

Code of Conduct for Students

2018-2019

Dothan City Board of Education

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Superintendent

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Dothan City Schools Code of Conduct for Students

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***Please detach this page after signing,
and have student return it to the
Homeroom Teacher**

ACKNOWLEDGEMENT

I, _____, enrolled in **DOTHAN CITY SCHOOLS**,
(Name of Student)

and my Parent/Guardian(s) hereby acknowledge by our signature that we have received and read, or had read to us, the Dothan City Schools **Code of Student Conduct Manual and Truancy Law**. We also acknowledge that we understand that it applies to all students enrolled in the Dothan City Schools and school sponsored activities and events, including but not limited to the following:

- Transportation on school buses
- Field trips
- Club or organization meetings
- Occupants in an automobile driven or parked on school property
- School groups representing the school system in educational events
- Other school-sponsored events including but not limited to athletic events (football, baseball, basketball games, etc. on and off campus), dances, plays, etc.
- Usual and customary parking area at facilities used for school-sponsored activities including but not limited to Rip Hewes, Westgate, Recreation Centers, etc.

It is further understood that, under the laws of Alabama, Parents/Guardians are responsible for the attendance and behavior of their children. If they are unable to control their children, or need assistance, they may also contact the school administration and/or Juvenile Court Services at 334-793-4429.

If you have questions regarding the Code of Student Conduct Manual, please contact:

First: School Principal
Second: Superintendent's Office (334-793-1397)

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)

This acknowledgment will become a part of the student's cumulative file.

TRUANCY LAW

The Parental Responsibility Statute requires parents to enroll their child in school, assure that the child attends school regularly, and compel the child to properly conduct him or herself. Generally, each parent, guardian, or other person having control or custody of any child required to attend school, who fails to have the child enrolled in school, who fails to send the child to school, or fails to require the child to regularly attend the school, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section shall upon conviction face a fine of up to \$100 and may also be sentenced to hard labor for up to 90 days in jail. The absence of a child without the consent of the school he or she attends (or should attend) shall be prima facie evidence of the violation of this section. Code of Ala. 16-28-12(a).

Alabama law also provides that it shall be unlawful for any parent, legal guardian, legal custodian, or other person to cause a child to fail to attend school as required by compulsory school attendance law or to willfully aid, encourage, or cause any child to become or remain delinquent, dependent, or in need of supervision. Code of Ala. 12-15-111 (a)(1), (a)(3). A violation of this provision is a Class A misdemeanor and the parent/guardian/custodian face up to one year in jail and up to a \$6,000 fine.

In addition, students that are truant face school discipline as well as possible sanctions through juvenile court, such as court ordered appearances, probation, electronic monitoring and/or curfews, out-of-home placements, payment of court costs, and/or extensive counseling.

Each local Board of Education has adopted a written policy for its standards on school behavior. Such written policy is provided at the commencement of each academic year. By your signature, you acknowledge and agree that you have read and understood the written policy of your child's school as to attendance and appropriate school behavior.

DCS Online Privacy and Protection

Dothan City School District recognizes the role technology plays in equipping students for success in a digital world. Students utilize Google Apps for Education (GAFE) for instructional purposes. Other online resources, such as online curriculum and applications, may also be used in the learning process.

Every student will receive training on appropriate use of technology and digital citizenship through the following website: <https://www.common sense media.org/>

Parents or guardians have the right to terminate their student's access to digital tools and resources by requesting in writing to Opt-Out of technology access. If parents choose to opt-out of utilizing district technology, they should understand this decision may significantly decrease their student's opportunity to collaborate with peers on assignments and projects. This may adversely impact necessary skill development required for success in today's global society.

This Opt-Out request expires at the end of the current school year, and a new one will need to be completed each year. If there is no Opt-Out letter on file, digital access will be granted to the student.

If parents wish to **Opt-Out** of these internet privileges and **DO NOT** wish for their student to participate in Google Apps for Education or other internet options supported by Dothan City Schools, they must notify the school principal in writing within thirty (30) school days of the student's first day of attendance.

The following are links to sites that provide digital protection for your student:

Child Internet Protection Act (CIPA)

Student email accounts are filtered to protect students from harmful digital content. Dothan City School District has policies in place to abide by CIPA regulations. <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA was enacted to protect children under the age thirteen from third party, commercial companies. This Act limits commercial companies' ability to collect or disclose personal information from children. Dothan City School District utilizes Google Apps for Education (GAFE) without advertisements. This alleviates the threat of third party interference. Student information is for educational purposes only.

<http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

Student education records are protected by the federally mandated act FERPA. This Act gives parents certain rights with respect to the student's educational records. These rights transfer to the student at the age of eighteen.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa>

FERPA requires that the Dothan City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dothan City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Dothan City School District to include information from your child's education records in certain school publications. Examples include, but are not limited to, the following: A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, take pictures, or process data.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If parents do not want Dothan City Schools to disclose 'directory information' from their child's education records without their prior written consent, they must notify the school principal in writing within thirty (30) school days of the student's first day of attendance.

Directory Information may, but does not have to, include the following information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Homeroom
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- A student number assigned by the District (in some cases*)

*In order to make certain software application available to students and parents, the District may need to upload specific 'directory information' to the software provider in order to create distinct accounts for students and/or parent. In these cases, the District will provide only the minimum amount of 'directory information' necessary for the student or parent to successfully use the software service.

Dothan City Schools
Public Notice for Gifted Assurance

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is 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. To make a referral, contact the Resource Specialist at your child's school.

2018-2019

COMMITTEE MEMBERS

Ms. Celeste Adams, Assistant Principal – Beverly Magnet School
Ms. Ali Benefield, Student – Dothan High School
Ms. Dionne Blair, Principal – Selma St. Elementary School
Mr. Jason Blissett, Assistant Principal – Carver Magnet Schools
Dr. Donnie Chambers, Principal – Carver Magnet School
Mrs. Sue Clark, Principal – Montana Street Magnet School
Dr. Charles Corbitt, Principal, Northview High School
Mrs. Sherry Corbitt, Program Specialist – Grandview Elementary School
Mrs. Carol Cunningham, Director – Exceptional Student Services
Mrs. Vicki Davis, Principal – Highlands Elementary School
Mr. Joshua Dawsey, Student – Dothan High School
Ms. Wanda Dismukes, Principal – Kelly Springs Elementary School
Dr. Phyllis Edwards, Superintendent – Dothan City Schools
Mr. Stan Eldridge, Principal – Dothan High School
Mr. Scott Faulk, COC Chairperson & Director – Safety, Security and Attendance
Mrs. Tamika Fleming, Principal – Grandview Elementary School
Mrs. Vanessa Gunn, Principal – Hidden Lake Elementary School
Dr. Erica Hall, Asst. Principal – Asst. Principal, Dothan High School
Amy Hambric Harris, Teacher – Grandview Elementary School
Mr. Jeff Hatfield, Principal – Heard Magnet Elementary School
Adrienne Hays, Parent – Carver Magnet School
Mr. Seth Hubbard, Student – Northview High School
Mrs. Lee Jacobs, Director of Federal Programs
Ms. Christina Johnson, Principal – Slingluff Elementary School
Mrs. Maria Johnson, Principal – Beverly Magnet School
Mrs. Christy Martin, Principal – Cloverdale Elementary School
Mr. William McKissic, Parental Involvement Specialist – Northview High School
Mr. Joey Meigs, Principal – Dothan Technology Center
Mr. Todd Mitchell – Asst. Principal – Northview High School
Miss Glenda Sanders, Principal – Girard Elementary School
Ms. ShaTanya Ward, Teacher – Northview High School
Mrs. Debra Wright, Principal – Jerry Lee Faine Elementary School

SCHOOL CONTACT INFORMATION

Beverly Magnet School
Mrs. Maria Johnson, Principal
1025 South Beverly Road
Dothan, AL 36301-4899
Phone: (334) 794-1432

Cloverdale Elem. School
Mrs. Christie Martin, Principal
303 Rollins Avenue
Dothan, AL 36301-5135
Phone: (334) 794-1487

Dothan Technology Center
Mr. Joev Meigs, Principal
3165 Reeves Street
Dothan, AL 36303-2343
Phone: (334) 794-1436

Girard Elem. School
Miss Glenda Sanders, Principal
522 Girard Avenue
Dothan, AL 36303-3199
Phone: (334) 794-1467

Grandview Elem. School
Mrs. Tamika Fleming, Principal
900 Sixth Avenue
Dothan, AL 36301-2898
Phone: (334) 794-1483

Hidden Lake Elem. School
Mrs. Vanessa Gunn, Principal
1475 Prevatt Road
Dothan, AL 36301-4867
Phone: (334) 794-1491

Honeysuckle Middle School
Mr. Jeffrey Torrence, Principal
1665 Honeysuckle Road
Dothan, AL 36305-1911
Phone: (334) 794-1420

Montana Magnet School
Ms. Sue Clark, Principal
1001 Montana Street
Dothan, AL 36303-6098
Phone: (334) 794-1475

PASS Academy
Mr. Edward Fleming, Principal
201 East Wilson Street
Dothan, AL 36303-5826
Phone: (334) 671-1474

Selma St. Elem. School
Ms. Dionne Blair, Principal
1501 West Selma Street
Dothan, AL 36301-3335
Phone: (334) 794-1463

Carver Magnet School
Dr. Donnie Chambers, Principal
1001 Webb Road
Dothan, AL 36303-3791
Phone: (334) 794-1440

Dothan High School
Mr. Stan Eldridge, Principal
1236 South Oates Street
Dothan, AL 36301-3598
Phone: (334) 794-1400

Faine Elem. School
Mrs. Debra Wright, Principal
1901 Stringer Street
Dothan, AL 36303-3798
Phone: (334) 794-1455

Girard Middle School
Mr. Darius McKay, Principal
600 Girard Avenue
Dothan, AL 36303-3198
Phone: (334) 794-1426

Heard Magnet School
Mr. Jeff Hatfield, Principal
201 Daniel Circle
Dothan, AL 36301-2006
Phone: (334) 794-1471

Highlands Elem. School
Mrs. Vicki Davis, Principal
1400 South Brannon Stand Road
Dothan, AL 36305
Phone: (334) 794-1459

Kelly Springs Elem. School
Ms. Wanda Dismukes, Principal
1124 Kelly Springs Road
Dothan, AL 36303
Phone: (334) 983-6565

Northview High School
Dr. Charles Corbitt, Principal
3209 Reeves Street
Dothan, AL 36303-2357
Phone: (334) 794-1410

Pre-School/Head Start
Ms. Denise Vincent, Principal
900 West Powell Street
Dothan, AL 36303-4199
Phone: (334) 794-1447

Slingluff Elem. School
Ms. Christina Johnson, Principal
4130 Westgate Parkway
Dothan, AL 36303-1246
Phone: (334) 794-1479

Dothan City Schools

General Information



2018 - 2019

Approved By DCS School Board: May 21, 2018

Grades K – 12

GENERAL INFORMATION

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INTRODUCTION

The Dothan City 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 City of Dothan.

All students of the Dothan City School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect, consideration for the rights of others, and applicable laws.

The Board believes that the kind of discipline preferable in a democratic society is that typified by self-discipline. It considers self-discipline as a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his own responsibilities to society. Behavior and discipline policies shall, therefore, demonstrate recognition of both individual student constitutional rights and paramount need for maintaining a proper atmosphere for learning within each school.

EQUAL EDUCATION OPPORTUNITY STATEMENT

Dothan City Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military veteran status, as is defined by law, in admission, operation, or employment of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1974 and 1975, Americans with Disabilities Act 1992, and other federal and state laws and regulations. The following people have been designated to handle inquiries regarding the non-discrimination policies: Carol Cunningham, Section 504 Coordinator, Todd Weeks, Titles II, VI, IX, & ADA Specialist, Scott Faulk, EL, Immigrant & Homeless Specialist, Lee Jacobs, Migrant Specialist, 500 Dusy Street; Dothan, Alabama 36301: 334-793-1397

DUE PROCESS

It is the policy of the Board to adhere to the basic tenets of due process when carrying out the procedures contained in this handbook. Furthermore, the Board and the educational staff employed by the Board will comply with the legal elements of due process, which include procedural due process and the substantive due process. With regard to procedural due process, students should be informed of the rules and regulations applicable to them, should receive adequate notice of any charges that they have violated those rules and regulations, and should be given an appropriate opportunity to be heard on any disciplinary matter. With regard to substantive due process, the rules and regulations adopted by the Board should be reasonably related to the legitimate purpose and function of the school system. The Board requires Principals to familiarize their staff with the basic tenets of due process and provide them a copy of this handbook published with the following concepts in mind:

1. School rules must be clearly stated and related to the educational purposes of the schools.
2. When serious disciplinary action is involved, school personnel and students must comply with actions set forth in the *Code of Student Conduct* and procedures set forth in Administrative Procedures.
3. **Appeal Hearing** – A parent has the right to appeal the principal or Tribunal's decision to suspend, place a student at alternative school, or recommendation of expulsion. The decision of the Student Disciplinary Tribunal may be appealed by submitting a written notice of appeal to the Superintendent within twenty (20) calendar days from the date the decision is made. The appeal should be sent to the attention of the Superintendent at 500 Dusy Street, Dothan, Alabama 36301.
4. **Withdrawal Process** – A student will not be allowed to withdrawal from one school to enroll in another school within Dothan City Schools system while under suspension or expulsion.
5. **Make-up School Work** – A student will be given the opportunity to make up any work that is missed during the suspension. Full credit will be given to a student if the work is complete and correct.
6. **Rules** – School rules must be fair and specific enough for students to know what they may or may not do.

7. **Informing** – Students, Parent/ guardian, and guardian must be informed of the rules affecting behavior and discipline.
8. **Students / Parents** – Students will be given an opportunity to present their version of events that led to the suspension and / or alternative school placement. At the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent’s expense, to represent the student. The student and parent shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The parents or legal guardian of the student and any victims may give testimony at the hearing and make a statement to the Student Disciplinary Tribunal concerning their feelings about the proper disposition of the case and to answer any questions. The student may be represented by counsel at the student’s expense at the hearing. If parents intend to be represented by counsel at the disciplinary hearing, the parents must notify the school twenty-four (24) hours prior to the start of the hearing so that the school district may elect to retain legal counsel to represent its interests. The student and parent shall be entitled to subpoena witnesses for the hearing. A student or parent/guardian shall submit all requests for subpoenas to the student’s principal at least forty-eight (48) hours prior to the time of the disciplinary hearing. A parent/guardian and student may choose to waive the student disciplinary hearing and accept the appropriate consequences for the incident by completing and signing a Hearing Waiver. By submitting a waiver, the parent/guardian and student agree to the decision and waive any future challenges and appeals relative to that incident. In such cases, an agreement may be negotiated which would include the parent’s or student’s waiver of right to hearing before a disciplinary tribunal, the state charge(s) and the agreed upon consequence. Students will be allowed to present a witness list, written evidence and defend their action (all evidence presented must be pertaining to the case at hand). The parent will be given an opportunity to comment on the incident. Students and parents have the right to legal counsel at the due process hearing. The student will be placed at the alternative school until the due process hearing. If a student chooses to remain off school campus until end of due process, that time will count towards the student’s suspension.
9. **Principals** – If student and / or parent request due process, the principal will be allowed to defend his / her actions for recommending suspension and / or alternative school placement. The principal will be allowed to present evidence and other discipline referrals (pertaining to that student) to demonstrate a pattern of behavior.

Note: Dothan City Schools’ administrators, teachers and staff do take into consideration the student’s age, health, decision-making ability and disability or special education status and seriousness of the incident prior to imposing consequences and intervention. Also, it is important to know that Dothan City School employees will make every attempt to contact parents / guardians whenever a student has violated the Code of Conduct.

EQUAL ACCESS

1. Enrollment (See Policy *Plyler vs. Doe*, 457 U.S. 202, 1982)
2. Programs and Services (Title VI, Civil Rights Act of 1964)
(See Office of Civil Rights Memorandum; September 1991, Section 504)
(See Office of Civil Rights, 1992)

Plyler vs. Doe, 457 U.S. 202, 1982

- Dothan City Schools admits all students regardless of their immigrant status or English-speaking status.

Office of Civil Rights Memorandum; September 1991, Section 504

- Dothan City Schools demonstrates practices and ensures English Learner (EL) students are not excluded from special opportunity programs such as programs for the academically gifted, or other specialized activities based on English language proficiency.

Office of Civil Rights, 1992

- Dothan City Schools notifies English Learner (EL) Parent/Guardian about important school information in a format and language they can understand.

****If you are a English Learner (EL) student or Parent/Guardian and you do not understand what is written in this document, please contact the school and an interpreter will be provided for you.****

Improving America's Schools Act of 1994 and the Stewart B. McKinney Homeless Assistance Act

- Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Improving America's Schools Act of 1994 and the Stewart B. McKinney Homeless Assistance Act, all homeless, foster care, migratory, and LEP children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. The enrollment of homeless, foster care, migrant, immigrant, and English Learner (EL) children and youth shall not be denied or delayed due to any of the following barriers:

1. Lack of birth certificate
2. Lack of social security card
3. Lack of school records or transcripts
4. Lack of immunization or health records
5. Lack of proof of residency
6. Lack of transportation
7. Guardianship or custody requirements

Dothan City Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, or disability in its programs and activities. Dothan City Schools provides equal access to the Boy Scouts and other designated youth groups. A disability will not bar you from employment, if you are able to perform the essential functions of the job for which you apply, with or without reasonable accommodation. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Carol Cunningham, Section 504 Coordinator
Todd Weeks, Titles II, VI, IX, & ADA Specialist
500 Dusy Street
334-793-1397

ROLES OF THE PARENTS/GUARDIANS AND SCHOOL PERSONNEL

In order for effective teaching and learning to take place in schools, there must be a cooperative relationship among students, Parents/Guardians, and educators. This relationship may be described as: **(Parents/Guardians Responsibility Act 94-782)**

Parents and Guardians will:

- **upon entering the school building, stop at main office and sign in,**
- maintain up-to-date home address, home, work, and emergency telephone numbers at the school, including doctor, hospital preference, and an emergency health care form,
- keep in regular communication with the school authorities concerning their child's progress and conduct,
- ensure that child is in daily attendance, and promptly report/explain absence or tardiness to school officials,
- provide their child with the resources needed to complete class work,
- assist their child in being healthy, neat and clean,
- bring to the attention of school authorities any problem or condition which affects their child or other children,
- discuss report cards and work assignments with their child, and
- attend scheduled Parent/Guardian-Teacher conferences.

