



## ***Code of Conduct***

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***2018-2019***

# **HOMEWOOD BOARD OF EDUCATION**

## **MISSION STATEMENT**

The mission of Homewood City Schools is to educate and empower all students to maximize their unique potential.

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# HOMEWOOD CITY SCHOOLS

## CODE OF STUDENT CONDUCT

### INTRODUCTION

The Homewood City Board of Education believes that instruction should occur in an environment that is conducive to learning, and that effective instruction requires orderly disciplinary standards, rules, and procedures. The intent of furnishing this handbook is to foster a safe, friendly and business-like atmosphere in which students and school personnel work cooperatively. The policy of the Homewood City Board of Education is to require the administrators, faculty members, students, and parents and guardians to adhere to and to comply with this Board of Education-approved *Code of Student Conduct*.

As students progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of positive student behavior will apply to all students in grades kindergarten through twelve. These differences will be recognized in taking disciplinary action to maintain an environment that is conducive to teaching and learning.

There is no greater resource for good student behavior than the students themselves. Students are encouraged to be involved in school-related activities. Participation in extracurricular activities may require higher standards of conduct. **All students are expected to show respect, follow rules, and demonstrate good citizenship.**

### EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Homewood City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or

activity on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identify, affiliation with the Scouts, or any other personal characteristic(s).

### **JURISDICTION OF THE BOARD OF EDUCATION**

Homewood City School students are subject to the rules and regulations of the Homewood Board of Education while they are on school property; on property near the school which is under the supervision of school personnel; on school provided or authorized transportation traveling to or from school or any school activity, function, or event, or any other school sanctioned or authorized vehicle for transportation; or while in attendance at school-related activities, programs, trips, contests, or other events.

### **PARENTAL RESPONSIBILITY**

Under Alabama law, local school systems are required to inform parents and guardians of their education-related responsibilities. Parents and guardians are responsible for the child's attendance and conduct in school. Parents and guardians are required to read the Code of Student Conduct and return a signed acknowledgement form. Under Alabama law, parents or guardians who fail to compel their child to regularly attend school or fail to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the Board of Education shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may be sentenced to hard labor for the county for not more than 90 days. (Code of Alabama, §16-28-12)

### **DUE PROCESS**

The intention of the Homewood City Board of Education is to afford due process when the procedures contained within the *Code of Student Conduct* handbook are implemented. The principals are to familiarize their staffs with the applicable procedures and provide each staff member with a copy of this handbook.

This handbook has been published with the following concepts in mind:

1. School rules should be clearly stated and related to the educational purposes of the school.
2. School rules should be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians should be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students should comply with required procedure.
5. Any student who has been identified as ability impaired under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the *Code of Student Conduct* and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

## **STUDENT GRIEVANCES**

The proper channeling of complaints or grievances is as follows: 1) the teacher; 2) the principal\* or his/her designee; 3) the superintendent or designee; and in the event of expulsion, 4) the Board of Education.

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\*Wherever the principal is referred to in this *Code of Student Conduct*, it shall be understood "...his/her designee" also applies.

## **DRESS CODE**

In keeping with the policies of propriety, a student should take pride in his/her appearance and dress appropriately for school. A student dress code is necessary to maintain a school atmosphere that supports and encourages learning. Dress and/or grooming styles that draw an inordinate amount of attention to the

individual student or cause divisiveness are considered inappropriate for school and are a violation of the dress code. The dress and/or grooming style of any student must not interfere with the educational process in any way. Non-conformity to the dress code is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the dress code immediately. Parents will be contacted and may be asked to furnish appropriate clothing. Students should adhere to the following guidelines:

1. Students must be neat, clean, and well groomed while at school. An unkempt or sloppy appearance is inappropriate.
2. Jeans and other outerwear must be neat, clean, with no holes, tears, or inappropriate patches.
3. Shirts worn untucked must be neat and not look unkempt.
4. Students must be fully clothed at all times with no bare midriffs, bare sides or bare shoulders. Clothing that may be considered provocative, see-through clothing or skintight clothing is prohibited. Low riding and low cut pants are prohibited.
5. Students must wear appropriate undergarments. Undergarments should not be visible.
6. Skirts, dresses, and shorts must be fingertip length or longer. No old worn/torn or other type cut-off shorts are allowed.
7. Gym-type clothing, such as soccer shorts or gym shorts can be worn only at the elementary level. Sweat suits and wind suits are considered appropriate classroom attire at all grade levels. Skintight work out or activity clothing is prohibited. Leggings may be worn with uniform skirt and considered appropriate classroom attire with sponsor and principal approval.
8. Caps, hats, bandannas, and other types of headwear or sunglasses are not to be worn at any time in the school building. Students wearing such items in the building during school hours will have them confiscated.
9. Clothing and/or personal items bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, sexual activity, violence, Satanism, the occult, or any other

wording, drawing, or picture that in any way is questionable or reasonably can be interpreted as being off-color, suggestive, or offensive are prohibited.

