit documents (including diplomas or certificates) shall be integrated and identical with no distinctions/differentiations made in regard to the way the exit document is awarded or presented.

CRITERIA FOR ASSIGNING WEIGHTS TO HIGH SCHOOL COURSES

Beginning on August 7, 2009, the valedictorian, salutatorian, and honor students will be chosen according to a numerical percentage system. A factor of 1.175 will be added to the numerical grade (100-65). For example: A student who receives a 100 in a weighted course will get a numerical grade of 117.5. The valedictorian, salutatorian and honor students will be determined when grades are posted after the first semester. Computation for determining the valedictorian and salutatorian shall be carried to at least four digits. The valedictorian, salutatorian and all honor graduates must pass all subtests of the Alabama High School Graduation Exam and meet all requirements for an Alabama High School Diploma or the Alabama High School Diploma with Advanced/Academic Endorsement. Honor Court must have a 90 or above in grades 9-12 at the end of the first semester and be in the top twenty-five percent of their class. Honor Court eligibility is not attainable through Hope High School.

COURSES TO BE WEIGHTED

ENGLISH	Honors English (9-12)
SCIENCE	Physics, Chemistry, Adv. Biology, Physiology, Adv. Forensic Science, Health Science
MATHEMATICS	Algebra II, Trigonometry, Adv. Mathematics
SOCIAL STUDIES	Adv. American History, Adv. Government and Economics
FOREIGN LANGUAGE	Foreign Language
BUSINESS	Accounting
TECHNOLOGY	Computer networking I-IV

All AP and dual-enrollment credit courses

policy. Any deviation from said pattern shall require the authorization from the superintendent of schools or his designee.

PRINCIPAL'S PROBATION

Students that are persistent in not following rules of proper conduct may be assigned a period of time to improve their conduct/behavior or be subject to additional sanctions. These sanctions will include a ban from all activities on the campuses of Houston County Schools for a period of time to be determined by the school principal and approved by the superintendent.

PHYSICAL RESTRAINT

Any employee of the Board of Education (including bus drivers) has the authority to use reasonable force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules and must be done in a reasonable fashion to protect all parties involved. Law Enforcement officials may be called to assist in the enforcement of this action.

SCHOOL BUS SUSPENSION

The principal/designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent/guardian will be notified prior to the suspension from the bus.

EXPULSION

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student rests with the Houston County Board of Education. The local school principal may suspend the student pending the decision of the board to expel said student. The expulsion hearing must be held within ten (10) days from the date of suspension.

NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES

Officials shall be notified in accordance with the procedures herein.

ALTERNATIVE PROGRAM

The Alternative School is a viable approach designed to keep students in school. It offers an alternative to out-of-school suspensions, serves as a deterrent to truancy, and helps student who are potential dropouts.

OBJECTIVES:

- Reduce the number of out-of-school suspensions
- Reduce disruptive and delinquent behavior in the classroom and on school campus
- Keep students in school

JURISDICTION OF THE BOARD OF EDUCATION

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

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

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

IN-SCHOOL SUSPENSION PROGRAM (If Available)

In-school suspension is a structured disciplinary action in which a student is removed from the regular classroom activities but is not dismissed from the school setting. The principal or his/her designee has the authority to assign students to the in-school suspension for a reasonable and specified period of time.

MORNING DETENTION / AFTER SCHOOL DETENTION / SATURDAY SCHOOL

The principal or his/her designee has the authority to assign students to a designated area either before school or at the end of the regular school day or Saturday School for reasonable and specified period of time. The parent is responsible for providing transportation. Parent/guardian will be notified before a student is assigned to detention. Detention time shall be for a minimum of thirty (30) minutes per day. Should a student fail to report to Saturday School after the 3rd re-assignment, the student will be referred to Alternative School for one (1) day.

CORPORAL PUNISHMENT

The Houston County Board of Education has no rule against reasonable and proper spanking/paddling of pupils for disciplinary reasons. Before corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain his/her action. Corporal punishment must be administered by the administrator or by the teacher in the presence of a certified professional employee (not before a classroom of students). The administrator and/or teacher will prepare a written report for each incident to be sent home on the day the corporal punishment is administered. Parent/guardian must notify school in writing annually if he/she prohibits the school from paddling his/her student/students. (Note must be delivered in person by the parent by September 1 of each school year.)