School Personnel:

- are regular in attendance and punctual,
- are prepared to perform their duties with appropriate materials and lesson plan,
- are respectful to all individuals and of all property,
- refrain from profane and inflammatory statements,
- conduct themselves in a safe and responsible manner,
- are clean, neat, and appropriately dressed,
- abide by the rules and regulations set forth by the school and the Board,
- seek changes in an orderly and recognized manner, and
- strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal, disciplinary action including:
 - students' program adjustment,
 - referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations, and other services deemed appropriate,
 - conferences of contact between administrators, Parent/Guardian, teachers, and students,
 - referral to special education or appropriate agencies for special problems,
 - continuous improvement of professional knowledge and skills, and
 - positive, cooperative attitudes toward Parents/Guardians, students, co-workers, and the total school program.

STUDENT RESPONSIBILITIES AND RIGHTS

Students have rights that schools must observe, but they will also understand that personal responsibilities accompany individual rights. Furthermore, the rights of students will be viewed in relationship to the safety and welfare of the majority of students in the schools. Above all, schools will maintain discipline to conduct a quality educational program.

Student rights are:

1. the right to an education.
2. the right to due process.
3. the right to free speech and expression.
4. the right to privacy – property of students (Students shall have privacy of personal possessions unless designated school personnel has probable cause to believe a student possesses any object or material that is prohibited by law or school policy).
5. the right to participate in school programs and activities.

Student responsibilities are:

1. to engage in the serious business of learning.
2. to obey the laws of society and school rules.

3. to express opinions in a manner which is not offensive, illegal, obscene or inconsistent with the educational goals of the schools.
4. to avoid illegal and dangerous items.
5. to adhere to school rules and procedures in order to participate in school programs and activities.

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in the Dothan City School System are subject to the policies of the Dothan City 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 or charter buses, including field trips,
- club or organization meetings,
- occupants in an automobile driven or parked on school property,
- school groups representing the school system in educational events,
- other school-sponsored events including, but not limited to, athletic events (football, baseball, basketball games, etc. on and off campus), dances, plays, etc., and
- usual and customary parking area at facilities used for school-sponsored activities including, but not limited to, Rip Hewes Stadium, Westgate Park, recreation centers, etc.

The Code of Conduct is in effect during the time a student is transported under the sponsorship of the school system and during the time he/she is attending school, is attending a school-sponsored event, or is a participant in a school-sponsored event as noted above. The pupil shall be under the control and supervision of the principal, the teacher, other staff member in charge, or the bus driver as assigned.

IMPORTANT PARENT/GUARDIAN INFORMATION

Agencies Offering Assistance to Families

Any Parent/Guardian or individual responsible for a student enrolled in the Dothan City Schools needing assistance with the student is encouraged to seek support by contacting the school principal, the school counselor, or an agency serving families. The school counselor has a list of agencies that can provide assistance.

Dothan City Schools has partnered with SpectraCare Health Systems to form the S4 program that offers individual and family therapy to students. This service is provided by a Masters Level Therapist who is trained to assess and make outside referrals for assistance if necessary.

The community agency **United Way 2-1-1** is available to connect individuals with agencies that can help with almost any situation.

Prohibition on the Possession of Weapons (ALA. Code 16-1-24.1(1975))

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.

Gun Free Schools Zone Act of 1995

In compliance with the Federal Gun Free School Zone Act of 1995 and with Alabama law, it is the policy of the Dothan City Board of Education that any student determined to have brought a weapon/firearm, as herein defined, to school shall be expelled from the regular school program for a period of not less than one year. Expulsion is defined at a minimum as removing a student from the regular school where the violation occurred. Any school administrator having knowledge of a student possessing a weapon or firearm must follow disciplinary actions outlined in Class III offenses in Code of Student Conduct. However, the expulsion requirement may be modified for a student on a case-by-case basis by the Board. Also, discipline of students with disabilities who violate this policy shall be determined by the Board on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Parents/Guardians Responsibility (Act 94-782; Ala. Code 16-28-3)

The Alabama Legislature passed Act 94-782 stating that Parents/Guardians are responsible for enrolling their children in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils.

The Dothan City School System recognizes the privilege and the responsibility of Parents/Guardians in supporting and demanding responsible behavior from their children. In an effort to ensure Parents/Guardians awareness and acceptance of that responsibility, reasonable efforts will be made to contact Parents/Guardians regarding Class II and III misconduct. Reasonable efforts will be made on Class I offenses if such misconduct is continuing and notification is needed. Reasonable efforts may include one or more of the following: telephone calls, copies of referrals, Parents/Guardians conferences, letters to Parents/Guardians, registered mail, and when possible, home visits. In the event of continued misbehavior, Parents/Guardians may be asked to sit in class with their child. Petitions may be filed with the Juvenile Court if the child is in need of supervision beyond that given by the Parents/Guardians. Warrants may be filed requiring the arrest of Parents/Guardians who do not require their children to properly conduct themselves in school. **Parents/Guardians will be responsible for conducting themselves in an orderly manner while on school campus for conferences and any other school-related activities. Parents/Guardians conducting themselves in a disorderly manner are subject to the Criminal Codes of Alabama.**

Alabama Act 94-782 requires each local Board of Education to adopt and distribute to Parents/Guardians, and others a written policy of its school behavior standards; requiring Parents/Guardians, and others to document receipt of the plan. Each Parent/Guardian or other person having custody or control of any student required to attend school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct him or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local Board of Education pursuant to the session and documented by the appropriate school official which conduct may result in suspension of the student, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal, the teacher of the public school he or she attends or should attend, or the tutor who instructs or should instruct the child shall be prima facie evidence of the violation of this section. (see Ala. Code 16-28-16 effective July 1, 2000).

Parent/Guardian Responsibility for Child's Damages (Vandalism) (Act 94-819)

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords Parent/Guardian and students who are 18 or emancipated minors ("eligible students") 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/Guardian;
 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 respondents 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 Parent/Guardian; 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 screenings, 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 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 students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Dothan City Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of student or student’s Parent/Guardian;
- Mental or psychological problems of the student or student’ family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or Parent/Guardian; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords Parent/Guardian 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.
Parent/Guardian or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the Parent/Guardian 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/Guardian or eligible student believes are inaccurate.
Parent/Guardian or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the Parent/Guardian or eligible student, the school will notify the Parent/Guardian 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/Guardian 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 educational 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/Guardian 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll (NOTE: FERPA requires a school district to make a reasonable attempt to notify the Parent/Guardian or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Search and Seizure/Safe and Drug Free Schools

In conformance with State Board of Education Resolution 1-2-g and Alabama State Board of Education Administrative Regulation 290-010-020-01, law enforcement agencies shall be allowed to make periodic, unannounced visits to any local public school for the purpose of detecting the presence of drugs.

Lockers, desks, parking lots, and any other fixture or facilities provided for the students are the property of the school district. Also, students are subject to searches by school officials with reasonable cause. School officials may conduct searches or use other detection devices within the facilities or on the school campuses at any time that it is felt that alcohol and other drugs, weapons, or any object considered to be harmful to the safe environment of the school may be present. Such visits may include the use of drug-sniffing dogs in schools and classrooms as appropriate.

CODE OF ALABAMA
16-1-24.1 (1975)

Automobile Search: Any automobile entering Dothan City School property is subject to a search of the entire vehicle.

Technology: The use of the Internet and e-mail through the *DCSNet* is a privilege; thus, Dothan City Schools reserves the right to read and retain any electronic messages transmitted via the *DCSNet*.

Tobacco-Free Environment

The Board of Education is dedicated to providing a healthful, comfortable, and productive work environment for its employees.

The United States Surgeon General, in a 1986 report *The Health Effects of Involuntary Smoking*; concluded that:

- Involuntary smoking is a cause of disease, including lung cancer, in healthy non-smokers.
- The simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate the exposure of non-smokers to environmental tobacco smoke.

In light of these findings, Board of Education facilities shall be entirely tobacco-free, effective July 1, 1995.

The use of any tobacco products will be strictly prohibited within all schools and other buildings owned by the Board of Education including: offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, and all community areas. This policy applies to all employees, students, salespersons, and visitors. Principals may designate an area outside the school building and adjacent to the school campus where employees may smoke out of view of students. Copies of this policy shall be distributed to all employees. "No Smoking" signs shall be posted at all building entrances and throughout each building.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the principal or superintendent and handled through the normal chain of command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other Board of Education policies.

Adopted by the Board of Education June 20, 1995

Fines for unlawful possession of contraband

Any tobacco or tobacco product found in the possession of a minor is contraband and subject to seizure by law enforcement. Any minor violating Section 28-11-13 shall be issued a citation similar to a uniform non-traffic citation and shall be fined not less than ten dollars (\$10) nor more than fifty dollars (\$50) for each violation. The minor shall not be required to pay any other court costs or fees. Any statute or law to the contrary notwithstanding, disposition of any violation shall be within the jurisdiction of the district or municipal court and not the juvenile court. Violations shall not be considered criminal offenses and shall be administratively adjudicated by the district or Municipal Court. (Acts 1997, No. 97-423, p. 721, 14)

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 school until the superintendent approves the return. The Superintendent may require a psychological evaluation and / or a threat assessment before determining whether return to school is appropriate. Any work missed shall then be classified as excused and the student given an opportunity to make up work following the policies set for the Dothan City 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).

Adopted by the Board of Education December 12, 2016

Law Enforcement

Law Enforcement officers have the right to come on campus to interview students as suspects or witnesses.

The Board of Education authorizes building administrators to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest. The student may be removed from school premises if the officer or school administrator has reason to believe that the student has violated the law.

The police department, juvenile court services, or other law enforcement agencies may be informed regarding the misconduct of a student on all Class III Offenses that have been marked by an asterisk. Such notification may result in an arrest, a petition, a complaint, a warrant, a conference with law enforcement officials and/or other actions deemed appropriate by the agencies involved.

The Role of the School Resource Officer

The School Resource Officer (SRO) is a certified police officer who is assigned fulltime to a school. SRO's receive hours of ongoing specialized training. The SRO knows the public he / she serves on a first name basis and is sensitive to their particular needs.

As a **liaison**, the SRO works in conjunction with the school administrators and the police investigative services to promote a safe environment not only for the students, but also, for the teachers and staff of Dothan City Schools.

As a **law enforcer**, the SRO works with school administration to investigate criminal violations that involve students as victims or suspects. The student's knowledge that criminal incidents will be investigated is in itself a deterrent to delinquent behavior –a primary goal of the SRO program. Security and safety within the school are other concerns of SROs. They evaluate situations and make recommendations to school administration in reference to safety issues in the school. The mere presence helps to deter unwanted persons from visiting school campuses.

As an **instructor**, the SRO visits classrooms to make presentations of a law-related nature such as drug education, the role and history of police in society, and other topics. SROs are also available as a resource for teachers in developing specialty programs tailored to specific units of study, court procedures, citizenship, self-esteem, forensic science, etc.

As an **advisor**, students are encouraged to seek the personalized attention of SROs. Each officer is specially trained to conduct informal, individual or group conferences with students, parents, and family members regarding law-related problems and crime prevention techniques.

Some additional responsibilities of SROs extend far beyond the classroom and normal workday. Officers participate in parent, teacher, faculty meetings, student social and school sponsored sporting events.

TRUANCY LAW

The Parental Responsibility Statute requires parents to enroll their child in school, assure that the child attends school regularly, and compel the child to properly conduct him or herself. Generally, each parent, guardian, or other person having control or custody of any child required to attend school, who fails to have the child enrolled in school, who fails to send the child to school, or fails to require the child to regularly attend the school, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section shall upon conviction face a fine of up to \$100 and may also be sentenced to hard labor for up to 90 days in jail. The absence of a child without the consent of the school he or she attends (or should attend) shall be prima facie evidence of the violation of this section. Code of Ala. 16-28-12(a).

Alabama law also provides that it shall be unlawful for any parent, legal guardian, legal custodian, or other person to cause a child to fail to attend school as required by compulsory school attendance law or to willfully aid, encourage, or cause any child to become or remain delinquent, dependent, or in need of supervision. Code of Ala. 12-15-111 (a)(1), (a)(3). A violation of this provision is a Class A misdemeanor and the parent/guardian/custodian faces up to one year in jail and up to a \$6,000 fine.

In addition, students that are truant face school discipline as well as possible sanctions through juvenile court, such as court ordered appearances, probation, electronic monitoring and/or curfews, out-of-home placements, payment of court costs, and/or extensive counseling.

Each local Board of Education has adopted a written policy for its standards on school behavior. Such written policy is provided at the commencement of each academic year. By your signature, you acknowledge and agree that you have read and understood the written policy of your child's school as to attendance and appropriate school behavior.

ILLNESS AND SCHOOL ATTENDANCE

Some illnesses that require exclusion from school:

~ *Chickenpox* ~ *Influenza* ~ *Pink eye* ~ *Strep throat* ~ *Impetigo* ~ *Head lice* ~ *MRSA*

When should your child stay at home?

Below are some helpful guidelines which along with your doctor's advice will help you make that decision:

1. Fever 100 degrees or higher, vomiting or diarrhea within the past 24 hours. Must be free of fever, diarrhea or vomiting for 24 hours before returning to school.
2. Persistent cough or runny nose with thick discolored nasal drainage should be evaluated by the doctor.
3. Rashes should be evaluated by the doctor. Medical note is required when returning to school.
4. Red or pink, itchy eyes with crusty green/yellow drainage-may return 24 hours after antibiotic treatment is started.
5. Open sores with drainage should be evaluated by the doctor. Medical note is required when returning to school. Sores should be covered.
6. Ringworm - may attend school after treatment. Cover infected area. When present on the scalp, it should be evaluated by the doctor. Medical notes are required when returning to school.

7. Head lice - To help prevent further outbreaks, please let school know if your child has lice. This will allow the nurse to check other students that have close contact with your child. We have a “No Nit” policy- ALL NITS must be removed before returning to class. Parent should accompany their child when returning to school.
8. Chickenpox - may return to school when the blisters are dried or scabbed over. (5-10 days)

It is important for the health of all students and staff that your child not attend school when sick. However, if you have any concerns about your child’s illness, always contact your doctor.

SCHOOL ATTENDANCE AREAS

All students shall reside within the city limits of the City of Dothan.

All students attending the Dothan City Schools shall attend the school for which they are zoned according to the school zone plan currently in effect, except as noted in the Dothan City School Board Policy.

If a student is attending a school other than the school he/she is assigned to by such zone lines, that student will not be allowed to continue in that school. The student will not be allowed to participate in extra-curricular activities, or represent the school to which he/she is zoned for the remainder of that school year.

ATTENDANCE ZONES AND TRANSFERS

Definitions: Grading Period – Nine (9) weeks as adopted in the school calendar.

Change Date – The first day on which the student attends the new school.

Move Date – The first day on which a student’s true place of residence changes.

- I. Provisions for students who have changed their true place of residence:
 - o Students whose Move Date occurs *during* the first 9 weeks of a school year may remain at the original school until the end of that grading period. However, Parent/Guardian will be responsible for transportation and must follow the Dothan City Schools Attendance Policy.
 - o Students whose Move Date occurs *after* the first 9 weeks of a school year may remain at the original school until the end of the grading period in which the move occurs. However, Parent/Guardian will be responsible for transportation and must follow the Dothan City Schools Attendance Policy.
 - o Students whose move date occurs during the third 9 weeks of a school year may remain at the original school until the end of the school year. However, Parent/Guardian will be responsible for transportation and must follow the Dothan City Schools Attendance Policy.
 - o Students whose Move Date occurs during the summer recess shall attend school corresponding to their new address.

- II. Provisions for students who are anticipated to be changing their true place of residence:
 - o If a Parent/Guardian states, in writing, to school principal to whose school the child is not zoned prior to the beginning of a school year, that the student and custodial Parent/Guardian will have a true place of residence in that school’s zone before the end of the first nine weeks of the school year, the student may attend the school for the first nine weeks only. If at the end of the first nine weeks, the student is not a legal resident of the school zone, the student must transfer to the correct school zone.

- III. Provisions for students living outside the City Limits of Dothan:
 - o No student may enroll in the Dothan City Schools whose custodial Parent/Guardian does not have a true place of residence within the City Limits of Dothan except as noted below.
 - o A student who moves out of the City Limits during any grading period may finish grading period only in the Dothan City Schools.
 - o Children of employees of the Dothan City Schools system that live outside of the Dothan City limits may attend Dothan City Schools.

- IV. Parent/Guardian with two or more places of residence:
 - o Parent/Guardian having two or more places of residence with one or more children in the school system must only use one address for all children.
 - o Divorced Parent/Guardian who have joint custody of children must use the address where the children live the majority of the time.

- V. Students found to be in violation of a provision of this policy:
 - o Any student found to be in violation of this policy shall transfer to the correct school or withdraw within five school days of such discovery. This shall be the case regardless of the reason for such violation, including school employee's error, falsification, or honest mistake.

**DOTHAN CITY SCHOOLS
STUDENT UNIFORM CODE
Grades K – 8**

UNIFORM CODE

It is the policy of the Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of students. Students are also expected to choose their clothes in good taste, wearing only those clothes, which are appropriate for the educational environment.

All students are expected to comply with the Uniform Code. For compelling reasons, such as medical requirements, the principal or superintendent, may at their discretion, 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 reason.

The School Administration will judge the appropriateness of any “fad” or questionable article of apparel.

TOPS FOR MALES AND FEMALES

Students may wear any shirt color as long as it is a solid color. If the color of the shirt is perceived by the administrator and/or teacher to be a distraction to others, the student shall be asked to replace it with an approved shirt. The shirt must have at least two buttons and must be: button front oxford, polo, turtleneck, or blouse-type shirts with sleeves (long sleeves or short sleeves).