10. Clothing or personal items, or visible references which identify a student as associated with a gang, social club, fraternity, sorority, or any subversive, unlawful, or unauthorized organization are prohibited.
11. Shoes or sandals must be worn.
12. Hair must be clean and well groomed, should not impair vision or be of a length that would be dangerous around equipment.
13. Distracting hair styles, hair dyed unnatural colors, spiked hair, and shaven hair patterns are prohibited.
14. Decorative contact lenses, facial or tongue jewelry is prohibited.
15. The carrying of chains or chains connected to wallets are prohibited.
16. Any type of clothing or attire which represents trends or groups that are counter to the accomplishment of our purposes or could be disruptive to the learning environment can be prohibited.
17. With the approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity. The wearing of any such uniform or outfit should be limited to the activities and must conform to the dress code if worn in the classroom setting.

**THE PRINCIPAL OR HIS/HER DESIGNEE SHALL HAVE FINAL AUTHORITY IN DETERMINING ACCEPTABLE OR UNACCEPTABLE DRESS AND/OR GROOMING.**

### **TEACHER INTERVENTION**

Each teacher will deal with classroom disruptions by communicating concerns to parents and by taking in-class disciplinary action. Teachers will contact parents or guardians by making a personal call when feasible, and/or by scheduling



conferences. After parent contact is made, teachers may retain students after school and provide other outside-of-class disciplinary measures as deemed appropriate by the principal. Only when the action taken by the teacher is ineffective, or the misconduct serious, should the student be referred to the principal. Failure to bring notebook, pencil, books or required materials and equipment to class, failure to do homework or failure to do work in class are not causes for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teachers of students who consistently exhibit poor work habits.

### **SCOPE OF AUTHORITY**

Homewood Board of Education has the right to define and enforce violations of the Code of Conduct as subsequently set forth while students are under the jurisdiction of the Board of Education as previously defined.

### **CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Student Conduct are grouped into four classes (Class I, Class II, Class III, and Class IV). Before determining the classification of a violation, the principal will consult with the involved student(s) and school personnel. Once the classification of the violation is determined by the principal, he/she will implement the appropriate disciplinary procedure in a fair and consistent manner. The classification of the offense; whether the violation is first, subsequent, or repeated offense; and the list of corresponding disciplinary actions will be used to select/determine the most appropriate consequence.

### **CLASS I OFFENSES**

- 1.01 Disruption in the classroom, assemblies, and other instructional settings
- 1.02 Tardiness
- 1.03 Non-directed use of profane language or obscene

- gestures
- 1.04 Non-conformity to dress code
  - 1.05 Minor disruption on a school bus
  - 1.06 Inappropriate public display of affection
  - 1.07 Failure to take correspondence home and/or return to school
  - 1.08 Failure to obey directions in hallways, assemblies etc.
  - 1.09 Unauthorized use of school property or personal property
  - 1.10 Littering school property
  - 1.11 Inappropriate or unauthorized use of any electronic resources or improperly restricting or inhibiting other users from using electronic resources.
  - 1.12 Displaying unsportsmanlike conduct at school events
  - 1.13 Failure to serve a school-based disciplinary assignment
  - 1.14 Unauthorized in school use of personal electronic communication devices.
  - 1.15 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

## **DISCIPLINARY ACTIONS FOR CLASS I OFFENSES**

### **First Offense**

Parental contact and disciplinary actions:

- In-school conference
- Time out
- Detention

### **Any Subsequent Class I Offense**

Parental contact, disciplinary probation and disciplinary actions:

- Time out
- Detention
- Saturday School (Middle School & High School)
- Work assignments before and after school
- Intensive School Supervision
- Suspension – 1 to 3 days
- Repeated Class I offenses will be treated as Class II offenses