SUSPENSION

Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The authority to suspend a student from school rests entirely with the principal of each school. Only in the absence of the principal may the assistant principal assume this responsibility. All suspensions should be for a specified number of days (not to exceed 10 days). The suspension will be in accordance with prescribed board

EXAM EXEMPTIONS

1. PERFECT ATTENDANCE – A policy of exempting sixth grade and high school students from mid-term and final exams of their choice is in effect subject to the following:
 - a. The student must have perfect attendance in the class from which the exemption is requested. (No tardiness or absences from class.)
 - b. Exemptions cannot be granted in any class where the student has a nine weeks' grade below 75.
 - c. Perfect attendance policy applies to students transferring into the Houston County School System if there is proof that the record was maintained prior to transfer and that no time was lost between schools during transfer.
2. All A's – A student may exempt semester exams in the class in which he/she has maintained at least a 90 for each of the nine weeks' grading periods.

HOPE SCHOOL CONTRACT

ATTENDANCE

The purpose of attending HOPE School is to get the best education possible, pass the Alabama High School graduation Exam (AHSGE), and receive an Alabama High School Diploma. By signing this contract, the student agrees to the following conditions:

1. I will attend school for three (3) hours each day Monday through Friday between the hours of 7:45 AM and 3:00 PM.
2. I will not have more than three (3) unexcused absences and will provide written and oral communication (phone call) by a parent.
3. I will continue to attend school each day until the required number of credits is earned AND all required sections of the AHSGE have been successfully completed.
4. I will not work on the day or days absent from school. I will notify my employer of an absence the DAY of the absence and will furnish documentation to HOPE School of the action.
5. I understand that a warning letter will be sent to my parents and employer on the 4th absence from school. A conference will be scheduled with my parent/guardian to discuss my status in HOPE School. A phone call or personal visit will be made by the school administrator to my place of employment to discuss truancy and work attendance.
6. I understand that failure to comply with these rules will result in termination from HOPE School. No exclusions or exceptions will be granted.
7. I will follow the Houston county Code of Conduct and Dress Code.
8. I understand that Honor Court eligibility is not attainable through the Hope High School Program.

RULES AND REGULATIONS

1. The Houston County Code of Conduct will be followed and will be applied to all HOPE students.
2. To be accepted into HOPE School, students must meet the following criteria:
 - Minimum 5 credits from base school.
 - Must have a job and present proof of employment upon enrollment to HOPE School.
 - Must have a vehicle and present proof of auto insurance.
 - Must have a reasonable attendance and discipline record.

3. Maximum of 10 credits can be earned during the calendar year. More than 10 credits will be applied to the following calendar school year.
4. If failure, drop-out, or other action occurs, the student will not be allowed to re-enter any school in the Houston County School System. A recommendation will be made to enter the Adult Basic Education Program to earn a GED.
5. Honor Court eligibility is not attainable through Hope High School.
6. A student classified as an AYP senior and AHSAA eligible may participate in sports at his/her local school (senior year only).

HOMEWORK

Elementary - The purpose of homework is to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.

Appropriate time limits to devote to homework are:

Kindergarten – limit to reading and mathematics, approximately 15 minutes.

Grade 1-2 – 20 minutes Monday – Thursday

Grade 3 – 30 minutes Monday – Thursday

Grade 4 – 40 minutes Monday – Thursday

Grade 5 – 50 minutes Monday – Thursday

Grade 6 – 60 minutes Monday – Thursday

High School –

Purposes:

1. To encourage development of independent study habits, skills, and responsibilities.
2. To enrich, reinforce, and extend learning by providing additional educational opportunities outside the classroom.
3. To provide for advanced preparation for an upcoming classroom activity, discussion, unit of study or test.
4. To provide an opportunity for parents to be familiar with and involved in the school's educational program and their own child's progress.