- All shirts/blouses must have collars. Examples include, but are not limited to: **team promotion, club promotion, extra-curricular promotion, promotion of the school** in general. Only shirts with the approved school logo and/or colors will be allowed. No homemade shirts. School spirit shirts (t-shirts) may be allowed.
- Shirts that are not promoting the school attended as described above may have a small unobtrusive logo. All tops must be tucked in as part of the uniform. (K-1st, preferred but optional)
- Undershirts may be worn but must be a solid color with no logo or wording. A t-shirt is considered an undershirt.

BOTTOMS (KHAKE IS DEFINED AS LIGHT TAN IN COLOR).

Males: Khaki, black, or navy blue pants or shorts. Shorts must be no more than two inches above the knee and no more than two inches below the knee. Stretch pants are not permitted.

Females: Khaki, black, or navy blue pants, shorts, skorts, capris, skirts, or jumpers are permitted.

- All pants, shorts, skorts, and capris must be secured at the waist and cannot “sag”.
- Shorts, skorts, skirts, and jumpers must be no more than two (2) inches above the knee in the front and back.
- Blouses and shirts must be worn with jumpers.

SHOES

Tennis shoes (sneakers) and/or fully enclosed shoes are required in elementary schools. Sandals may be worn in middle and high schools.

- All shoe straps must be strapped.
- All laces must be tied and laces must be both of the same color.
- The style and color of shoes should be sensible and appropriate for school attire.
- Heels shall be no more than 2 inches in height.

LEGWEAR

- Socks – Any color or style
- Hosiery (to include tights) – Any solid color; hosiery and leggings must be worn with bottoms such as: jumpers, pants, shorts, skirts or skorts.

BELTS

- School Administrators may require belts in grades 2 – 8 if he/she deems necessary. This may be required of students who do not comply with the “sagging” rule.
- Belts in the appropriate length with small to medium buckle must be worn for students in grades 2 – 8.

OUTERWEAR

Coats, jackets, sweaters, sweater vests and zippered/open front sweatshirts are considered as outerwear, and must be worn with a uniform shirt/blouse. Sweater vests may be any color as long as it is a solid color. If the color of the sweater vest is perceived by the administrator and/or teacher to be a distraction to others, the student will be asked to replace it with an approved sweater vest. Sweatshirts may be any color as long as it is a solid color. If the color is perceived by the administrator and/or teacher to be a distraction to others, the student will be asked to replace it with an approved sweatshirt. Sweaters, sweater vests and sweatshirts must not be oversized (bulky or baggy).

- Sweatshirts and/or jackets may have a hood. The hood may not be worn inside or outside on campus unless permission is given by the administrator. Hoods are not allowed while being transported on school buses.
- Outerwear of school – sponsored organizations is acceptable. (athletic jackets, band jackets, etc.)
- Uniform tops must be worn under all outerwear.

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS

Wind pants/sweatpants, velour pants and tops, over-sized clothing, excessively tight clothing, overalls, bellbottoms, unhemmed clothing, clothing with cuts, slits, holes or slashes, denim or jean fabric bottoms, sleeveless tops, overcoats, trench coats, bicycle shorts, stretch knit/spandex pants, lace or nylon skirts are not to be worn by students.

EXCEPTIONS TO THE STUDENT UNIFORM DRESS CODE

Students will be allowed to “dress up” for the following activities which may include but not be limited to:

- School Picture Day and Spring Picture Day (All Schools)
- Week of Middle and High School Homecoming Activities (theme Dress-Up Days)
- School Spirit Days

If students do not participate in the “dress up” activity, the approved school uniform dress will be required.

EACH SCHOOL PRINCIPAL MAY DESIGNATE DAYS OR EVENTS DURING WHICH DEVIATIONS FROM THE APPROVED UNIFORM DRESS CODE WILL BE PERMITTED PROVIDED THE PRINCIPAL DETERMINES THAT SUCH EXCEPTIONS WILL FACILITATE THE EVENT, PROMOTE SCHOOL SPIRIT, OR OTHERWISE SERVE AN EDUCATIONAL INTEREST.

GENERAL INFORMATION

In addition to the uniform dress code requirements previously listed, the following guidelines will also apply.

- All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
- Any article that draws undue attention or disrupts classes will not be allowed such as large jewelry.
- Combs and picks are not to be worn in the hair.

- Males and females are not allowed to wear hats, head coverings, hoods, sports headbands, or ear muffs inside the buildings. Bandanas and du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags.
- Students who transfer from other school districts will be given five (5) days to come into compliance with the school uniform dress code.
- **Any student's dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students' dress.**

HEALTH and SAFETY

- Students will not wear dark glasses inside the school building, unless required to do so for medical reasons pursuant to doctor's written orders.
- Hair should be clean and out of the student's eyes. Hairstyles should be neat and appropriate. **Unnatural hair** coloring that causes a distraction in the learning environment is prohibited.
- Body piercing jewelry is restricted to ears only for boys and girls.
- No "grills/grillz" on campus or at school sponsored activities.
- No binding pant legs or any other article of clothing.

COMMON COURTESY

- No hats, caps, hoods, or head coverings in the building or on the school bus.
- No bandanas on campus or at school sponsored activities.

DECENCY and MODESTY

- No decals, slogans, or sayings on clothing and/or personal items that contain references to illegal or immoral behaviors. Decals, slogans, or sayings that advertise alcohol, alcoholic beverages, illegal drugs, weapons, gangs, or tobacco products are not allowed. Anything that promotes racial division or violence is not allowed.
- No lewd or vulgar sayings on clothing and/or personal items will be allowed.
- Belts and pants must be worn and fastened at the waist. This includes athletic clothing. Shirt tails must be tucked in. (Principals have discretion over this rule.)
- Students will not be allowed to wear clothing and/or have any personal items on campus that is part of an organizational initiation.
- **Any other improper or indecent clothing or personal item which in the discretion of the building principal is indecent, immodest, distracting, or constitutes a danger will not be allowed.**

DOTHAN CITY SCHOOLS
STUDENT DRESS CODE
Grades 9 – 12

DRESS CODE

It is the policy of the Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of students. Students are also expected to choose their clothes in good taste, wearing only those clothes, which are appropriate for the educational environment.

All students are expected to comply with the Dress Code. For compelling reasons, such as medical requirements, the principal or superintendent, may at their discretion, 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 reason.

The School Administration will judge the appropriateness of any “fad” or questionable article of apparel.

TOPS FOR MALES AND FEMALES

- All shirts/blouses must have collars. Examples include, but are not limited to: **team promotion, club promotion, extra-curricular promotion, promotion of the school** in general. No homemade shirts. School spirit shirts (t-shirts) may be allowed.

BOTTOMS FOR MALES AND FEMALES

- No Sagging.
- Jeans are permitted as long as there are no cuts, holes, rips, slashes, slits and/or tears.
- Jeans, pants, shorts, skorts, capris, skirts, or jumpers are permitted.
- All jeans, pants, shorts, skorts, and capris, skirts, or jumpers must be secured at the waist.
- Shorts, skorts, skirts, and jumpers must be no more than two (2) inches above the knee in the front and back.
- Blouses and shirts must be worn with jumpers.
- Stretch pants are not permitted.

SHOES

Tennis shoes (sneakers) and/or fully enclosed shoes are required in elementary schools. Sandals may be worn in middle and high schools.

- All shoe straps must be strapped.
- All laces must be tied and laces.
- The style and color of shoes should be sensible and appropriate for school attire.
- Heels shall be no more than 2 inches in height.

LEGWEAR

- Socks – Any color or style
- Hosiery (to include tights) – Any color; hosiery and leggings must be worn with bottoms such as: jumpers, pants, shorts, skirts or skorts.

BELTS

- School Administrators may require belts in grades 9-12 if he/she deems necessary. This may be required of students who do not comply with the “sagging” rule.
- Belts in the appropriate length with small to medium buckle, must be worn for students in grades 9-12.

OUTERWEAR

Coats, jackets, sweaters, sweater vests and zippered/open front sweatshirts are considered as outerwear. Sweater vests may be any color. If the color of the sweater vest is perceived by the administrator and/or teacher to be a distraction to others, the student will be asked to replace it with an approved sweater vest. Sweatshirts may be any color. If the color is perceived by the administrator and/or teacher to be a distraction to others, the student will be asked to replace it with an approved sweatshirt.

- Sweatshirts and/or jackets may have a hood. The hood may not be worn inside or outside on campus unless permission is given by the administrator. Hoods are not allowed while being transported on school buses.
- Outerwear of school – sponsored organizations is acceptable. (athletic jackets, band jackets, etc.)

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS

Excessively tight clothing, clothing with cuts, holes, rips, slashes, slits and/or tears, overcoats, trench coats, bicycle shorts, stretch knit/spandex pants, lace or nylon skirts are not to be worn by students.

GENERAL INFORMATION

In addition to the dress code requirements previously listed, the following guidelines will also apply.

- All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
- Any article that draws undue attention or disrupts classes will not be allowed such as large jewelry.
- Combs and picks are not to be worn in the hair.
- Males and females are not allowed to wear hats, head coverings, hoods, sports headbands, or ear muffs inside the buildings. Bandanas and du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags.
- **Any student’s dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students’ dress.**

HEALTH and SAFETY

- Students will not wear dark glasses inside the school building, unless required to do so for medical reasons pursuant to doctor’s written orders.
- Hair should be clean and out of the student’s eyes. Hairstyles should be neat and appropriate. **Unnatural hair** coloring that causes a distraction in the learning environment is prohibited.
- No “grills/grillz” on campus or at school sponsored activities.

COMMON COURTESY

- No hats, caps, hoods, or head coverings in the building or on the school bus.
- No bandanas on campus or at school sponsored activities.

DECENCY and MODESTY

- No decals, slogans, or sayings on clothing and/or personal items that contain references to illegal or immoral behaviors. Decals, slogans, or sayings that advertise alcohol, alcoholic beverages, illegal drugs, weapons, gangs, or tobacco products are not allowed. Anything that promotes racial division or violence is not allowed.
- No lewd or vulgar sayings on clothing and/or personal items will be allowed.
- Belts and pants must be worn and fastened at the waist. This includes athletic clothing. Shirt tails must be tucked in. (Principals have discretion over this rule.)
- Students will not be allowed to wear clothing and/or have any personal items on campus that is part of an organizational initiation.
- **Any other improper or indecent clothing or personal item which in the discretion of the building principal is indecent, immodest, distracting, or constitutes a danger will not be allowed.**

ANONYMOUS ALERTS

Anonymous Alerts contact form can be found on the DCS website: www.dothan.k12.al.us

Anonymous Alerts®



Step 1:

Students or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s). We encourage you to report important issues. Once you complete the contact form below, you will receive a confirmation that your information has been submitted to the school district. False reporting will be taken seriously to the full extent of the law.

Please do not use this system for issues requiring immediate assistance. If this is an emergency requiring immediate assistance, please call 911.

FILE:6:23.1-7

HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE

I. Prohibition:

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

II. Definitions:

- a. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
 1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- c. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student or directed to another student.

- d. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.
- e. The term “student” as used in this policy means a student who is enrolled in the Dothan City School system.

III. Description of Behavior Expected of Students:

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- b. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
 - 1. The student’s race;
 - 2. The student’s gender;
 - 3. The student’s sexual orientation;
 - 4. The student’s religion;
 - 5. The student’s national origin; or
 - 6. The student’s disability.

IV. Consequences Of Violations:

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

V. Reporting, Investigation, and Complaint Resolution Procedures:

- a. Complaints alleging violations of this policy must be made on Board-approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian, and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- b. Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the principal’s designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence, and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

- d. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal' designee will inform the student's parent or guardian of the report.

Adopted: March 21, 2011

FILE:6.10.1-5

SEXUAL HARASSMENT

I. Prohibited Conduct:

Employees and students shall not engage in conduct constituting sexual harassment. Sexual harassment is illegal and will not be tolerated. The Dothan City Board shall investigate all allegations of sexual harassment and take appropriate action against employees and students who engage in sexual harassment. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment. Sanctions against students for violation of this policy may include verbal or written warning, in-school suspensions, alternative school placement, suspension, or expulsion as provided in the Code of Student Conduct.

II. Definition:

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. the advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
- b. submission to or rejection of such advances., requests, or conduct is explicitly or implicitly a term or condition of employment; or
- c. submission of such advances, requests, or conduct is used as a basis for any employment decisions.

III. Grievance Procedure:

This grievance procedure is established to provide recourse for any person who feels that his/her civil rights have been violated as set out in the Civil Rights Act of 1964 (as amended), the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1972. This procedure applies to any student, prospective student, employee, or prospective employee:

- 1. A student who believes he or she has been or is being subjected to any form of sexual harassment shall report the matter to his or her teacher, counselor, assistant principal, principal, or the Superintendent.
- 2. A student may request the right to make his or her report of sexual harassment to the proper authority of the same gender as the student.
- 3. No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint if the subject of the complaint is an employee of the Dothan City Board of Education.
- 4. The supervisor receiving a complaint of sexual harassment from a student or prospective student shall start an immediate investigation into the matter.
- 5. If, in the opinion of the Supervisor receiving the complaint, the sexual harassment is of such a nature as to be criminal (either from an adult or from a juvenile) the personnel shall immediately notify appropriate law enforcement authorities and in case where it is necessary shall file petitions with Juvenile Court Services.
- 6. If the sexual harassment is from another student the investigating personnel shall immediately file his investigative report with the superintendent who shall take such action as is appropriate under the Dothan City Schools Code of Student Conduct.

7. If the sexual harassment is from an adult and directed towards a student or juvenile, the individual receiving a complaint of sexual harassment shall start an immediate investigation into the matter.
8. The original and two copies of *Grievance Form A* must be filed with the Superintendent within 30 calendar days following the date of the alleged violation(s). The alleged violation(s) must be clearly and specifically stated. The complainant should keep a copy of all forms used.
9. The completed investigation shall be reviewed by the Superintendent or his designee and legal counsel for prompt and appropriate action, if warranted.
10. A written response to the student's complaint will be provided to the student, Parent/Guardian, and law enforcement personnel, if appropriate, within 15 days of the date the student first registered the complaint.
11. If the grievance is not resolved to the satisfaction of the complainant, he/she may request a conference with the Superintendent. Said conference with the Superintendent will be scheduled within five working days.
12. If this step does not remedy the situation to the student's satisfaction, he/she may file a notice of appeal to the Dothan City Board of Education. Following receipt of a notice of appeal, the Superintendent will present the grievance, investigation, and report of the Superintendent to the Dothan City Board of Education. The Dothan City Board of Education will hold a formal hearing at the next scheduled meeting and will make a written report of findings to student's Parent/Guardian. The report must be mailed to student's Parent/Guardian by certified mail, return receipt requested.
13. Complainant has the right to further appeal to the proper court of the Office of Civil Rights of the U.S. Department of Education. All parties shall have the right to legal counsel and to produce witnesses in their own behalf.

IV. Protection of Complainant:

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

Adopted: November 15, 1993

**HARASSMENT GRIEVANCE REPORT
FORM A**

Victim's Name: _____ **School:** _____ **Tel# of Parent:** _____

Name of Alleged Harasser: _____

Date and Place of Incident(s): _____

Description of Incident(s): _____

Names of Witnesses: _____

Evidence of Harassment, e.g., letters, photos: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Name: _____

Signature: _____

Address: _____

Date: _____

Received by: _____ **Position:** _____

School: _____ **Date:** _____ **Time:** _____

MEDICATION INFORMATION

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Minor illness should be treated at home by the Parent/Guardian. For example, a student with a cold severe enough to require medication should remain at home.

Medication prescribed for three times a day should be given at home – just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals.

The Dothan City School System will assist the Parent/Guardian when they delegate administration of medication to the school their child attends. The school nurses will work with schools to set up safe and effective guidelines in medication administration. The school nurses will provide instruction to the person(s) designated to administer the medications.

Parent/Guardian's Responsibility

- The Parent/Guardian and physician must complete the School Medication/Prescriber Parent Authorization Form each school year granting permission for prescribed medication to be given at school.
- The Parent/Guardian must provide the school with medication that is in a correctly labels prescription bottle/container.
- The Parent/Guardian must provide the school with a new signed School Medication/Prescriber Parent Authorization Form if medication orders are changed or discontinued during the school year.
- The Parent/Guardian or the Parent/Guardian designated responsible adult shall deliver all medication to the designated school personnel.
- The Parent/Guardian shall pick up student's medication at the end of the school year.
- The Parent/Guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The Parent/Guardian must provide the school with a new signed School Medication/Prescriber Parent Authorization Form for over-the-counter medications. The medication must be in the original, unopened, unexpired container, and be age appropriate. The school does not stock over-the-counter medications.

School's Responsibility

- The School Nurse shall designate specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right time and is documented in the right way.
- The designated school personnel that are assigned to administer medication will follow the medication protocol, and administer medication in a safe setting.
- The designated school personnel will count all controlled drugs when they are received.
- The designated school personnel will not administer oral medication to a student who has recently vomited.
- In the event of an allergic reaction or an emergency situation involving medication, the school will handle the problem as any other medical emergency.
- The designated school personnel will administer sample medication provided from the health care provider's office according to the Medication Authorization Forms written directions from the physician or health care provider.

- ❑ The designated school personnel will contact the School Nurse when there are any discrepancies concerning medication administration (i.e. change in medication, discontinuation of medication, dosage, student refusal to take medication, label different from instructions, label is unclear, or label is torn). This medication will not be given until clarification is obtained from School Nurse.

Student's Responsibility

- ❑ Students will not deliver medications to the school.
- ❑ Students may self-medicate only when they have met the criteria for self-administration according to Dothan City School Medication Policy and doctor's orders.
- ❑ Students who have doctor's orders to have medication on their person, i.e. asthma inhaler or EPI-Pen, will not share medication with other students.
- ❑ Students will notify their teacher/school personnel at the onset of any distress or allergic reaction. The student will know where his/her medication is kept and be familiar with personnel action plan for self- medication.

Questions and Answers Regarding Medication

Q. Why should Parent/Guardian/guardian bring student's medication to school?

The Dothan City School System does not want to place any child in a situation where they may be confronted for drugs. Ritalin, as well as other drugs, has a street value. When the Parent/Guardian bring the medication, this ensures no other child will tamper with the medication.

Q. Why can't the school stock over the counter medication?

The school does not need to be in the position of diagnosing and treating your child's illness. That responsibility rests between the Parent/Guardian and their physician.