## CLASS II OFFENSES

- 2.00 Repeated Class I offenses
- 2.01 Defiance of Board of Education employee's reasonable directives
- 2.02 Intimidation, harassment, bullying, threats, hazing, or extortion
- 2.03 Fighting
- 2.04 Intentionally touching or striking another student against his/her will, horseplay which may lead to a fight, or attempting to incite a fight or confrontation
- 2.05 Vandalism or the intentional damage to property
- 2.06 Theft of property
- 2.07 Possession of stolen property with the knowledge that it is stolen
- 2.08 Gambling
- 2.09 Trespassing
- 2.10 Directed use of profane language or obscene gestures, or possession of obscene material
- 2.11 Unauthorized absence from a class or from school
- 2.12 Providing false information to a Board of Education employee
- 2.13 Possession of a pocket knife or key chain knife
- 2.14 Possession and/or use of tobacco or other substance delivery products and devices
- 2.15 Possession of and/or use of matches or lighter
- 2.16 Unauthorized use of all Internet resources and unauthorized downloading, installing, or copying of software.
- 2.17 Failure to show respect
- 2.18 Possession and/or unauthorized use of a laser
- 2.19 Participation in unauthorized group activities, such as initiations, during school or at school sponsored events
- 2.20 Creating, capturing, transmitting, and/or publishing an unauthorized recording (secret recording that may violate security and privacy or harm the character) of students, Board of Education employees, and authorized personnel and guests when in the classroom or other instructional settings.

- 2.21 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

## **DISCIPLINARY ACTIONS FOR CLASS II OFFENSES**

### **First Offense**

Parental contact, disciplinary probation and disciplinary actions:

- Detention (Elementary School)
- Saturday School (Middle School & High School)
- Work assignments before and after school
- Intensive School Supervision
- Suspension - one (1) to ten (10) days

### **Any Subsequent Class II Offense**

Parental contact, disciplinary probation and disciplinary actions:

- Intensive School Supervision
- Suspension - three (3) to ten (10) days
- Alternative School
- Any third Class II offense will be treated as a Class III offense.

## **MORE SEVERE DISCIPLINARY ACTION FOR CLASS I/CLASS II OFFENSES**

For Class I and/or Class II Offenses special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for alternative programs or expulsion. Students may be assigned to Intensive School Supervision a maximum of three times per semester and to suspension a maximum of three times per year before more severe disciplinary action is taken.

## **CLASS III OFFENSES**

- 3.00 Any third Class II offense
- 3.01 Unauthorized possession and/or use of drugs, drug paraphernalia or alcoholic beverages or being under

- the influence of same; refusal to submit to a drug test when under reasonable suspicion (See Drug Testing)
- 3.02 Offensive touching of another person
  - 3.03 Striking or causing bodily harm to a School Board employee
  - 3.04 Robbery
  - 3.05 Trespassing with intent to commit an offense when school premises are closed
  - 3.06 Willful and malicious vandalism or damage to property
  - 3.07 Possession of weapon other than a firearm or a replica of a weapon, including a replica firearm
  - 3.08 Bomb threat
  - 3.09 Unjustified activation of a fire alarm system or fire extinguisher
  - 3.10 Preparing, possessing, or igniting explosives; possessing or igniting fireworks, firecrackers or smoke bombs
  - 3.11 Sexual acts, including propositions to engage in sexual acts
  - 3.12 Assault or battery of another person
  - 3.13 Inciting or participating in a major student disorder
  - 3.14 Sexual harassment
  - 3.15 Fleeing a School Board employee
  - 3.16 Stalking
  - 3.17 Violating the security of any electronic resource or undermining its integrity.
  - 3.18 Using any electronic resource to transmit material, information, or software in violation of any law, including material which may be harmful to minors.
  - 3.19 Intimidation, harassment, bullying, threats, hazing or Extortion by two or more students acting as a group; intimidation, harassment, threats, hazing or extortion by an individual who threatens the safety of a person or the safety or security of the school environment.
  - 3.20 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

## **DISCIPLINARY ACTIONS FOR CLASS III OFFENSES**

### **First Offense**

Parental contact, disciplinary probation and disciplinary actions:

- Suspension up to ten (10) days
- Alternative School
- Expulsion

### **Any Subsequent Class III Offense**

Parental contact and disciplinary actions:

- Alternative School
- Expulsion

## **CLASS IV OFFENSES**

- 4.01 Selling, dealing, or attempting to sell unauthorized drugs or substances purported to be drugs
- 4.02 Sexual intercourse on school property, rape or attempted rape
- 4.03 Possession of a firearm (Alabama Code 16-1-24.3)
- 4.04 Arson

## **DISCIPLINARY ACTIONS FOR CLASS IV OFFENSES**

Parental contact and disciplinary action:

- Expulsion

**SUMMARY OF DISCIPLINARY ACTIONS**

<b>Class</b>	<b>First Offense</b>	<b>Subsequent Offenses</b>
<b>I</b>	<p>Parental contact &amp; disciplinary actions:</p> <ul style="list-style-type: none"> <li>• In-school conference</li> <li>• Time out</li> </ul>	<p>Parental contact, disciplinary probation &amp; disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Time out</li> <li>• Detention</li> <li>• Saturday School (Middle &amp; High School)</li> <li>• Work Assignments</li> <li>• Intensive School Supervision</li> <li>• Suspension one (1) to three (3) days</li> <li>• Repeated Class I Offenses will be treated as a Class II Offense</li> </ul>
<b>II</b>	<p>Parental contact, disciplinary probation &amp; disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Detention (Elementary School)</li> <li>• Saturday School (Middle &amp; High School)</li> <li>• Work assignments</li> <li>• Intensive School Supervision</li> <li>• Suspension one (1) to ten (10) days</li> </ul>	<p>Parental contact, disciplinary probation &amp; disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Intensive School Supervision</li> <li>• Suspension three (3) to ten (10) days</li> <li>• Alternative School</li> <li>• Any 3rd Class II Offense will be treated as a Class III Offense</li> </ul>
<b>III</b>	<p>Parental contact, disciplinary probation &amp; disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Suspension up to ten (10) days</li> <li>• Alternative School</li> <li>• Expulsion</li> </ul>	<p>Parental contact &amp; disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Alternative School</li> <li>• Expulsion</li> </ul>
<b>IV</b>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	

Maximum use of Intensive School Supervision: 3 per semester  
Maximum use of Suspension: 3 per year

## **DEFINITIONS RELATED TO DISCIPLINARY ACTIONS**

### **Alternative School**

The principal may refer current students or new enrollees who have not been successful in maintaining appropriate behavior to an alternative school. The setting for this program will differ from the regular school classroom setting. Work assignments may be included as a part of the alternative school. Students are not allowed to participate in extracurricular activities while in the alternative school. However, the Principal has the discretion to allow alternative school students to participate in summer extra curricular activities and/or summer school. Students who successfully complete the alternative school program may be placed on probation for a time to be determined by school administration. The hours for alternative school are from 7:30 a.m. to 2:30 p.m.

### **Detention**

The principal has the authority to assign students to a designated area (detention hall) on campus before or after the regular school day or on Saturday for a specified period of time as a disciplinary action. Students will be given a one-day notice of their detention hall assignment. An attempt will be made to notify the parents or guardians of the student's assignment to detention hall. The parents or guardians are responsible for providing transportation in these cases.

### **Disciplinary Probation**

The principal has the authority to place a student on disciplinary probation for specified periods of time. Disciplinary probation is a period of time specified by the principal during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.



### **Expulsion**

The Board of Education has final and exclusive authority over the expulsion of students. The Board shall determine the length of the expulsion and the terms and conditions under which a student may return to school upon completion of the term of expulsion. An expelled student may not loiter or appear on school property or attend any school sponsored activity at school or away from school.

### **Intensive School Supervision Program**

The principal has the authority to assign students to the Intensive School Supervision program for specified periods of time. Intensive School Supervision shall not be considered under regular suspension guidelines. Intensive School Supervision 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 student is responsible for all regular school assignments and shall receive appropriate credit. Work assignments may be included as a part of the Intensive School Supervision program. Students are not allowed to participate in extracurricular activities while in Intensive School Supervision.

### **Seclusion or Restraint of Students**

The Homewood City Board of Education requires that all schools and programs within the school district comply with State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of “seclusion” or “restraint,” as those terms are defined within the rule. Further information is available in the office of each school and at [www.homewood.k12.al.us/hbe/parentinfo/restraint.pdf](http://www.homewood.k12.al.us/hbe/parentinfo/restraint.pdf)

### **Saturday School**

The principal has the authority to assign students to Saturday school, a program operated for middle and high school students during a specified time on Saturday. Students assigned to Saturday school are required to complete work assignments as well as academic assignments under the supervision of a School Board employee.