Guidelines:

The amount and kind of homework will vary with each grade and subject being studied. For grades 7-12, students need to be responsible for their own learning and should make considerable effort in and out of class. Study times as well as time needed to complete assignments should be taken into consideration when assignments are made. Advanced classes require more rigorous homework assignments.

HIGH SCHOOL ATHLETICS

The Houston County School System will abide by all rules and regulations of the Alabama High School Athletic Association, State Department of Education, and the Houston County Board of Education Policies.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records.]

4. The right to file a complaint with the U.S. Department of education concerning alleged failures by Houston County Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are listed below:

Houston County Schools routinely disclose names, addresses, and telephone numbers to military recruiters upon request. If you choose to opt out of this process, please notify your student's counselor, in writing, no later than the 1st day of September of the school year opting out. This procedure is for the convenience of military recruiters and bears no recourse/consequence for any student opting out of the notification process.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

GIFTED EDUCATION

Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted. The Houston County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

The program for gifted students provides learning activities including acceleration, enrichment topics, and critical thinking skills.

All students will be screened at the SECOND GRADE LEVEL using multiple criteria for gifted potential. Those students displaying potential will be referred to the Gifted Referral Screening Team for further assessment. In addition, parents, or guardians, administrators, school counselors, and teachers in all grade levels may refer a child for screening or gifted assessment.

For each student referred, information is gathered in three (3) areas. These areas include aptitude, characteristics, and performance. The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

If you should need additional information or wish to make a referral, contact the Gifted Education teacher at your child's school or Special Education Director at 792-8331.

County School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Houston County Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with the agency listed on page 23.

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR HOUSTON COUNTY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the decision is not to amend the record as requested by the parent or eligible student, the school personnel will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**PARENTAL NOTIFICATION OF
RESPONSIBILITY UNDER ACT 93-672
CODE OF ALABAMA SECTION 16-28-12**

The Houston County School System, in compliance with the above referenced law of the State of Alabama, hereby notifies parents of their responsibility under this law and the penalties for failure to comply.

Each parent, guardian, or other person having control or custody of any child required to attend school or receive instruction “who fails to send the child to school, or fails to compel the child to properly conduct himself or herself as specified in the Houston County School’s Code of Conduct, which may result in the suspension of the pupil shall be guilty of a misdemeanor, shall be fined not more than one hundred (\$100) dollars and may also be sentenced to hard labor for the county for not more than 90 days.” The absence of the pupil without approval of the principal for reasons specified in the Code of Conduct shall be evidence of violation of this law. The administrators of Houston County Schools are required to report all such violations to the District Attorney using established procedures.

The Board of Education has charged each school principal with notification and education responsibilities of the Act. Contact your school principal if you have questions.

All parents, under this Act, “have a responsibility to monitor and supervise the school work and educational activity of the child.”

NOTIFICATION OF RESPONSIBILITY UNDER ACT 93-368

Whenever a student 17 years of age or older withdraws from school, the attendance officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester, or complete withdrawal from a school.

Within five days of receipt of a notice of withdrawal, the Department of Public Safety shall send notice of the licensee that his/her driver’s license or learner’s license will be suspended. The Department of Public Safety shall deny a driver’s license or a learner’s license, unless the applicant (1) presents a diploma or other certificate of graduation (2) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) (3) is enrolled in a secondary school of this state or any other state (4) is participating in a job training program approved by the State Superintendent of Education (5) is a parent with the care or custody of a minor or unborn child (6) has a physician certify that the parents of the person depend on him/her as their sole source of transportation (7) is exempted from this requirement due to circumstances beyond his/her control.

**IT’S THE LAW
Parental Notification of Civil Liabilities and Criminal Penalties**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct (Act 94-782)

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

Teacher Assault (Act 94-794)

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

Drug Dealing (Act 94-783)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Weapons in Schools (Act 94-817)

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: the term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shot gun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

1. Information on the level of achievement of a parent's child in each of the State academic assessments as required under this part: and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUBLIC RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom responders have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from student for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Houston County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Houston

- Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
- Do not share your password with another person. Each individual is responsible for the security of his/her password.
- Do not reveal the personal address or phone number of yourself or anyone else.
- Do not access other student's work, folders, or files.
- Do not re-post non-academic personal communications without the original author's prior consent.
- Do not install software or download unauthorized files, games, programs, or other electronic media.