Q. Why can't my child keep his/her medication?

To protect all children from taking medication belonging to another child – no child may keep medication on their person at school. The only exception would be EPI-Pens or like emergency treatment.

Q. Why does the school need to count medication?

This keeps the Parent/Guardian/guardian and the school informed of the amount of medication the school has on hand.

Q. Why can't I write on my child's prescription bottle?

Prescription bottles can get smeared and very difficult to read. It is never a good practice to write on a prescription bottle.

Q. Why can't the school provide and give medication for minor pain?

The school personnel cannot be placed in the situation to judge between minor or major pain unless they are trained and licensed medical personnel. Most schools do not have full time trained and licensed medical personnel. If the student complains of pain the Parent/Guardian will be notified.

Additional information regarding medications at the elementary schools can be found in the Dothan City Schools System's Policy on Medication.

Adopted July, 1997
Updated October, 2006

STUDENT DISCIPLINARY TRIBUNAL

District level due process hearings are conducted by the Student Disciplinary Tribunal which hears evidence concerning charges of student misconduct, and if proven, may require consequences greater than a nine school-day suspension.

The Student Disciplinary Tribunal will consist of three (3) people with administrative experience who are not from the school of the student being brought before the Tribunal.

Student Disciplinary Tribunal has the authority to issue a short-term suspension, long-term suspension, alternative school placement, expulsion or permanent expulsion of any student found to have violated the Code of Conduct. If a hearing is called, the student can remain at school so long as the Principal does not consider the student a dangerous threat to the school. If considered a dangerous threat, the student will be suspended from school or placed at alternative school until the hearing can be held. The hearing should be held no later than ten (10) school days after the beginning of the suspension unless the parent and school mutually agree to an extension or the conduct of the student or parent causes a delay beyond said ten (10)-day period. Prior to the hearing, students and parents will receive a notice to include the following:

1. The rules or policies which the student has allegedly violated.
2. A description of the student's acts.
3. The names of the witnesses who may testify against the student (witnesses may be added prior to and during the hearing).
4. The maximum punishment that the student could receive.
5. The time and place for the hearing.
6. That the student is entitled to request witnesses to be present at the hearing and the student will have the right to present evidence, examine any and all witnesses presented and have an attorney, if the parents express to, represent the student at the hearing. School administrators should be notified prior to the hearing if a subpoena is to be issued by the Superintendent.

At the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent's expense, to represent the student. The decision of the Student Disciplinary Tribunal may be appealed by submitting a written notice of appeal to the Superintendent within twenty (20) calendar days from the date the decision is made. The appeal should be sent to the attention of the Superintendent at 500 Dusy Street, Dothan, Alabama 36301.

A student disciplinary hearing is formal, although the strict rules of evidence as applied in a court do not apply in a disciplinary hearing. The Student Disciplinary Tribunal will determine the innocence or guilt of a student accused of violating the Student Code of Conduct. Although the school has the burden of establishing guilt, the student should be prepared to present evidence and witnesses to support their innocence.

Student Disciplinary Tribunal will make a verbatim record of any information orally presented at the hearing. All statements and documentary evidence shall be kept on file by the Superintendent or designee for a period of twenty (20) days after the date of the disciplinary hearing if no appeal is filed and for an additional thirty (30) days after the completion of an appeal.

All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The Student Disciplinary Tribunal may limit unproductively long or irrelevant questioning. The parents or legal guardian of the student and any victims may give testimony at the hearing and make a statement to the Student Disciplinary Tribunal concerning their feelings about the proper disposition of the case and to answer any questions. The student may be represented by counsel at the student's expense at the hearing. If parents intend to be represented by counsel at the disciplinary hearing, the parents must notify the school twenty-four (24) hours prior to the start of the hearing so that the school district may elect to retain legal counsel to represent its interests.

All parties shall be entitled to subpoena witnesses for the hearing. A student or parent/guardian shall submit all requests for subpoenas to the student's principal at least forty-eight (48) hours prior to the time of the disciplinary hearing.

All student disciplinary proceedings and hearings conducted by either the Student Disciplinary Tribunal or the Board of Education are confidential and are not subject to the open meetings law. Any written records, transcripts, exhibits or other

documents assembled or used in any manner with regard to the conduct of any student disciplinary hearing are not public records and are not subject to public inspection.

When a hearing is appealed, the Dothan City Board of Education will review the record of the hearing, make a decision based solely on the record, and notify students and parents, in writing, of the Board's decision. The decision of the Board of Education will be based solely on the record created during the hearing. The Board will not consider any new evidence or hear any oral arguments; however, written arguments concerning the merits of the appeal may be submitted. The Board will make its decision in Executive Session after receipt of the written notice of appeal. The Board has the power to affirm, reverse, or modify the student disciplinary tribunal's decision.

WAIVER OF STUDENT DISCIPLINARY HEARING

A parent/guardian and student may choose to waive the student disciplinary hearing and accept the appropriate consequences for the incident by completing and signing a Hearing Waiver. By submitting a waiver, the parent/guardian and student agree to the decision and waive any future challenges and appeals relative to that incident. In such cases, an agreement may be negotiated which would include the parent's or student's waiver of right to hearing before a disciplinary tribunal, the state charge(s) and the agreed upon consequence.



Dr. Phyllis Edwards,
 Superintendent
 500 Dusy Street
 Dothan, Alabama 36301

**WAIVER OF BOARD HEARING FOR
 EXPULSION
 2018-2019 SCHOOL YEAR**

I/We, _____, the parent(s)/legal guardian(s) of _____, waive my/our rights to a due process hearing for expulsion before the Board of Education. I/We understand by execution of this Waiver my/our child will be placed at P.A.S.S. Academy for violation of the Code of Student Conduct Manual for Dothan City Schools as follows: (check one)

- Elementary – Class III / Code: _____.
- Secondary – Class III / Code: _____.

I/We agree to the following placement at P.A.S.S. Academy on _____ and may return to his/her home base school _____ provided he/she maintains good behavior, good grades and good attendance.

AGREED to this _____ day of _____, 20____.

Parent/Guardian – Print Name

Parent/Guardian Signature

Parent/Guardian – Print Name

Parent/Guardian Signature

Student – Print Name

Student Signature

Principal – Print Name

Principal Signature

Superintendent – Print Name

Superintendent Signature

TECHNOLOGY POLICIES AND PROCEDURES

Dothan City Schools **Personal Electronic Communication Device Procedures**

- a. The use of **personal**, wireless communication devices by K – 8 students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, “walkie-talkies”, personal tracking devices, recording devices and/or electronic communication devices of any kind, regardless of brand or type, or any other electronic communication device. All students are permitted to keep personal wireless devices only in lockers, the school office, or other locations approved by the principal or his/her designee.
- b. Students are permitted to keep personal cellular phones on their person. Students in grades 9-12 shall be allowed to use personal cellular phones during non-instructional times to include class changes, breaks, lunch periods and while being transported on a school bus.
- c. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the content of any such device upon **reasonable suspicion that the device contains evidence of a violation of** (1) Board policy, (2) state testing policies, (3) the Code of Student Conduct, or (4) other school rules.
- d. Dothan City Schools assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. All principals or their designees may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations.

Dothan City Schools **Technology Usage Policy**

Electronic instructional materials are selected by Dothan City School System to implement, enrich, and support the educational program for students. These materials must serve both the breadth of the curriculum and the needs and interests of individual students and employees. To this end, policies must be in place to assure the selection of materials of the highest quality and appropriateness. **The policies contained within this document are to serve as legal and acceptable use of the Dothan City Schools network (DCSNet), as well as, copyright and acceptable use of video and software within the classroom environment.**

DCSNet Acceptable Use Policy establishes policies and guidelines for the use of Internet and the Dothan City School System's wide area network for students and Dothan City School System's employees. **The use of this electronic resource is a privilege not a right.** Failure to adhere to the policy will result in the revocation of the user's access privilege. At school, student access to the DCSNet and the use of the Internet will be under teacher direction and will be monitored as any other classroom activity.

A complete copy of the Dothan City School's Acceptable Use Policy can be accessed on our website.

iConnect Parent Information

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1. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of any Dothan City School supplied digital device (device) they have been issued. Devices that are broken or fail to work properly must be forwarded to the Technology Office for an evaluation of the equipment.

1.1 General precautions

The device is school property and all users will follow the Digital Device Acceptable Care, Use, and Responsibilities Procedure; and the DCS Acceptable Use Procedure for Technology.

- Power cords must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of DCS.
- Devices must never be left in an unlocked locker, unlocked car, school cubbie or any unsupervised area.
- Students may not use “skins” to “personalize” their devices.

1.2 Carrying devices

Any protective case provided with the device has sufficient padding to protect the device for normal treatment and it provides a suitable means for carrying the device. Students are expected to carry the device within any provided case and they are expected to avoid placing too much pressure and/or weight (such as folders, workbooks, textbooks, etc.) on the screen. The device is not to be removed from the case. If for any reason the case needs to be removed it should be taken to the media center help desk.

1.3 Screen care

The screen is particularly sensitive to damage from excessive pressure and/or excessive heat and cold temperatures. Also, if subjected to rough treatment, the screen can be damaged. The screen should be cleaned with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used.

The following tips should be followed:

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not “bump” the device against lockers, walls, car doors, floor, etc. as it will eventually break the screen.

2. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device in-class use, textbooks, schools messages, announcements, planners, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device, fully charged, to all classes unless specifically instructed not to do so by their teacher. Students *will not* be allowed to use a “hot spot” or *similar* product with any device.

2.1 Devices left at home

If the student leaves a checked out device at home, the student is responsible for completing all course work as if the device were present.

2.2 Devices undergoing repair

Loaner devices may be issued to students when their assigned devices have been sent for repair.

2.3 Charging your device’s battery

Devices must be brought to school each day in a fully charged condition. Warning: It may take up to five (5) hours to fully charge the device.

2.4 Device and email passwords

Devices and email accounts will be password protected. During orientation, each student will choose a unique password or the student may be assigned a password for the device and email access. Students are prohibited from sharing their unique passwords with anyone else except their parents.

2.5 Photos

Photo/Image storage on the device shall be given priority for school projects. All videos, photos, and images that are taken or reside on the device must be appropriate and are subject to inspection by district staff at any time. All copyright laws shall be adhered to. The ability to download an item does not make it legal.

2.6 Sound, music, games, or programs

Music is to be used to enhance educational video productions and/or class projects.

- Sound must be muted while in class unless permission is obtained from the teacher for instructional purposes.

2.7 Printing

Printing will not be available with devices.

2.8 Home Internet Access

Students are allowed to set up wireless networks on their devices to assist them with digital device use while at home. Printing at home will require a wireless printer, proper settings on the device, and possibly the correct APP.

2.9 Screensavers/Background Photos

Any screensaver must be school appropriate

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

3. MANAGING FILES and SAVING WORK

3.1 Saving work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should save and backup all work often.

3.2 Network connectivity

DCS makes no guarantee that the school wireless network will be up and running 100% of the time. In the case of network failure, the district will not be responsible for lost or missing data.

4. PROTECTING and STORING YOUR DIGITAL DEVICE

4.1 Device Identification

Student devices will be labeled in the manner specified by the DCS Technology staff as directed by the DCS technology director. Devices will be identified in the following ways: Serial number, DCS label with barcode, asset number, GPS tracking number, and in any other identification procedure deemed reasonable and necessary by DCS Technology staff. Attempting to modify and/or delete such identifying marks and/or labels is a criminal act and may result in filing criminal claims with the appropriate local law enforcement agency.

4.2 Storing your device and its properties

Students should use the charging carts provided at each school.

When storing the digital device, nothing should be placed on top of the device.

- Devices should not be stored in automobiles.
- Ear buds should be stored in a way to prevent them from being tangled and/or damaged. Ear buds will be at a cost to the student. No loaner ear buds will be provided.

4.3 Devices left in unsupervised areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include school buses, school grounds and campus, lunchroom, computer lab, library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to a designated area for check-in. **Note:** A device that has been returned due to not being supervised may result in disciplinary action.

5. SOFTWARE ON DEVICES

5.1 Originally installed software

DCS will synchronize all DCS devices to contain the necessary apps for school work. Students will not synchronize devices through personal accounts.

- DCS owned devices may be inspected by district staff at any time

- DCS staff maintains the right to delete any app, song, video, picture, book, or file that is not deemed school appropriate.
- Storage space on the device and provided in the Cloud is limited. Any non-required songs, videos, pictures, books or files will be subject to removal to preserve storage space.

5.2 Restoring of device

If technical difficulties occur or non-authorized software/apps are discovered, the device may need to be restored. DCS does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.3 Additional Software

Students are not allowed to load school appropriate software/apps on their device as long as they are not deemed inappropriate or hinder the educational function of the device.

5.4 Inspection

Students may be selected at random to provide their device for inspection. Failure to submit a device for inspection will result in disciplinary action.

6. Check-Out/Check-In Procedures

6.1 Check-Out

Students and parents of 4th-12th grades shall be responsible to pay the \$20.00 user fee. Classroom devices will not be allowed out of the schools. Checked out devices will only be allowed to go home once the fees are paid and documents are signed. All must sign and return copies of the following documents:

Digital Device Agreement Form and Statement of Responsibility

Acceptable Use Policy

Checked out devices will be returned during the final weeks of school. If a student transfers out of the Dothan City School District during the school year, any checked out device must be returned at that time.

Students that transfer to another school within DCS will turn in any checked out devices.

6.2 Check-In

Checked out devices and accessories must be returned to DCS at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at DCS for any other reason must return their checked out device on the date of termination. If a student fails to return the device, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the device.

The student will be responsible for any damage to the device, consistent with the district's policies and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost.

7. DAMAGE TO DEVICE (charges applicable to staff and students)

1st Damage - (\$50.00)

2nd Damage - (\$75.00)

3rd Damage - (\$100 plus Principal's discretion)

8. LOST OR STOLEN DEVICE

1st Incident - (\$50.00)

2nd Incident - (\$100.00)

3rd Incident - (\$250.00 plus Principal's discretion)

***All damaged, lost, or stolen devices must be reported immediately to the school's *Help Desk*.**

****The school will file a police report for each lost or stolen device. Intentional damage or abuse to the device will result in a police report being filed.**

*****Unpaid fines will result in non-participation of extracurricular activities and/or graduation ceremonies.**

9. ALTERNATE DEVICES

No outside device may be used to replace the DCS device.

10. GAMES

An application committee shall be established to approve appropriate “edutainment” games to be allowed on the digital device. Games without any educational value shall not be allowed on the digital devices. This committee shall also approve the unblocking of filtered web sites requested by teachers using the same criteria.

Statement of Responsibility

The use of the Dothan City School technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action (please see pg. 52 - 54 for violations and consequences). When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow district policy and the guidelines contained within the Dothan City Schools Code of Conduct, as well as the guidelines contained within each respective school’s Student Handbook.

Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the device, and the use of the Internet, just as you do on the use of all media information sources such as the television, cell phones, movies, and radio.
- The parents release DCS and its personnel from any and all claims and damages of claims that may arise from the unauthorized use of the device to purchase products or services.
- The parents understand that it is impossible for DCS to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate device use to the respective building administration.

School Responsibilities

DCS reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize tracking software/services in order to track a device if lost or stolen. The school agrees to provide:

- Internet and email access to its students.
- Curricular apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district’s Code of Conduct.

Students Responsibilities

- Use computer/devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
- Return their device at the end of each school year following district procedures.
- Students, whom graduate early, withdraw, are expelled, or terminate enrollment at DCS for any other reason must return the district issued device and all additional item (case, charger and cable) by the date of termination to their respective building office.
- Check in your device for periodic updates. Do not update the device unless you are told to do so.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content including words or images, from the internet.

- Research conducted via the Internet should be appropriately cited, giving credit to the original authors. Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

Student Activities Strictly Prohibited

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the device as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the device.
- Accessing and/or using websites or materials that are not in direct support of the curriculum or are deemed inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participate in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying, or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.
- Possessing or being in possession of any personal tracking device, recording device and/or electronic communication device of any kind, regardless of name brand or type.

Cyber-Bullying

The National Crime Prevention Council defines cyberbullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the **Dothan City Schools Code of Conduct**, the respective school Student Handbook and Board policy.

Correlation of Digital Device Infractions to the DCS Code of Conduct

Device Infractions	Class I, II, and III Offenses
Inappropriate communication (sending emails or messages)	<ul style="list-style-type: none"> • 203 - Use of obscene behavior (verbal, written, gesture) toward another person. • 250 - Written or verbal proposition to engage in sexual acts. • 304 - Profanity or Vulgarity – Use of obscene behavior (verbal, written, gesture) toward another person. The intentional, and or unintentional directing of obscene or profane language to a School Board employee.
Resetting a digital device	<ul style="list-style-type: none"> • 213 - Theft of Intellectual Property and Plagiarism – The unauthorized intentional or reckless removal or alteration of any computer or digital device program or other information contained in the computer system, digital device, or computer network, copying of copyrighted software, taking the ideas or writings of others and using them as your own. • 316 - Unauthorized use of a Computer System or Digital Device – the breaking into or otherwise entering a computer system or digital device to steal, delete files, corrupt data or other unauthorized or illegal purpose which damages computer/digital device hardware, software, records or programs belonging to the school. Including but not limited to entering or attempting to enter into any system, any information, data or command which would damage the system.
Taking or sending inappropriate pictures/video	<ul style="list-style-type: none"> • 203 - Use of obscene behavior (verbal, written, gesture) toward another person. • 250 - Written or verbal proposition to engage in sexual acts. • 301 - Gang Affiliation/Paraphernalia – Possession of gang paraphernalia, gang related materials or dress, recruitment of gangs (any act/behavior that communicated in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution, or retaliation for gang membership or gang related activity. This includes disruption of school or school-sponsored activities.) • 304 - Profanity or Vulgarity – Use of obscene behavior (verbal, written, gesture) toward another person. The intentional, and or unintentional directing of obscene or profane language to a School Board employee.