### **School Bus Suspension**

The principal has the authority to deny a student the privilege of riding a school bus for a specified period of time based on the misconduct of the student.

### **Suspension**

The principal has the authority to suspend students from school for a specified period of time. A suspended student may not loiter or appear on school property, participate in extracurricular activities, or attend any school-sponsored activity at school or away from school.

### **Time Out**

The principal has the authority to assign students to time out. Time out is a space for students to sit alone, free from distractions for short periods of time, to regain control of behavior, emotions, and/or concentration.

### **Work Assignment**

The principal has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a specified period of time.

## **PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION, ALTERNATIVE SCHOOL PLACEMENT AND EXPULSION**

A student recommended for suspension will be made aware of the charges and will be given an opportunity to respond. Any time a referral that warrants suspension, alternative school placement or expulsion is submitted, a reasonable effort will be made by school officials to contact the parents or guardians by a telephone call made during school hours or by written notice delivered by the student or the U.S. Mail. The student is responsible for notifying his/her parents or guardians of all written communications from school. Failure to do so may result in further disciplinary action.

## **SUSPENSION OF STUDENTS**

### **Authority**

The school principal has authority to suspend students from school.

### **Notification**

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the superintendent and parents or guardians stating the reason(s) such action was taken. Immediate suspension of a student is justified when the student's presence would threaten other students or himself, endanger school property, or seriously disrupt the orderly educational process. Principals have the authority to request assistance from law enforcement authorities to remove uncooperative students.

### **Length**

1. Suspensions are normally for one (1) to three (3) school days.
2. Suspensions of more than five (5) school days require prior approval of the superintendent or his/her designee.
3. The suspension of a student should not exceed ten (10) school days.
4. If an incident or violation leads the principal to recommend the expulsion of a student, the suspension shall remain in effect until such time that final action upon the recommendation for expulsion is taken.

### **Terms**

1. During the suspension period, suspended students may not attend school functions or enter upon school property or premises for any reason.
2. Nine weeks' tests, semester exams, culminating activities, and missed assignments may be made up for credit.

3. A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Homewood City School System until such time as he/she is eligible to be reinstated in the school from which he/she was suspended.

### **Readmission**

Before a student returns to school after suspension, the parents or guardians must have a conference with the principal unless otherwise approved by the principal. Upon completion of the conference, the student is readmitted by the principal and is given a readmission slip to return to class.

## **EXPULSION OF STUDENTS**

The Homewood City Board of Education has final and exclusive administrative authority over the expulsion of students. The principal will recommend an expulsion hearing for any Class IV offense. The principal has primary authority to determine whether expulsion is warranted for other offenses as outlined in the *Code*. Any student who is the subject of an expulsion will receive due process in the form of the right to a hearing, the right to counsel, the right to hear the alleged charge(s), the right to question all evidence, the right to be heard and offer evidence in his/her own behalf and the right to receive a full explanation of the code violation used to charge the student.

The following steps will be observed in all expulsion actions:

1. The local school principal will consult with the superintendent concerning the student's infraction(s).
2. The superintendent will, by letter, notify the parents or guardians of a conference that may include the student, the parents or guardians, the principal and the superintendent. Failure of the parents or guardians and/or student to attend shall not nullify the process.
3. If the decision to recommend expulsion is made by the superintendent, the parents or guardians will be

notified by letter of the time and place of an expulsion hearing before the Homewood City Board of Education, and the student will remain under suspension until the hearing is held.

4. The student or the parents or guardians may request that the hearing be held in private. Failure of the student and/or the parents or guardians to appear shall not nullify the process.
5. If a decision to expel the student is made, normally the expulsion will not exceed the length of time remaining in the current school year plus the next succeeding school year. Terms and conditions for readmission may be set as a part of the terms of expulsion. At a minimum a readmission conference is required. The superintendent will, by letter, notify the parents or guardians of the Homewood City Board of Education's decision within ten days after it is made.
6. Any student who has been identified as ability impaired under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the code of conduct and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

### **ARRIVAL AND DEPARTURE TIMES**

No student is to enter upon school property more than 30 minutes prior to the official school day or to remain on school property more than 30 minutes after the close of the official school day unless expressly authorized by the school principal, presently enrolled in an on-site school extended day program, or participating in an authorized extracurricular school activity or program.