**ALABAMA ASBESTOS MANAGEMENT PROGRAM
NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES**

On October 22, 1988, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies to identify asbestos containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers into the environment. In order to comply with this law all of our schools have been inspected and management plans have been developed by an accredited engineering firm qualified to identify findings and various approved methods of dealing with ACM.

The management plan and the result of each inspection is on file at the central office and at each principal's office. You may view these reports during office hours. If there are any questions concerning our management plan, you may contact Houston County Schools Maintenance Supervisor at 899-3891.

PARENTS RIGHT TO KNOW (H.R. 1-37)

QUALIFICATIONS: At the beginning of the school year, a local education agency that receives funds under this part shall notify the parents of each student attending any school receiving said funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

ADDITIONAL INFORMATION: In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each parent:

Vandalism (Act 94-819)

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

Pistol Possession/ Driver's License (Act 94-820)

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

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in 16-28-40, Ala. Code, 1975)

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

Gun Free Schools (Act 1994)

The Houston County Board of Education is in full compliance with the Guns Free Schools Act of 1994. Students found guilty of bringing a weapon to school will be expelled for a period of not less than one year.

**GRIEVANCE PROCEDURE FOR TITLE VI OF THE CIVIL RIGHTS ACT,
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972
AND SECTION 504 OF THE REHABILITATION ACT OF 1975**

The grievant, if a student, should present this grievance orally to the principal.

Grievance must be filed within twenty (20) days of the time that grievant knew or reasonably should have known of the grievance.

Detailed procedures for filing a grievance may be found on file in each principal's office.

**HOUSTON COUNTY SCHOOLS' COMPUTER, NETWORK, AND INTERNET
ACCEPTABLE USE POLICY (AUP) FOR STUDENTS**

Introduction

Houston County Schools will be offering access to the computers, computer networks, and the Internet. To gain access, each student must obtain parental permission as verified by the signatures on the attached form. The district implements an electronic communications system comprised of computers, networks, and the Internet that allows opportunities for students, staff, and patrons to communicate, learn, access and publish information. The School System believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and their success in the future. These opportunities also pose many challenges including, but not limited to, access for all students, age level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The school system will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise. By providing these opportunities, the school system intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The school system dedicates the property comprising these resources, and grants access to them by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

What is possible?

Through these resources, students can explore thousands of libraries, databases, museums, and other materials of educational value. This global network is made up of many smaller contributing networks, such as ours, connecting thousands of computers throughout the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies and regional and state networks. Students can exchange personal communication with other users around the world. While the use of computers and the Internet is primarily instructional in nature to reach an educational goal, some students may find ways to access other materials. While there is an abundance of valuable information, the availability of material that may not be considered to be of education value in the context of the school setting also becomes available. Unfortunately, some of these resources contain items that are illegal, defamatory, inaccurate, or potentially offensive. Most educators believe the benefits to students from access to computers and the internet exceed their disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using these resources. Therefore, we respect each family's right to decide whether or not to apply for access.

How should it be used?

Computers, computer networks, and the Internet should be used for education and research through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of these resources must be in support of this and consistent with the educational objectives of the school.

What is expected?

Students are responsible for appropriate behavior while using these resources. Additionally, students are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as defined herein.

What are the privileges and rights of a user?

All users have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges. These rights include:

Privacy – All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, a system administrator may review communications to maintain system integrity and to insure that students are using the system responsibly.

Safety – Any users who receive threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

Intellectual Freedom – Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.

Inappropriate materials or language – No profane, pornographic, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in accordance with the rules of school behavior.

Equal Access – All users will be granted free and equal access in these resources. Exploration using these resources is encouraged relative to the purposes of education and research. No single user should monopolize these resources.

What are the guidelines?

- Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
- Do notify an adult immediately if you encounter materials that violate the School Code of Conduct.
- Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
- Do not damage the computer or network. Vandalism or theft of resources (including data and files) will not be tolerated.
- Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
- Do not use the computers, computer networks, or the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
- Do not violate copyright laws. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license or copyright notice.