<p>Damaging an a digital device</p>	<ul style="list-style-type: none"> • 113 - Unauthorized Operation – unauthorized operation of a computer program by trial and error or unauthorized use of a school digital device or computer where damage to school property, hardware, software or records does not occur. • 140 - Littering of school property, incidental defacement, computer or digital device abuse • 323 - Vandalism/Property Damage – (Act 94-819) Destruction of and or defacing of staff, student, or district property and equipment.
<p>Disrupting the classroom with a digital device (gaming, playing music)</p>	<ul style="list-style-type: none"> • 101 - Distraction of other students – any behavior that alters the teaching process of the classroom or educational activity • 201 - Defiance of School Board employee’s authority – any verbal or non-verbal overt refusal to comply with a reasonable directive or order of a School Board employee.
<p>Stealing a digital device</p>	<ul style="list-style-type: none"> • 114 - Unauthorized Searching – searching or browsing without authority on a digital device or computer; any information contained or available through use of the digital device or computer • 210 - Stealing, larceny, petty theft – the intentional, unlawful taking or carrying away of property valued at less than \$100 belonging to, or in the possession or custody of another. • 315 - 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. • 312 - Theft, Unauthorized use of school documents (i.e., excuses, grade books and tests)
<p>Downloading inappropriate apps</p>	<ul style="list-style-type: none"> • 111 - Failure to follow specific instructions, disobedience • 201 - Defiance of School Board employee’s authority – any verbal or non-verbal overt refusal to comply with a reasonable directive or order of a School Board employee. • 216 - Intentionally misusing the computer or digital device so as to disrupt computer or digital device traffic including but not limited to sending excess quantities of data, repeatedly issuing improper and unauthorized commands, accessing and running of unauthorized software or hardware.

Refusing to give an username or password	<ul style="list-style-type: none"> • 214 - Unauthorized use of a password or an account owned or assigned by another user.
Downloading software to get around filters and firewalls and/or jail breaking the digital device	<ul style="list-style-type: none"> • 316 - Unauthorized use of a Computer System or Digital Device – the breaking into or otherwise entering a computer system or digital device to steal, delete files, corrupt data or other unauthorized or illegal purpose which damages computer/digital device hardware, software, records or programs belonging to the school. Including but not limited to entering or attempting to enter into any system, any information, data or command which would damage the system.

Approved by DCS School Board: April 20, 2015

Cell Phone/Digital Device in a Testing Setting (Alabama State Department of Education Policy)

Cell Phone/Digital Device in a Testing Setting By Students:

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, fitbits, applewatches, wireless ear buds, or other telecommunication devices capable of capturing or relaying information) **is strictly prohibited** during the administration of a secure test. School personnel will collect such devices before students can enter the testing room. 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. Additional disciplinary action may be taken by the LEA.

**** Please Note:** Electronic Communication Devices will only be returned to the parent/guardian upon the request of said parent/guardian**

State of Alabama

Administrative Code 290-4-1-01(5)

The Alabama State Board of Education has adopted the criteria and procedure to ensure school or school system accountability for policies, rules, laws, and regulations relative to school safety and discipline. The State Board of Education will utilize these to determine if intervention by the State Superintendent is necessary as required by Alabama Code 16-6B-5.

(a) Failure of a school or school system to develop and implement the policies, rules, laws and regulations relative to school safety and discipline as published and disseminated annually by the State Superintendent.

(b) Failure of a school or school system to respond to legitimate and documented school safety and discipline concerns/incidents as determined by the State Superintendent after investigating the concerns/incidents. The State Superintendent will investigate the following requests/incidents to determine if assignment of SDE personnel to a school or school system for safety and discipline assistance is warranted.

1. A written request by official action of a local Parent/Guardian/professional/community organization, (e.g., PTA/PTO; ACSAS; civic club) or by a majority of the employees of a school or school system to the State Superintendent with evidence that a request was first submitted to the school principal; secondly the school system superintendent; and thirdly, the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.

2. A written request by official action of a school sanctioned student organization to the State Superintendent with evidence that a request was first submitted to the school principal; secondly, the school system superintendent; and thirdly, the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.

3. A written request by a local school principal with evidence that a request was first submitted to the local school superintendent and next, to the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.

4. An official request by a local superintendent of education.

5. An official request by a majority vote of a local board of education.

6. A person killed or seriously injured at school or a school related activity as a result of a violent act.

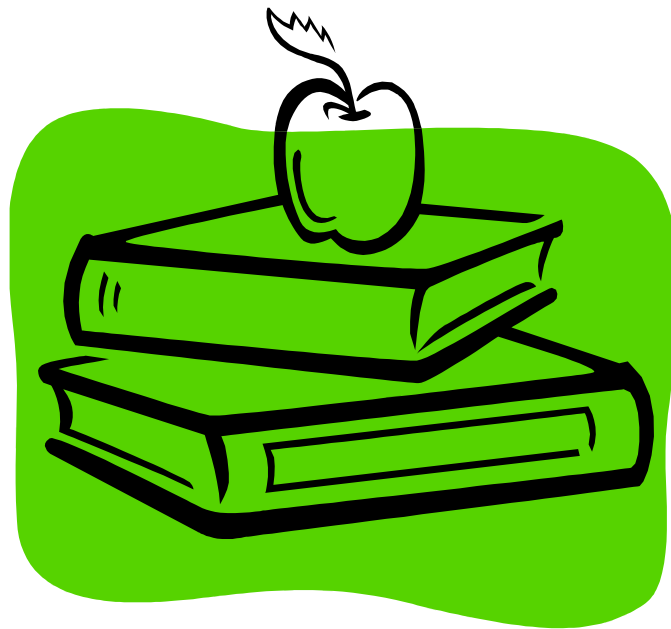
(c) Release from Financial, Academic, or School Safety & Discipline Intervention. Intervention for financial, academic, or school safety and discipline reasons shall remain in place until such time as either condition improves to an acceptable standard as determined by the State Superintendent. A local board may petition the State Board of Education for release from the state intervention by showing acceptable improvement on achievement, financial stability, safety and discipline, or for other just cause. The State Board, following a hearing shall have final determination on the matter of release from state intervention.

For Your Information

“All buildings used by the Dothan City Schools are free of friable (easily air-borne) asbestos. Most buildings built before 1985 contain some forms of non-friable asbestos (most commonly found in floor tile). This asbestos is managed according to an approved management plan that may be examined in each principal’s office. The Dothan City Schools are in full compliance with A.H.E.R.A. (the Asbestos Hazard Emergency Response Act) and asbestos-containing material is inspected on a regular basis as required by law. For further information, contact Dothan City Schools Maintenance Department at (334)793-1397, extension 216.

Dothan City Schools

Code of Conduct for Elementary Students



2018 – 2019

Approved By DCS School Board: May 21, 2018

Grades K – 5

Dothan City Schools Elementary Code of Conduct

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CONSEQUENCES AND PROCEDURES

Before and After-School Detention

The principal or designee has the authority to assign students to a designated area (detention hall) on campus prior to the beginning of school or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The Parent/Guardian is responsible for providing transportation. A reasonable attempt will be made to notify the Parent/Guardian prior to the assignment of a student to detention. If the Parent/Guardian can be notified on the day of the misbehavior, the student will be assigned on that day. If not, the student will be assigned at a later time.

Parent/Guardian Conferences

In the event of the continued misconduct of a student, Parent/Guardian is required under the laws of Alabama to attend a Parent/Guardian Conference with the teacher and/or school officials to discuss the conduct of the student. (Act 94-782)

Disciplinary Probation

Disciplinary probation is a period of time specified in the probation contract during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or designee, the superintendent, and the Board of Education have the authority to place a student on disciplinary probation for a reasonable and specified period of time and to require the Parent/Guardian's and student's signature on a contract specifying the conditions of the probation. The staff members involved in the actions will assist in monitoring the student's adjustment to the school environment. School counseling, Parent/Guardian involvement which may include the Parent/Guardian attending school with the student, and other forms of assistance may be part of the probation contract.

In-School Suspension

In-School Suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. All principals will follow the Board approved in-school suspension procedures.

Work Assignment

The principal or designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule.

The Parent/Guardian will be responsible for providing transportation in these instances. The Parent/Guardian or guardian will be notified prior to the student's placement on a work assignment.

Physical Restraint

The principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, Parent/Guardian, or other staff members. This action may be necessary to stop assaultive behavior and to ensure to the extent possible the care, welfare, safety, and security of students and staff members. This must be done in a reasonable manner to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

School Bus Discipline

The principal or designee has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student on the school bus. Alternative consequences may be developed by the Principal or designee as circumstances warrant.

Denial of Privileges

Teachers and administrators may deny students privileges from participation in school activities as a punishment for misconduct.

Suspension

Suspension, out of school, is defined as the temporary removal of a student from school for violation of school rules and regulations. The authority to suspend a student from school rests entirely with the principal of the school. All suspensions should be for a specified number of days. However, the student will be given the opportunity to make-up any work missed while suspended before school, after school, and/or detention. Suspensions are counted as un-excused absences but will not be counted as truancy for reporting to the attendance officer. **Students may not participate in any school curricular, co-curricular, extra-curricular activities, or be on the school campus during the period of suspension.**

AN IN-SCHOOL CONFERENCE WITH THE PARENT/GUARDIAN OR OTHER APPROVED REPRESENTATIVE OF THE STUDENT'S FAMILY IS REQUIRED PRIOR TO THE RE-ENTRY OF A SUSPENDED STUDENT IN SCHOOL. This conference may be held at the time of suspension or at the time of re-entry to school. Parent/Guardian who does not attend such conferences may have warrants filed requiring their arrest for failure to attend a school conference and to require the child to properly conduct him/herself in school.

The principal or designee may suspend a student for cause as specified in the Code of Student Conduct. Suspension for criminal acts shall be effective until the date of the administrative hearing. Suspensions shall not accumulate for Truancy Court. Students on suspension are not sent to Truancy Court.

Expulsion

Expulsion is defined as the removal of a student for a period of time longer than allowed by suspension for violation of school rules or regulations. **Only the Dothan City School Board of Education has the authority to expel a student from the school system.** Any student expelled and desiring to return to school must apply for re-admission by letter to the Superintendent of schools with a copy to the principal of the school to which the student is applying for re-admission. The Superintendent may determine that no disciplinary action is needed; that disciplinary action other than expulsion is warranted because of extenuating circumstances; or make a decision to recommend expulsion of the student.

Mediation

Mediation is a process in which two individuals in conflict choose to use a formal process to discuss the problem and develop solutions to prevent further conflict.

Behavioral Counseling

Behavioral counseling is an approved disciplinary action. Parent/Guardian may be encouraged to enroll students in off-campus, counseling programs. Students may be required to participate in in-school behavioral counseling programs. All students suspended and/or assigned to P.A.S.S. Academy may be required to participate in school-based behavioral counseling as scheduled at the school.

P.A.S.S. ACADEMY

P.A.S.S. Academy assignments are made as a last resort prior to a recommendation for expulsion from the Dothan City Schools. Students assigned to this program are provided a structured school setting for a specified period of time.

First time placement – 3 – 5 Days
Second time placement – 10 Days
Subsequent placement – 20 days

AUTHORITY TO ADMINISTER PROGRAM OF STUDENT CONDUCT

The Principal of a school is vested by the Code of Alabama with the authority to administer the program of student conduct in the school of assignment. The principal may:

- take disciplinary actions authorized by the Board of Education,
- suspend students for causes as specified in the *Code of Student Conduct*,
- take other actions deemed necessary to maintain order in the school environment.

In matters of school discipline, the decision of the principal is final if decisions are consistent with Board policy and federal and state laws.

In all recommendations for an expulsion, the Parent/Guardian and student must be given the right to a hearing before the Board of Education or its designee (Student Disciplinary Tribunal).

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS

Exceptional students and students with handicapping conditions are those students as defined in the Alabama Exceptional Child Education Act (excluding gifted), the Individuals with Disabilities Education Act (IDEA), the Alabama Code for Special Education Service (as published by the Alabama Department of Education), and Section 504 of the Rehabilitation Act of 1973. All rules and regulations governing students as defined above shall be in conformity with applicable regulations. **If a student subject to discipline is identified as exceptional, you must consult and follow the disciplinary procedures outlined by the Department of Exceptional Student Services before imposing discipline involving a change of placement of more than 10 cumulative school days.**

Mrs. Carol Cunningham – IDEA Coordinator

793-1397, ext. 243

Mr. Todd Weeks – ADA, Title VI, Title IX Coordinator

793-1397, ext. 250

PROBLEM SOLVING TEAMS (PST)

A designated general education committee is designed to meet the needs of general education students at-risk of failure due to academics, behavior, or drop-out. For more information, contact the school Principal or the school PST Chairperson.

STUDENT DISCIPLINE, RULES OF CONDUCT, AND ATTENDANCE

The Dothan City Board of Education requires that all students enrolled in the city schools conduct themselves in a manner that facilitates the educational process. In the *Code of Student Conduct*, the Board of Education has established specific classifications of misbehaviors and the appropriate disciplinary consequences to deal with these violations of student conduct. The Board in approving the *Code of Student Conduct* desires to:

- ensure that the educational process in the schools is not disrupted because of the behavior of enrolled students, and
- provide for the care, welfare, safety, and security of both students and school Board employees, and
- meet all requirements of the Alabama State Board of Education and the laws of Alabama.

Violations are classified into three groups: Class I, II, and III. Those that have an asterisk are violations of the law. It is mandatory that these violations be reported to law enforcement agencies using established procedures.

Class I violations will be handled through individual school and class management plans.

On Class I and II violations, in which the principal has a range of disciplinary consequences, the school principal, working with the school management team will develop a sequence of consequences to be consistently and equitably followed in making disciplinary decisions. A copy of each school's plan for Class I and Class II violations, in which there is a range of disciplinary consequences, shall be filed with the office of the Superintendent of schools.

The described disciplinary consequences are the normally expected consequences. However, in the event a violation is not specifically listed but is commonly known to be unacceptable behavior, against the law, or an extremely severe case of threatening the care, welfare, safety, and security of an individual or the school, the administration may impose and/or recommend more severe punishment as dictated by the circumstances.

Levels of Intervention and Consequences

The class levels shown are designed to guide the teacher, school administrator and superintendent in using interventions and consequences based on the student's action with regard to classroom, school and school system rules. The objective is to motivate students to change or reframe from negative behavior.

Class I

Classroom Interventions: Class I behavior is considered behavioral offenses in which the teacher / school staff attempts to resolve the behavior through classroom management. Keep in mind that the parent / guardian will be contacted if student commits a Class I offense (via telephone, email, text, Parental Involvement Specialist).

- Verbal Correction
- Change in seating chart
- Parent /Guardian conference (Communication log)
- Loss of classroom privileges
- Teacher / Student conference
- Break / recess detention
- Reminders and redirection
- Detention
- Shelter Card
- Loss of school activity privileges
- Silent lunch

Interventions

- Parent / Guardian notification
- Mentoring
- Peer mediation
- Community organization mediation
- Conflict Resolution
- Response to Intervention (RtI)
- Referral to after-school program
- Referral to school-based health (S4)
- Referral to IEP or 504 Team
- Restitution
- Positive Behavior Intervention Support Team

Class II

Teacher / School Administration Intervention: Class II behavior is considered behavioral offenses that are not severe but do require the attention of the school administration. It needs to be stressed to the student that this behavior, continued, can be considered serious and will not be tolerated at the school. Keep in mind that the parent / guardian will be contacted if student commits a Class II offense (via telephone, email, text, Parental Involvement Specialist).

- Referral to school administration
- In-School Suspension (1 – 5 days)
- Change in class schedule
- Community organization mentoring
- Lunch detention
- Parent / Guardian conference
- Alternative placement in school during the regular day
- Detention (1 – 5 days)
- Loss of privileges
- Restitution
- Referral to school counselor
- Loss of school activities privileges
- Positive Behavior Intervention Support Team
- Revision of any current behavior plans

Class III

School Administration /Superintendent / School Board Intervention: Class III behavioral offenses are considered serious offenses. The student needs to be made aware that these offenses will lead to out- of –school suspensions, placement at an alternative school setting and / or removal permanently from the school system. Under the law, some Class III offenses require school administration and superintendent to contact and involve the School Resource Officer (SRO). Also, it is important to remember that school safety is the main concern when it comes to all children in the school system.

Keep in mind that the parent / guardian will be contacted if student commits a Class III offense (via telephone, email, text, Parental Involvement Specialist).

- Parent / Guardian notification
- Short-Term Suspension (1 -5 Days)
- Long – Term Suspension (6 – 10 Days)
- Contact Juvenile Probation Office (JPO)
- Placement at alternative school - P.A.S.S. Academy (see alternative school placement program)
- Permanent placement at alternative school – P.A.S.S. Academy
- Revision to IEP or 504 Plan
- Referral to IEP Team for manifestation determination for students with disabilities
- Permanent expulsion from school system

Note: Referrals that are coded #299 or #399 (Principal’s Discretion) will be reviewed by a tribunal before given consequences or interventions.

NOTE: Principal or designee will assign interventions, as needed, to students that repeat infractions of Class I Offenses.

Class I Offenses	
101	<p>Distraction of other students – any behavior that alters the teaching process of the classroom or educational activity</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense and 3rd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention
102	<p>Quarreling, harassment, or intimidation of students – the intentional, unlawful threat by word to do violence to another student</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and the parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and the parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention <p>➤ 3rd Offense – Refer to Code #203</p>
103	<p>Nonconformity to dress code</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense and 3rd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention
105	<p>Inappropriate public display of affection</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention <p>➤ 3rd Offense – Refer to Code #212</p>
110	<p>Minor physical conflict (ex: pushing, shoving which stops upon direction)</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention <p>➤ 3rd Offense – Refer to Code #220</p>
111	<p>Failure to follow specific instructions, disobedience</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense and 3rd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention
112	<p>Use of profane language</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention <p>➤ 3rd Offense – Refer to Code #203</p>

113	<p>Unauthorized Operation – Possession and/or use of a personal tracking device, recording device, and/or electronic communication device. This includes unauthorized operation of a computer program by trial and error or unauthorized use of a school digital device or computer where damage to school property, hardware, software or records does not occur.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 3rd Offense – Refer to Code #213/214/216
114	<p>Unauthorized Searching – searching or browsing without authority on a digital device or computer; any information contained or available through use of the digital device or computer.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 3rd Offense – Refer to Code #216
140	<p>Littering of school property, incidental defacement, computer or digital device abuse</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 3rd Offense – Refer to Code #222

NO STUDENT WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES WITHOUT BEING ACCORDED DUE PROCESS BY HAVING AN OPPORTUNITY TO ADMIT, DENY, OR EXPLAIN THE CHARGES.

Note: SIR Codes to be recorded as applicable.

NOTE: Principal or designee will assign interventions, as needed, to students that repeat infractions of Class II Offenses.

Class II Offenses	
200	<p>Multiple Class Offenses - students that have accumulated three (3) Class I referrals within a nine (9) week period or six (6) Class I referrals within a semester.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #300
201	<p>Major Distraction of other students – any behavior that disrupts or interferes with the teaching process of the classroom or educational activity</p> <ul style="list-style-type: none"> ➤ 2nd 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #300
202	<p>Possession and/or use of tobacco products, lighters, matches, electronic cigarettes, etc. – possession on the person, or in the effects of a student.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Student Disciplinary Tribunal
203	<p>Use of obscene behavior (verbal, written, gesture) toward another person.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #304
204	<p>Intimidation, harassment, and/or bullying of students – the intentional, unlawful threat by word to do violence to another student.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #319
208	<p>Use or possession of obscene and/or pornographic materials</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #304
210	<p>Stealing, larceny, petty theft – the intentional, unlawful taking or carrying away of property valued at less than \$100 belonging to, or in the possession or custody of another.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #315

212	<p>Sexual misconduct – statements of profane connotation or harassment; or any inappropriate touching of another person.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #310
213	<p>Theft of Intellectual Property and Plagiarism – The unauthorized intentional or reckless removal or alteration of any computer or digital device program or other information contained in the computer system, digital device, or computer network, copying of copyrighted software, taking the ideas or writings of others and using them as your own.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #321
214	<p>Unauthorized use of a password or an account owned or assigned by another user.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #321
216	<p>Intentionally misusing the computer or digital device so as to disrupt computer or digital device traffic including but not limited to sending excess quantities of data, repeatedly issuing improper and unauthorized commands, accessing and running of unauthorized software or hardware.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #316/321
218	<p>Possession of and/or use of a Laser Device.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Student Disciplinary Tribunal
220	<p>Physical conflicts (ex. Pushing, shoving, slapping, kicking, spitting) which stops when directed to do so (It should be understood that the principal or his designee shall investigate all fights and make appropriate decisions concerning the roles of each participant.)</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #302
221	<p>Inciting other students to create a disturbance.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #221

222	<p>Vandalism – intentional and deliberate action resulting in injury or damages of less than \$100 to public property, or the real or personal property of another. Restitution may be required for damages.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #323
230	<p>Threats – verbal or written or printed communication threatening an injury to the person, property or reputation of another.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #314
235	<p>Trespassing – willfully entering or remaining in any school property without being authorized, licensed, or invited, refusing to depart when warned by an authorized person to do so.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 3rd Offense – Student Disciplinary Tribunal and / or Intervention Program
240	<p>Possession of and/or igniting fireworks or firecrackers.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Student Disciplinary Tribunal and / or Intervention Program
245	<p>Unjustified activation of a fire alarm system or fire extinguisher.</p> <ul style="list-style-type: none"> ➤ 2nd 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #322
250	<p>Written or verbal proposition to engage in sexual acts.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #310
275	<p>Leaving class, not attending class, or campus without written permission.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Student Disciplinary Tribunal and / or Intervention Program
280	<p>Possession of a toy gun or water gun that is not used in the commission of an aggressive act toward another person.</p> <ul style="list-style-type: none"> ➤ 1st Offense - Parent / guardian will be contacted and one (1) to three (3) days suspension ➤ 2nd Offense – Parent / guardian will be contacted and refer to Code #308
285	<p>Possession of a small pocketknife on school campus.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention ➤ 2nd Offense – Parent/Guardian Contacted and One (1) – Five (5) days out-of-school suspension. ➤ 3rd Offense – Refer to Code #303

299	<p>Any other violation which in discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances – principal must specify on the referral the exact violation.</p> <ul style="list-style-type: none">➤ 1st Offense - Parent / guardian will be contacted and one (1) to five (5) days suspension➤ Student Disciplinary Tribunal
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NOTE: Principal or designee will assign interventions, as needed, to students that repeat infractions of Class III Offenses.

Class III Offenses	
300	<p>Multiple Class II Offenses – students that have accumulated three (3) Class II referrals within a nine (9) week period or six (6) Class II referrals within a semester.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
301	<p>Gang Affiliation/Paraphernalia – Possession of gang paraphernalia, gang related materials or dress, recruitment of gangs (any act/behavior that communicated in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution, or retaliation for gang membership or gang related activity. This includes disruption of school or school-sponsored activities.)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
302	<p>Fighting - Any significant physical conflict, hitting or other contact, exchange of blows between two or more individuals, or physical conflict in which injury occurs or fighting continued.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
303	<p>Small Pocket Knife – Possession of a small pocket knife with intent to threaten or cause harm.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
304	<p>Profanity or Vulgarity – Use of obscene behavior (verbal, written, gesture). The intentional directing of obscene or profane language to a School Board employee.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
305	<p>Unauthorized Activities – Unauthorized activities/organizations – any attempt to use the school day for activities or organizational meetings that are not school-related, school-sponsored, and approved by the school administrator.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
306	<p>Drugs, drug paraphernalia, to include imitation/simulated drugs, or alcoholic beverages, including prescription medication. (See medication policy pages 40-41) – unauthorized possession of, transfer, or sale of or under the influence of to any degree, use of prior to attending any school sponsored activity subject to the jurisdiction of the Board (Act 94-783)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.

307	<p>*Assault upon a School Board Employee (Act 94-794) (expulsion recommendation required)</p> <p>The student:</p> <ol style="list-style-type: none"> 1. Intentionally causes physical injury to a school Board employee, or 2. Recklessly causes physical injury to a school Board employee, or 3. Recklessly, negligently or wantonly causes physical injury to a school Board employee with a weapon or dangerous weapon, or 4. Intentionally, recklessly or wantonly prevents a school Board employee from performing a lawful duty and physical injury is caused to that school Board employee, or 5. Intentionally or recklessly assaults a school Board employee. <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
308	<p>*Handgun, Rifle, Firearm, Explosive, Weapon, Knife, Other - (Any student determined to have brought a weapon/firearms to school shall be expelled for a period of not less than one year. The Superintendent shall be required to make a recommendation of expulsion; however, the expulsion requirement may be modified by the Board for a student on a case-by-case basis) Act 94-817 – Weapon; Act 94-820 – Loss of Driver’s License</p> <p>Possession/use/discharge of a firearm or anything manifestly designed, made or adapted for the purposes of inflicting death or serious physical injury, and such term shall include, but is not limited to, firearm as defined below, or a switch-blade knife, gravity knife, stiletto, sword or dagger, or the billy, black-jack, bludgeon or metal knuckles, box cutter and razor blades, all firearms as defined below, whether loaded or unloaded, other guns of all types including pellet, B-B, stun, look-a-like, non-functioning guns that could be used to threaten others, numb chucks, throwing stars or clubs, explosives, poisons, poisonous gas, chemicals or substances capable of causing bodily harm, slingshots, bows and arrows or any other device or instrument used to intimidate, threaten, or inflict harm. The term “firearm” means firearms as defined in 18 U.S.C. 921 as follows:</p> <ol style="list-style-type: none"> 1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, 2. the frame or receiver of any weapon described above, 3. any firearm muffler or firearm silencer, 4. any explosive, incendiary or poison gas, (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, similar combination or parts either designed or intended for use in converting any device into any destructive device and from which destructive device may be readily assembled). <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
309	<p>*Bomb Threats – To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
310	<p>*Sexual Battery, Sexual Harassment, Sexual Offenses – including, but not limited to harassment, inappropriate touching, intercourse, attempted rape or rape. (see sexual harassment on pages 37-38)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.

311	<p>*Aggravated battery – intentionally causing serious bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
312	<p>*Inciting or participating in a major student disorder – leading, encouraging or assisting in major disruptions which may result in destruction or damage of private or public property or personal injury to participants or others. Restitution may be required for damages.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
313	<p>*Unprovoked assault and/or attack on another individual</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
314	<p>*Threats to a School Board Employee – The intentional, threat by word, whether communicated in person, writing or by telephone or electronic device to do violence to teachers or some other employee.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
315	<p>*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. Restitution may be required for damages.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
316	<p>Unauthorized use of a Computer System or Digital Device – the breaking into or otherwise entering a computer system or digital device to steal, delete files, corrupt data or other unauthorized or illegal purpose which damages computer/digital device hardware, software, records or programs belonging to the school. Including but not limited to entering or attempting to enter into any system, any information, data or command which would damage the system.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
318	<p>Medical Excuses – the unauthorized use of, forgery of, and distribution of physician’s medical excuses.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
319	<p>*Intimidation of students – The intentional or unlawful threat by verbal, written or physical communication to do violence intended to endanger the life or health of another student. This includes threat by extortion.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.

320	<p>*Arson – The willful and malicious burning of any part of school property.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
321	<p>Theft, Unauthorized use of school documents (i.e., excuses, grade books and tests)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
322	<p>*Fire Alarm – Rendering a false alarm – knowingly causing a false alarm or fire or other emergency involving danger to person or property – Unjustified activation of a fire alarm system or fire extinguisher.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
323	<p>*Vandalism/Property Damage – (Act 94-819) Destruction of and or defacing of staff, student, or district property and equipment.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
324	<p>*Harassment –</p> <p>A person commits the act of harassment if, with intent to injure, or disturb persistently another person, he/she:</p> <ul style="list-style-type: none"> • Strikes, shoves, kicks, or otherwise touches a person or subjects him to physical contact. <p>A person commits the crime of harassing communication if, with intent to injure or disturb persistently another person he/she:</p> <ul style="list-style-type: none"> • Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written or electronic communication in a manner likely to disturb persistently. • Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication. • Telephones another person and addresses to or about such other person any lewd or obscene words or language. <p>This includes a threat, verbal or nonverbal, made with intent to carry out the threat that would cause a reasonable person who is the target of the threat to fear for his or her safety.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
333	<p>School-Wide Threat – A threat, verbal or nonverbal, that would cause a reasonable person to fear for his or her safety and results in disruption of the learning environment. (This threat can be made on or off campus).</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
399	<p>Other incidents – Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances - principal must specify on the referral the exact violation.</p> <ul style="list-style-type: none"> • Student Disciplinary Tribunal

*Asterisks indicate offenses considered crimes under the law. School officials are required to notify the appropriate law enforcement officials when persons violate offenses considered crimes under the law.

NOTE: Possession of a weapon requires a recommendation for expulsion based on violation of the policy on weapons, page 21, and Class III offense #308 on page 71.

School Bus Offenses

The principal or his designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the students, will be for a reasonable and specified period of time. The Parent/Guardian(s) will be notified prior to the suspension from the bus. Alternative consequences may be developed by the Principal or designee as circumstances warrant.

All bus drivers have received formal orientation/training on rules and behavioral management of students while students are being transported. Bus drivers are encouraged to explain the rules to students during the first two weeks of school, periodically as necessary, and for new students as they begin riding the bus. **The procedure specified in the Disciplinary Action for school bus offenses may not be followed for serious misconduct. The Code of Conduct, as it applies to Class I, II and III, may be applied as necessary.**

Expectations for Student Behavior on Dothan City School Buses

- Always follow the bus driver's/aide's instructions.
- Show respect for everyone.
- Remain seated in your assigned seat, always facing forward.
- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc. to yourself.
- Talk with an inside voice using appropriate language.
- No eating or drinking on the bus without driver's permission.
- No talking at railroad crossings.
- The use of electronic devices should be in the silent or vibrate mode.

Disciplinary Consequences for School Bus

Referral to Principal or Designee

First Referral – conference with student by principal or designee, copy of referral to Parent/Guardian, and contact made with Parent/Guardian. **(Severe first referral offenses will be at principal discretion).**

Second Referral – bus privilege denied for 3 days or as designated by the principal or designee.

Third Referral – bus privilege denied for 6 days or as designated by the principal or designee.

Fourth Referral – bus privilege denied for 12 days or as designated by the principal or designee.

Subsequent Referrals – Management Plan as developed by principal.

Note: Horse playing (rough or rowdy play) or fighting on the first offense will result in 10 days bus suspension; second offense will result in 30 days bus suspension. **(Principal discretion).**

Note: Any damages by the student to the bus would require reimbursement by the student's parent/guardian.

Note: If a student is denied bus privileges due to misconduct, Parent/Guardian will be responsible for student's transportation to and from school each day.

ATTENDANCE

All students enrolled in the Dothan City School System are required to be in continuous attendance and abide by the policies governing attendance as outlined by the State of Alabama and the local Board of Education. Alabama Legislative Act 93-972 requires a parent/guardian to be responsible for enrolling their children in school, ensuring that they attend school regularly, and requiring that they conduct themselves properly while in school.

School begins at 8:00 a.m. After 8:00 a.m. a student is considered tardy. Students are considered present when they are in attendance for 3 ½ hours each day. Students are considered absent if they check in after 11:30 or check out before 11:30.

Excused tardies do not count against perfect attendance. Unexcused tardies and early check outs will count against the student's attendance.

Parents are encouraged to make medical and dental appointments outside of school hours. **Late check-ins and early check-outs are discouraged because of the instructional time that the student will miss.** However, if appointments are scheduled during the school day, parents should try to **give the school advanced notice.**

Any student leaving school during the school day must check out in the Office of the Principal. A written excuse from the doctor or dentist should be brought to the office when the student checks in during the school day, or on the first day the student returns to school. Students arriving late or picked up early will be considered unexcused if a doctor's excuse is not submitted. A student must be in attendance for at least 3 ½ hours to be counted in attendance for the day.

Students who have appointments scheduled during the school day will not be excused for a whole day of attendance (example: student has a 10:00 am dentist appointment and does not come to school for the entire day). In instances like this, the student should come to school, check out before the appointment, and check back in after the appointment for the remainder of the day.

Students receiving special education services must be in attendance the length of the regular school term and school day unless the IEP Team specifies a different length of time based on the individual needs of the child.

An absence may be excused by the principal for the following reasons:

1. pupil is too ill to attend school,
2. inclement weather which would be dangerous to the life or health of the child if he attends school,
3. legal quarantine,
4. death in the immediate family,
5. emergency condition as determined by the superintendent or principal, or
6. student excused by the principal for attendance at special events, based on Parent/Guardian request, shall be considered absent and excused but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted and approved in advance by the principal.

Absences

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

1. pupil is too ill to attend school,
2. inclement weather which would be dangerous to the life or health of the child if he attends school,
3. legal quarantine,
4. death in the immediate family,
5. out of town trips must be pre-approved by the principal,
6. emergency condition as determined by the superintendent or principal, or
7. student excused by the principal for attendance at special events, based on Parent/Guardian request, shall be considered absent and excused but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted and approved in advance by the principal.

Students will be given the opportunity to make up work within (5) school days unless extenuating circumstances are given consideration by the teacher and/or principal.

Only ten (10) parent notes will be accepted per year.

Absences beyond ten (10) days per year must be substantiated by a physician's statement unless excused by the principal. Patterns of absences will be addressed on an individual basis.

Unexcused: Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or Parent/Guardian neglect. Patterns of absences will be addressed on an individual basis.

Truancy

The Alabama Legislature passed ACT 94-782 stating that Parents/Guardians are responsible for enrolling their children in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils.

Alabama law also provides that it shall be unlawful for any parent/guardian, legal custodian, or other person to cause a child to fail to attend school as required by compulsory school attendance law, or to willfully aid, encourage, or cause any child to become or remain delinquent, dependent or in need of supervision. A violation of this provision is a Class A misdemeanor and the parent/guardian faces up to one year in jail and up to a \$6,000.00 fine.

In addition, students that are truant face school discipline as well as possible sanctions through juvenile court, such as court ordered appearances, probation, electronic monitoring and/or curfews, out-of-home placements, payment of court costs and/or extensive counseling.

Parents/Guardians of students who are excessively absent from school may be required to attend the Houston County Truancy Prevention Project (HCTPP) and/or Early Warning Court. If truancy continues, the parent/guardian may be referred for arrest/prosecution to the Dothan Police Department and the Houston County District Attorney.

Consequences for Unexcused Absences (Truancy) per Year

- 3rd / 4th Unexcused Absence: School will notify Parent/Guardian
- 5th Unexcused Absence: A referral issued to the Houston County Truancy Prevention Project.
- 6th Unexcused Absence: 4 hours of community service at the child's school
- 7th Unexcused Absence: Direct referral to Early Warning Court.
- Subsequent Unexcused Absences: ***Complaint and/or referral filed with the Dothan City Police Department (Referral may result in petition for arrest and prosecuted by the Houston County District Attorney's Office.***

Suspension is documented as unexcused absence, but does not result in assignment to Early Warning Court. All documentation for absences must be received within **two days** or the absence will be unexcused. All unexcused absences must be reported to the Attendance Services on a weekly basis. All schools **must** record absences as excused or unexcused. ***Parental Involvement Specialists and/or School Resource Officers will follow up on subsequent and chronic absences.***

Tardies

A student may be considered tardy when he/she is not in the assigned seat when the tardy bell rings at 8:00am. Excused tardies (ex. approved physician note, principal or designee approval) do not count against perfect attendance. Patterns of tardiness will be addressed on an individual basis. **Tardies will start over in the second semester.** Early checkouts also have a negative effect on your child's academic success, and will be handled in the same manner as tardies. ***Parental Involvement Specialists and/or School Resource Officers will follow up on subsequent and chronic tardies.***

Consequences for Unexcused Tardies/Early Checkouts for Elementary School Students

- 3rd, 4th, & 5th Tardy/Early Checkouts: Written/Verbal Communication with Parent/Guardian
- 6th Tardy/Early Checkouts: Parent/Guardian Conference and/or a referral issued to the Houston County Truancy Prevention Project.
- Subsequent/Chronic Tardies/Early Checkouts: Parent/Guardian Conference and/or a referral issued to the Houston County Truancy Prevention Project. May also result in a referral to the Houston County District Attorney's Office as directed by the Secondary Schools Director for Dothan City Schools.

School Day

School Officials will make contact with the parent/guardian. Unless approved by the principal, students arriving late or being picked up early will be considered unexcused and not permitted to make up work missed. Students receiving special education services must be in attendance for the length of the regular school term and school day unless the IEP Team specifies a different length of time based on the individual needs of the child.

Pick Up After School

Students who are not picked up by Parent/Guardian by 3:30 p.m. may be assigned to Extended Day with the Parent/Guardian being charged for such service. At Principal's or designee's discretion, the Police Department may be called if a student is left at the school after hours without any communication from the Parent/Guardian.

Dothan City Schools

Code of Conduct for Secondary Students



2018 - 2019

Approved By DCS School Board: May 21, 2018

Grades 6 – 12

Dothan City Schools

Secondary Code of Conduct

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CONSEQUENCES AND PROCEDURES

Before and After-School Detention

The principal or designee has the authority to assign students to a designated area (detention hall) on campus prior to the beginning of school or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The Parent/Guardian is responsible for providing transportation. A reasonable attempt will be made to notify the Parent/Guardian either by written notice or by phone prior to the assignment of a student to detention. If the Parent/Guardian can be notified on the day of the misbehavior, the student will be assigned on that day. If not, the student will be assigned at a later time.

Parent/Guardian Conferences

In the event of the continued misconduct of a student, Parent/Guardian is required under the laws of Alabama to attend a Parent/Guardian Conference with the teacher and/or school officials to discuss the conduct of the student. (Act 94-782)

Disciplinary Probation

Disciplinary probation is a period of time specified in the probation contract during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or designee, the superintendent, and the Board of Education have the authority to place a student on disciplinary probation for a reasonable and specified period of time and to require the Parent/Guardian's and student's signature on a contract specifying the conditions of the probation. The staff members involved in the actions will assist in monitoring the student's adjustment to the school environment. School counseling, Parent/Guardian involvement which may include the Parent/Guardian attending school with the student, and other forms of assistance may be part of the probation contract.

Writing Assignments

Repetitive writing of sentences as a consequence for violating school rules will not be used. If writing assignments are used as a part of consequences, they will be used as a teaching and learning tool. For example, students may be required to write an essay on discipline or appropriate behavior in the classroom, or a paper on how to correct their behavior.

Work Assignments

The principal or designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule.

The Parent/Guardian will be responsible for providing transportation in these instances. The Parent/Guardian will be notified prior to the student's placement on a work assignment.

Physical Restraint

The principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, Parent/Guardian, or other staff members. This action may be necessary to stop assaultive behavior and to ensure to the extent possible the care, welfare, safety, and security of students and staff members. This must be done in a reasonable manner to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

Denial of Privileges

Teachers and administrators may deny students privileges from participation in school activities as a punishment for misconduct.

Suspension

Suspension, out of school, is defined as the temporary removal of a student from school for violation of school rules and regulations. The authority to suspend a student from school rests entirely with the principal of the school. All suspensions should be for a specified number of days. When a student is placed on suspension, the student will receive zeros for classes missed. However, the student will be given the opportunity to recover zeros through Saturday School. Suspensions are counted as un-excused absences but will not be counted as truancy for reporting to the attendance officer. **Students may not participate in any school curricular, co-curricular, extra-curricular activities, or be on the school campus during the period of suspension.**

An in-school conference with the Parent/Guardian or other approved representative of the student's family is required prior to the re-entry of a suspended student in school. This conference may be held at the time of suspension or at the time of re-entry to school. Parent/Guardian who does not attend such conferences may have warrants filed requiring their arrest for failure to attend a school conference and to require the child to properly conduct him/herself in school.

The principal or designee may suspend a student for cause as specified in the Code of Student Conduct. Suspension for criminal acts shall be effective until the date of the administrative hearing. Suspensions shall not accumulate for Truancy Court. Students on suspension are not sent to Truancy Court.

In-School Suspension

In-School Suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. All principals will follow the Board approved in-school suspension procedures.

P.A.S.S. ACADEMY

P.A.S.S. Academy assignments are made as a last resort prior to a recommendation for expulsion from the Dothan City Schools. Students assigned to this program are provided a structured school setting for a specified period of time.

P.A.S.S. ACADEMY PLACEMENT PLAN

First Time Placement – 20 Days

Second Time Placement – 40 Days

Third Time Placement – Extended Stay (see below)

Fourth Time placement – Permanent Placement at P.A.S.S. Academy

NOTE: Students with disabilities should receive a manifestation determination review before First Placement, or any subsequent, is made. Call Exceptional Student Services office.

Extended Stay:

- If third placement takes place between the months of September – October 5th, the student will remain at P.A.S.S. Academy until Christmas Break.
- If third placement takes place between the months of October 6th – December 16th, the student will remain at P.A.S.S. Academy until the end of the 3rd nine weeks.
- If third placement takes place during the month of January – March 9th, the student will remain at P.A.S.S. Academy until the last day of school.
- If third placement takes place between the months of March 13th - May, the student will remain at P.A.S.S. Academy until the end of the 1st nine weeks of the following school year.

NOTE: School Board will determine permanent placement prior to the fourth placement.

Expulsion

Expulsion is defined as the removal of a student for a period of time longer than allowed by suspension for violation of school rules or regulations. **Only the Dothan City School Board of Education and / or Student Disciplinary Tribunal has the authority to expel a student from the school system.** Any student expelled and desiring to return to school must apply for re-admission by letter to the Superintendent of Schools with a copy to the principal of the school to which the student is applying for re-admission.

Saturday School

Saturday School is a disciplinary alternative open to each school. Students who misbehave in class take time from the learning environment. Saturday School gives the student an opportunity to repay the time owed as a consequence of the misbehavior and time taken from class.

Readmission

If a high school student withdraws during the semester due to failing grades or non-attendance, the student will be required to apply for readmission to Dothan City Schools. To insure academic success, Parent/Guardian should complete readmission request two weeks before beginning of new semester. **Readmission conference with the parent/guardian and a school administrator is required. All applications for readmission will be reviewed.**

Mediation

Mediation is a disciplinary process in which two individuals in conflict choose to use a formal process to discuss the problem and develop solutions to prevent further conflict.

Behavioral Counseling

Behavioral Counseling is an approved disciplinary action. Parent/Guardian may be encouraged to enroll students in off-campus, counseling programs. Students may be required to participate in In-School Behavioral Counseling programs. All students suspended and/or assigned to P.A.S.S. Academy may be required to participate in school-based behavioral counseling as scheduled at the school.

Student Driving Privileges on Campus

Driving a personal vehicle to school and on school campus is a privilege. All students must follow administrators' guidelines. Failure to follow these guidelines could result in revocation of driving privileges. Students must report any vehicle accident that occurs on school campus to that school's Resource Officer. Accidents not reported to the School Resource Officer could result in revocation of driving privileges on the school campus.

AUTHORITY TO ADMINISTER PROGRAM OF STUDENT CONDUCT

The principal of a school is vested by the Code of Alabama with the authority to administer the program of student conduct in the school of assignment. The principal may:

- take disciplinary actions authorized by the Board of Education,
- suspend students for causes as specified in the *Code of Student Conduct*,
- administer corporal punishment in conformance with the policy of the Dothan City Board of Education,
- may recommend the expulsion of a student, and
- take other actions deemed necessary to maintain order in the school environment.

In matters of school discipline, the decision of the principal is final if decisions are consistent with Board policy and federal and state laws.

In all recommendations for an expulsion, the Parent/Guardian and student must be given the right to a hearing before the Board of Education.

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS

Exceptional students and students with handicapping conditions are those students as defined in the Alabama Exceptional Child Education Act (excluding gifted), the Individuals with Disabilities Education Act (IDEA), the Alabama Code for Special Education Service (as published by the Alabama Department of Education), and Section 504 of the Rehabilitation Act of 1973. All rules and regulations governing students as defined above shall be in conformity with applicable regulations. **If a student subject to discipline is identified as exceptional, you must consult and follow the disciplinary procedures outlined by the Department of Exceptional Student Services before imposing discipline involving a change of placement of more than 10 cumulative school days.**

Mrs. Carol Cunningham – IDEA Coordinator
Mr. Todd Weeks – ADA, Title VI, Title IX Coordinator

793-1397, ext. 243
793-1397, ext. 250

PROBLEM SOLVING TEAM (PST)

A designated general education committee is designed to meet the needs of general education students at-risk of failure due to academics, behavior, or drop-out. For more information contact the School Principal or the School PST Chairperson.

Levels of Intervention and Consequences

The class levels shown are designed to guide the teacher, school administrator and superintendent in using interventions and consequences based on the student's action with regard to classroom, school and school system rules. The objective is to motivate students to change or reframe from negative behavior.

Class I

Classroom Interventions: Class I behavior is considered minor behavior offenses in which the teacher / school staff attempts to resolve the behavior through classroom management. Keep in mind that the parent / guardian will be contacted if student commits a Class I offense (via telephone, email, text, Parental Involvement Specialist).

- Verbal Correction
- Change in seating chart
- Parent /Guardian Conference (Communication log)
- Loss of classroom privileges
- Teacher / student conference
- Break / recess detention
- Reminders and redirection
- Detention
- Shelter Card
- Loss of school activity privileges
- Silent lunch

Interventions

- Parent / Guardian notification
- Mentoring
- Peer Mediation
- Community organization mediation
- Conflict Resolution
- Referral to after-school program
- Referral to school-based health (S4)
- Referral to IEP or 504 Team
- Restitution
- Positive Behavior Intervention Support Team

Class II

Teacher / School Administration Intervention: Class II behavior is considered behavior offenses that are not severe but do require the attention of the school administration. It needs to be stressed to the student that this behavior, continued, can be

considered serious and will not be tolerated at the school. Keep in mind that the parent / guardian will be contacted if student commits a Class II offense (via telephone, email, text, Parental Involvement Specialist).

- Referral to school administration
- In-School Suspension (1 – 5 days)
- Change in class schedule
- Community organization mentoring
- Lunch Detention
- Parent / guardian conference
- Revision of any current behavior plans
- Alternative placement in school during the regular day
- Detention (1 – 5 days)
- Loss of privileges
- Restitution
- Referral to school counselor
- Loss of school activities privileges
- Positive Behavior Intervention Support Team

Class III

School Administration /Superintendent / School Board Intervention: Class III behavior offenses are considered serious offenses. The student needs to be made aware that these offenses will lead to out- of –school suspensions, placement at an alternative school setting and / or removal permanently from the school system. Under the law, some Class III offenses requires school administration and superintendent to contact and involve the School Resource Officer (SRO). Also, it is important to remember that school safety is the main concern when it comes to all children in the school system. Keep in mind that the parent / guardian will be contacted if student commits a Class III offense (via telephone, email, text, Parental Involvement Specialist).

- Parent / Guardian notification
- Short-Term Suspension (1 -5 Days)
- Long – Term Suspension (6 – 10 Days)
- Contact Juvenile Probation Office (JPO)
- Placement at alternative school - P.A.S.S. Academy (see alternative school placement program)
- Permanent placement at alternative school – P.A.S.S. Academy
- Revision to IEP or 504 Plan
- Referral to IEP Team for manifestation determination for students with disabilities
- Permanent expulsion from school system

Note: Referrals that are coded #399 (Principal’s Discretion) will be reviewed by a tribunal before given consequences or interventions.

CLASSIFICATIONS OF VIOLATIONS

Violations of the Code are divided into three Classes: Class I, Class II, and Class III. In the following classes of violations and disciplinary procedures, the student will be provided with due process before any disciplinary action is taken. All factors surrounding each incident may be considered by an administrator in determining the category to be used. Each teacher will deal with general classroom disruption through effective classroom management and involvement of Parent/Guardian, guardians, or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

NOTE: Principal or designee will assign interventions, as needed, to students that repeat infractions of Class I Offenses.

Class I Offenses	
101	<p>Distraction of other students – any behavior that alters the teaching process of classroom/educational activity</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #204
102	<p>Quarreling, minor harassment</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #204
103	<p>Nonconformity to dress code/uniform policy</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense and 3rd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention)
104	<p>Minor misbehavior on a school bus</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – See School Bus Consequences – Pg. 95
105	<p>Inappropriate public display of affection</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #212
107	<p>Locker abuse, incidental defacement, littering of school property</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #211

109	<p>Sitting in parked vehicle after arriving at school or returning to vehicle during the school day without permission</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense and 3rd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention)
110	<p>Minor physical conflicts (ex. Pushing, shoving) which stops when directed to do so (It should be understood that the principal or his designee shall investigate all fights and make appropriate decisions concerning the roles of each participant.)</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #204
111	<p>Failure to follow specific instructions, disobedience</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Student Disciplinary Tribunal
112	<p>General use of profane or obscene language</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #203
113	<p>Unauthorized Operation – unauthorized operation of a digital device, computer program by trial and error, or unauthorized use of a school computer or digital device where damage to school property, hardware, software or records does not occur.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #216
114	<p>Unauthorized Searching – searching or browsing without authority on a computer or digital device; any information contained or available through the use of the computer or digital device.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #216

199	<p>Any other violation, which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. The Principal, at his/her discretion, may take one or more of the following actions: <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) ➤ 3rd Offense – Refer to Code #299
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NO STUDENT WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES WITHOUT BEING ACCORDED DUE PROCESS BY HAVING AN OPPORTUNITY TO ADMIT, DENY, OR EXPLAIN THE CHARGES.

***Repeated offenses may result in disciplinary action as specified under Consequences for Class II Violations.**

NOTE: Principal or designee will assign interventions, as needed, to students that repeat infractions of Class II Offenses.

Class II Offenses	
200	<p>Multiple Class I Offenses - students that have accumulated four (4) Class I referrals within a nine (9) week period or six (6) Class I referrals within a semester.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Parent/Guardian Contact and Two (2) – Five (5) days Out of School Suspension and Intervention (PBIS)
201	<p>Failure to follow specific instructions (disobedience).</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #399
202	<p>Possession and/or use of tobacco products, lighters, matches, electronic smoking devices, etc. – possession on the person, or in the effects of a student. (Pg. 24-25)</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Student Disciplinary Tribunal and / or Intervention Program
203	<p>Use of obscene behavior (written, verbal, E-mail, gesture, texting) toward another person.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #304
204	<p>Intimidation, harassment and/or bullying of students – the intentional, unlawful threat by verbal, written, or physical communication to do violence to another student.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #324
205	<p>Refusal to give name, forgery or intentionally giving false information to authorized person.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Student Disciplinary Tribunal and / or Intervention Program
207	<p>Written, E-mail, or verbal proposition or gesture to engage in sexual acts.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Two (2) days In-School Suspension ➤ 3rd Offense – Refer to Code #310
208	<p>Use or possession of obscene and/or pornographic materials.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #316
209	<p>Use of racial slurs and/or derogatory statements.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #304
210	<p>*Stealing, larceny, theft – the intentional, unlawful taking or carrying away of property valued less than \$100.00 belonging to, or in the possession or custody of another.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #315
211	<p>Intentional defacement of school property</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #323
212	<p>Sexual misconduct – statements or profane connotation.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #310
213	<p>Theft of Intellectual Property, Plagiarism, and Cheating/Academic Fraud – The unauthorized intentional or reckless removal or alteration of any computer or digital device program or other information contained in the computer system, digital device or computer network, copying of copyrighted software, taking the ideas or writings of others</p>

	<p>an using them as your own.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #321
214	<p>Unauthorized use of a password or an account owned or assigned by another user.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) days In-School Suspension ➤ 3rd Offense – Refer to Code #316
216	<p>Intentionally misusing the computer or digital device so as to disrupt computer or digital device traffic including but not limited to sending excess quantities of data, repeatedly issuing improper and unauthorized commands, accessing and running of unauthorized software or hardware.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #316
218	<p>Possession of and/or use of a Laser Device.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Student Disciplinary Tribunal and / or Intervention Program
219	<p>Gambling – participation in games of chance for money and/or other things of value.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Student Disciplinary Tribunal and / or Intervention Program
220	<p>Minor physical conflicts (ex. Kicking, slapping, spitting) which stops when directed to do so (It should be understood that the principal or his/her designee shall investigate all fights and make appropriate decisions concerning the roles of each participant.)</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Detention • In-school suspension • Extended school (Saturday, Evening, Before and After School Detention) <p>3rd Offense – Refer to Code # 302</p>
275	<p>Leaving class, not attending class, or campus without written permission.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted. ➤ 2nd Offense – Referral to the principal and parent/guardian will be contacted. <p>The Principal, at his/her discretion, may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Alternative placement in school during the regular school day • Detention <p>3rd Offense – Student Disciplinary Tribunal and / or Intervention Program</p>
280	<p>Possession of a toy gun or water gun that is not used in the commission of an aggressive act toward another person.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent / guardian will be contacted and one (1) to three (3) days suspension ➤ 2nd Offense – Parent / guardian will be contacted and refer to Code #308
285	<p>Possession of a small pocketknife on school campus.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Refer to Code #303
299	<p>Any other violation which in discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances – principal must specify on the referral the exact violation.</p> <ul style="list-style-type: none"> ➤ 1st Offense – Parent/Guardian Contact and One (1) day In-School Suspension ➤ 2nd Offense – Parent/Guardian Contact and Two (2) – Four (4) days In-School Suspension ➤ 3rd Offense – Student Disciplinary Tribunal

NO STUDENT WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES WITHOUT BEING ACCORDED DUE PROCESS BY HAVING AN OPPORTUNITY TO ADMIT, DENY, OR EXPLAIN THE CHARGES.

Inappropriate behavior while in In-School Suspension may result in extended time in In-School Suspension. Repeated offenses may result in disciplinary actions as specified under Consequences for Class III Violations or the student referred to the Student Disciplinary Tribunal.

NOTE: Principal or designee will assign interventions, as needed, to students that repeat infractions of Class III Offenses.

Class III Offenses	
300	<p>Multiple Class II Offenses – students that have accumulated four (4) Class II referrals within a nine (9) week period or six (6) Class II referrals within a semester.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
301	<p>Gang Affiliation/Paraphernalia – Possession of gang paraphernalia, gang related materials or dress, recruitment of gangs (any act/behavior that communicated in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution, or retaliation for gang membership or gang related activity. This includes disruption of school or school-sponsored activities.)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
302	<p>*Fighting – Any significant physical conflict, hitting or other contact, exchange of blows between two or more individuals, or physical conflict in which injury occurs or fighting continued.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
303	<p>Small Pocket Knife – Possession of a small pocket knife with intent to threaten or cause harm.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
304	<p>Profanity or Vulgarity – Use of obscene behavior (verbal, written, gesture) toward another person. The intentional, and or unintentional directing of obscene or profane language to a School Board employee.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
305	<p>Unauthorized Activities – Unauthorized activities/organizations – any attempt to use the school day for activities or organizational meetings that are not school-related, school-sponsored, and approved by the school administrator.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
306	<p>Drugs, drug paraphernalia, to include imitation/simulated drugs, or alcoholic beverages, including prescription medication. (See medication policy pages 40-41) – unauthorized possession of, transfer, or sale of or under the influence of to any degree, use of prior to attending any school sponsored activity subject to the jurisdiction of the Board (Act 94-783)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.

307	<p>*Assault upon a School Board Employee (Act 94-794) (expulsion recommendation required) The student:</p> <ol style="list-style-type: none"> 6. Intentionally causes physical injury to a school Board employee, or 7. Recklessly causes physical injury to a school Board employee, or 8. Recklessly, negligently or wantonly causes physical injury to a school Board employee with a weapon or dangerous weapon, or 9. Intentionally, recklessly or wantonly prevents a school Board employee from performing a lawful duty and physical injury is caused to that school Board employee, or 10. Intentionally or recklessly assaults a school Board employee. <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
308	<p>*Handgun, Rifle, Firearm, Explosive, Weapon, Knife, Other - (Any student determined to have brought a weapon/firearms to school shall be expelled for a period of not less than one year. The Superintendent shall be required to make a recommendation of expulsion; however, the expulsion requirement may be modified by the Board for a student on a case-by-case basis) Act 94-817 – Weapon; Act 94-820 – Loss of Driver’s License</p> <p>Possession/use/discharge of a firearm or anything manifestly designed, made or adapted for the purposes of inflicting death or serious physical injury, and such term shall include, but is not limited to, firearm as defined below, or a switch-blade knife, gravity knife, stiletto, sword or dagger, or the billy, black-jack, bludgeon or metal knuckles, box cutter and razor blades, all firearms as defined below, whether loaded or unloaded, other guns of all types including pellet, B-B, stun, look-a-like, non-functioning guns that could be used to threaten others, numb chucks, throwing stars or clubs, explosives, poisons, poisonous gas, chemicals or substances capable of causing bodily harm, slingshots, bows and arrows or any other device or instrument used to intimidate, threaten, or inflict harm. The term “firearm” means firearms as defined in 18 U.S.C. 921 as follows:</p> <ol style="list-style-type: none"> 5. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, 6. the frame or receiver of any weapon described above, 7. any firearm muffler or firearm silencer, 8. any explosive, incendiary or poison gas, (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, similar combination or parts either designed or intended for use in converting any device into any destructive device and from which destructive device may be readily assembled). <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
309	<p>*Bomb Threats – To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
310	<p>*Sexual Battery, Sexual Harassment, Sexual Offenses – including, but not limited to harassment, inappropriate touching, intercourse, attempted rape or rape. (see sexual harassment on pages 37-38)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.

311	<p>*Aggravated battery – intentionally causing serious bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
312	<p>*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; including but not limited to videoing or taking pictures.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
313	<p>*Unprovoked assault and/or attack on another individual</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
314	<p>*Threats to a School Board Employee – The intentional, threat by word, whether communicated in person, writing or by telephone or electronic device to do violence to teachers or some other employee.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
315	<p>*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.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
316	<p>Unauthorized use of a Computer or Digital Device System – the breaking into or otherwise entering a computer system or digital device to steal, delete files, corrupt data or other unauthorized or illegal purpose which damages computer or digital device hardware, software, records or programs belonging to the school. Including but not limited to entering or attempting to enter into any system, any information, data or command which would damage the system.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
318	<p>Medical Excuses – the unauthorized use of, forgery of, and distribution of physician’s medical excuses.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
319	<p>*Intimidation of students – The intentional or unlawful threat by verbal, written or physical communication to do violence intended to endanger the life or health of another student.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
320	<p>*Arson – The willful and malicious burning of any part of school property.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy.

	<ul style="list-style-type: none"> • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
321	<p>Theft, Plagiarism, and Unauthorized use of school documents (i.e., excuses, grade books and tests)</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
322	<p>*Fire Alarm – Rendering a false alarm – knowingly causing a false alarm or fire or other emergency involving danger to person or property – Unjustified activation of a fire alarm system or fire extinguisher.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
323	<p>*Vandalism/Property Damage – (Act 94-819) Destruction of and or defacing of staff, student, or district property and equipment.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
324	<p>*Harassment –</p> <p>A person commits the act of harassment if, with intent to injure, or disturb persistently another person, he/she:</p> <ul style="list-style-type: none"> • Strikes, shoves, kicks, or otherwise touches a person or subjects him to physical contact. <p>A person commits the crime of harassing communication if, with intent to injure or disturb persistently another person he/she:</p> <ul style="list-style-type: none"> • Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written or electronic communication in a manner likely to disturb presently. • Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication. • Telephones another person and addresses to or about such other person any lewd or obscene words or language.
333	<p>Schoolwide Threat – A threat, verbal or nonverbal, that would cause a reasonable person to fear for his or her safety and results in disruption of the learning environment. (This threat can be made on or off campus).</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.
399	<p>Other incidents – Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances - principal must specify on the referral the exact violation.</p> <p><u>Principal will issue one or more of the following:</u></p> <ul style="list-style-type: none"> • Parent/Guardian Contact and One (1) - Five (5) days Out-of-School Suspension. • Parent/Guardian Contact and Recommendation for Alternative Program/ P.A.S.S. Academy. • Parent/Guardian Contact and Recommendation of expulsion from the Dothan City Schools – recommendations go to the Superintendent and then to the Board of Education for a hearing.

*Asterisks indicate offenses considered crimes under the law. School officials are required to notify the appropriate law enforcement officials when persons violate offenses considered crimes under the law.

NOTE: Possession of a weapon requires a recommendation for expulsion based on violation of the policy on weapons, page 21, and Class III offense #308 on page 92.

NO STUDENT WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES WITHOUT BEING ACCORDED DUE PROCESS BY HAVING AN OPPORTUNITY TO ADMIT, DENY, OR EXPLAIN THE CHARGES.

NOTE: Possession of a weapon requires a recommendation for expulsion.

School Bus Discipline

The principal or his designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the students, will be for a reasonable and specified period of time. The Parent/Guardian(s) will be notified prior to the suspension from the bus. Alternative consequences may be developed by the Principal or designee as circumstances warrant.

All bus drivers have received formal orientation/training on rules and behavioral management of students while students are being transported. Bus drivers are encouraged to explain the rules to students during the first two weeks of school, periodically as necessary, and for new students as they begin riding the bus. **The procedure specified in the Disciplinary Action for school bus offenses may not be followed for serious misconduct. The Code of Conduct, as it applies to Class I, II and III, may be applied as necessary.**

Expectations for Student Behavior on Dothan City School Buses

- Always follow the bus driver's/aide's instructions.
- Show respect for everyone.
- Remain seated in your assigned seat, always facing forward.
- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc. to yourself.
- Talk with an inside voice using appropriate language.
- No eating or drinking on the bus without driver's permission.
- No talking at railroad crossings.
- The use of electronic devices should be in the silent or vibrate mode.

Disciplinary Consequences for School Bus

Referral to Principal or Designee

First Referral – conference with student by principal or designee, copy of referral to Parent/Guardian, and contact made with Parent/Guardian.

Second Referral – bus privilege denied for 6 days or as designated by the principal or designee.

Third Referral – bus privilege denied for 12 days or as designated by the principal or designee.

Subsequent Referrals – Management Plan as developed by principal.

Note: According to severity of offense, the principal or designee may use discretion in assigning consequences.

Note: Any damages by the student to the bus would require reimbursement by the student's parent/guardian.

Note: If a student is denied bus privileges due to misconduct, Parent/Guardian will be responsible for student's transportation to and from school each day.

In conformance with Board policy, students may be permanently removed from the school bus for fighting on the school bus. (See Fighting on the School Bus page 96)

Middle School/High School Consequences for Fighting

Consequences for fighting may include suspension, alternative school, placement and/or recommendation of expulsion from Dothan City Schools – recommendations go to the, or the Superintendent and then to the Board of Education for a hearing.

Fighting on the School Bus

Students who ride the buses of Dothan City Schools and who fight create a dangerous situation for themselves and others. Therefore, the Board of Education, in recognition of the dangerous condition, (the possibility of causing a wreck, and physical harm to students) adopts the following as policy:

Fighting carries a five (5) day mandatory out-of-school suspension plus:

- First Fight: minimum of 30 day suspension from bus,
- Second Fight: one year suspension from bus from date of occurrence, or
- Severe Clause: if the incident is one of assault and/or of a severe nature, the student may immediately be removed for a period of one year from the date of occurrence.

ATTENDANCE

All students enrolled in the Dothan City School System are required to be in continuous attendance and abide by the policies governing attendance as outlined by the State of Alabama and the local Board of Education. Alabama Legislative Act 93-972 requires a parent/guardian to be responsible for enrolling their children in school, ensuring that they attend school regularly, and requiring that they conduct themselves properly while in school.

Parents are encouraged to make medical and dental appointments outside of school hours. Late check-ins and early check-outs are discouraged because of the instructional time that the student will miss. However, if appointments are scheduled during the school day, parents should try to give the school advanced notice.

Any student leaving school during the school day must check out in the Office of the Principal. A written excuse from the doctor or dentist should be brought to the office when the student checks in during the school day, or on the first day the student returns to school. Students arriving late or picked up early will be considered unexcused if a doctor's excuse is not submitted.

Students who have appointments scheduled during the school day will not be excused for a whole day of attendance (example: student has a 10:00 a.m. dentist appointment and does not come to school for the entire day). In instances like this, the student should come to school, check out before the appointment, and check back in after the appointment for the remainder of the day.

Students receiving special education services must be in attendance the length of the regular school term and school day unless the IEP Team specifies a different length of time based on the individual needs of the child.

An absence may be excused by the principal for the following reasons:

- pupil is too ill to attend school,
- inclement weather which would be dangerous to the life or health of the child if he attends school,
- legal quarantine,
- death in the immediate family,
- emergency condition as determined by the superintendent or principal, or
- student excused by the principal for attendance at special events, based on Parent/Guardian request, shall be considered absent and excused but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted and approved in advance by the principal

ABSENCES

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

1. pupil is too ill to attend school,
2. inclement weather which would be dangerous to the life or health of the child if he attends school,
3. legal quarantine,
4. death in the immediate family,
5. emergency condition as determined by the superintendent or principal, or
6. students excused by the principal for attendance at special events, based on Parent/Guardian request, shall be considered absent and excused but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted and approved in advance by the principal.

Students may make up work if the absence is excused. Students must make arrangements with each teacher for make-up work within five (5) school days after returning to school, unless extenuating circumstances are given consideration by the teacher and/or principal. Absences in excess of ten (10) days will be reported to Attendance Services for substantiation of cause.

Only ten (10) parent notes will be accepted per year.

Unexcused: Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or Parent/Guardian neglect.

Documentation of Absences

Middle/High Schools

For semester classes, students may be excused up to a total of **five (5)** days per year based upon legal cause. Absences beyond **five (5)** days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee.

For year-long classes, students may be excused up to a total of ten (10) days based upon legal cause. Absences beyond ten (10) days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee.

Over-Age Non-Attending Students

In order to learn, students must be regular in attendance. Regular attendance is required of all students enrolled in the Dothan City Schools. It is recognized that students beyond compulsory school age are not required to attend school. Students beyond compulsory school age with more than 12 unexcused absences per term (high school) or semester (middle school) will be subject to termination of enrollment. Administrators are authorized to request approval from Attendance Services to terminate enrollment. Attendance Services will approve after documented efforts to contact and inform students and Parent/Guardian. Any appropriate agencies serving the student may be notified of the student's non-attendance and termination of enrollment.

Truancy

The Alabama Legislature passed ACT 94-782 stating that Parents/Guardians are responsible for enrolling their children in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils.

Alabama law also provides that it shall be unlawful for any parent/guardian, legal custodian, or other person to cause a child to fail to attend school as required by compulsory school attendance law, or to willfully aid, encourage, or cause any child to become or remain delinquent, dependent or in need of supervision. A violation of this provision is a Class A misdemeanor and the parent/guardian face up to one year in jail and up to a \$6,000.00 fine.

In addition, students that are truant face school discipline as well as possible sanctions through juvenile court, such as court ordered appearances, probation, electronic monitoring and/or curfews, out-of-home placements, payment of court costs and/or extensive counseling.

Parents/Guardians of students who are excessively absent from school may be required to attend the Houston County Truancy Prevention Project (HCTPP) and/or Early Warning Court. If truancy continues, the parent/guardian may be referred for arrest/prosecution to the Dothan Police Department and the Houston County District Attorney.

Truancy Prevention Program

Parent/Guardian of students who are excessively absent from school may be required to attend the Truancy Prevention Program. A Dothan City Schools' Parent/Guardian Involvement Specialist will be present to discuss Parent/Guardian responsibilities and assistance programs.

Students who accrue (6) unexcused absences within a semester will be referred to Early Warning Court at Dothan City Courts. The Juvenile Court has designed programs to intervene with and educate students. The Juvenile Court Judge will notify the school of completion of programs by the student. **Failure to complete programs assigned by the Juvenile Court Judge will result in further Court actions.**

DOTHAN CITY SCHOOLS TRUANCY PROCEDURES

It's the Law presented to all students in Code of Conduct and in School Enrollment Packet.

Middle/High School Procedures:

- 3rd Unexcused Absence: School notifies Parent/Guardian
- 4th Unexcused Absence: Parent/Guardian Conference; Give *It's The Law*
- 5th Unexcused Absence: Issue referral to Houston County Truancy Prevention Project (H.C.T.P.P.)
- 6th Unexcused Absence: 4 Hours of community service at the child's school
- 7th Unexcused Absence: *Direct referral to Early Warning Court.*
- 8th Unexcused Absence: **Complaint and / or referral filed with the Dothan City Police Department (Referral may result in petition for arrest and prosecuted by the Houston County District Attorney's Office).**

Drop-Out/Driver's License

(Act 94-820 which amended Act 93-368 as codified in 16-28-40, Code of Alabama 1975)

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

Students age 17 who drop out of school will be reported to the Department of Public Safety, and their driver's license will be subject to revocation. The driver's license or learner's permit of any enrolled student who accumulates 10 or more consecutive absences or 15 or more cumulative unexcused absences in a given semester will be reported and will be subject to revocation.

Tardies

A student may be considered tardy when he/she is not in the assigned seat when the tardy bell rings. Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class (high school). In middle/high schools, unexcused tardies result in the loss of perfect attendance. Excused tardies do not count against perfect attendance.

If your child has checked in late or checked out early, you will see **Tardy** on the Parent Portal/Attendance. **Excused or Unexcused** will depend on the reason. Excused tardies do not count against perfect attendance.

Consequences for Unexcused Tardies for Middle School Students

Third Tardy: Parent/Guardian contact and warning
Fourth Tardy: One day In-School Suspension or Saturday School
Subsequent Tardies: Additional time added (detention and/or Saturday School)

Consequences for Unexcused Tardies for High School Students

Second Tardy: Warning issued to student
Third Tardy: One (1) day detention or Saturday School
Fourth Tardy: One day In-School Suspension or Saturday School
Fifth Tardy: Saturday School
Subsequent Tardies: Additional time added (detention and/or Saturday School)

***Students tardy 15 minutes to class will be counted absent and must have a written excuse to enter the classroom.**

Check-Ins

The approved procedures for entering school after the tardy bell has rung signaling the beginning of school are:

- a. The student reports to the Attendance Office for an admission slip to enter the classroom.
- b. A student must bring a written statement from his/her Parent/Guardian indicating the reason for the student being late.
- c. A student who is absent four (4) periods or more will be recorded as absent that day and cannot participate in any school activity scheduled for that day.
- d. A student who is enrolled in the co-op program at the high school level and attends school a full period or more shall be permitted to report to work that day after reporting to the coordinator.

Consequences for Unexcused Check-ins for Students Per Semester

Fourth Unexcused Check-in: Warning issued to student
Fifth Unexcused Check-in: One (1) day In-School Suspension
Sixth Unexcused Check-in: Saturday School
Subsequent Unexcused Check-ins: May result in suspensions or days at PASS Academy

***Unexcused check-ins will start over in the second semester.**

Check-Outs

The approval procedures for leaving school after the tardy bell has rung signaling the beginning of school are:

- a. A student may be allowed to check out at the high school level with the written consent of Parent/Guardian and the advanced approval of the principal prior to the beginning of school on or before the day of check out.
- 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.
- c. Under no circumstances may a student leave campus without the approval of the principal or the designee of the principal.

Consequences for Leaving Campus or Class Per Scholastic Year – Middle School

Principal will issue one or more of the following:

- Notify Parent/Guardian and one day In-School Suspension
- Notify Parent/Guardian and two days In-School Suspension
- Notify Parent/Guardian and three days In-School Suspension
- Saturday School and/or Suspension.

Failure to report to Saturday School will result in suspension.

Consequences for Leaving Campus or Class Per Scholastic Year – High School

Principal will issue one or more of the following:

- Notify Parent/Guardian and two days In-School Suspension
- Three days In-School Suspension
- Saturday School and/or Suspension.

Failure to report to Saturday School will result in suspension.

Consequences for leaving campus on a motor vehicle without permission will result in:

Principal will issue one or more of the following:

- Notify Parent/Guardian and **Lose Driving Privileges** – 5 days
- Notify Parent/Guardian and **Lose Driving Privileges** – 10 days
- Notify Parent/Guardian and **Lose Driving Privileges** – 2 months
- Notify Parent/Guardian and **Lose Driving Privileges** – Indefinitely

A student who leaves campus without permission is also absent and as a result all consequences for unexcused absences shall apply.



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