### **STUDENT ATTENDANCE POLICY**

It is the belief of the Homewood City Board of Education that regular school attendance is important to all students and to the

school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements. School administrators are required under state law to enforce compulsory school attendance laws. The Compulsory School Attendance Law of the State of Alabama, Title 16, **Section 28-3; ACT: 2009-564** Code of Alabama, 1975, provides that “Every child between the ages of seven and seventeen years shall be required to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school year.”

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education’s current School Attendance Manual. Excused absences are defined as: a) illness; b) death in immediate family; c) inclement weather which would be dangerous to the life and health of the child as determined by the principal; d) legal quarantine; e) emergency conditions as determined by the principal; f) prior permission of the principal upon request of the parent or legal guardian.

Any absences not excused shall be considered unexcused. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Jefferson County Juvenile Court Early Warning System.

Administrators and teachers will make every effort to promote regular attendance by students and solicit assistance from parents and guardians in accomplishing this objective. An absence is defined as non-attendance in a regularly scheduled class or activity regardless of the reason for such non-attendance. Students involved in school related activities sanctioned by school administrators are counted as attending. To participate in extracurricular activities

after school, students must have been in attendance at school that day.

### **Noncompliance Attendance (NCA)**

Any student absent twelve or more days during a semester shall be subject to loss of credit for the semester's work. A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his report card and cumulative record for that semester or year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the principal and superintendent to appeal such loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention. Credit which is lost because of absences will be made up in the same manner as academic failures.

### **Withdrawal from School**

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

### **Make-Up Work**

If a student is absent for any excused reason, the student should make arrangements with the teacher the day he/she returns to school to make up missed work. In making arrangements for make-up work, the teacher should consider the type of any illness, the length of time absent, and the amount of make-up work due in all the student's classes. Long-term assignments, such as research papers or special projects, are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances may be given consideration, at the discretion of the principal.

### **Check-Ins And Check-Outs**

Any student who arrives after school has begun must go to the office and check in. Students who have a valid need to leave school before the dismissal bell must be checked out through the office. Students must be signed out by the parent or guardian in accordance with school procedures.

The principal has the responsibility of making decisions relating to checkouts. Such decision shall be made in the best interest of the student when emergencies or unusual circumstances arise.

### **ADMISSION OF STUDENTS**

A student must be in good standing and must have no disciplinary action pending against him/her in the school he/she is leaving in order to be eligible to enroll in any school in the Homewood School System. An alternative educational setting or disciplinary probation may be required for admission or readmission to Homewood Schools. After completion of a term with Department of Youth Services, a student may be placed in alternative school.

### **SPECIAL EDUCATION**

It is the responsibility of the Board of Education to provide appropriate educational services for all eligible students residing within the city limits.

#### **Child Find for Programs for Exceptional Children**

Special Education - Special programs for disabled children are provided in accordance with IDEA. Child Find is an attempt to locate and provide appropriate educational and related services to all disabled children between ages birth and 21. If you are a parent of a disabled child who is not receiving services, contact Homewood Board of Education (205) 870-4203.

Gifted – 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 counselor at your child's school.

If you are the parent of a child with disabilities or a gifted child residing within the city limits of Homewood who is not receiving services, contact the appropriate Special Education Supervisor at the Homewood Board of Education at 870-4203:

Special Education Supervisor - Elementary (preschool - 5th grade, gifted) Shannon Dennis

## **PRIVACY AND PROPERTY RIGHTS**

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students.

The right to use textbooks and other school resources may be discontinued when related fines are unpaid or when not returned on time or in an appropriate condition as issued.

### **Student Lockers**

Students are given the opportunity to use lockers provided by the Homewood City Schools. **These lockers are property of the Board of Education and are subject to search at any time at the discretion of school officials.** Students are responsible for the contents of their lockers and should keep them locked at all times. Each student will be financially responsible for any damage to his/her locker. Graffiti and stickers are prohibited.

Students may use only the locker assigned to them and may not swap lockers unless approval is given by the principal.

### **Student Vehicles**

Students are permitted to park vehicles in designated areas on the school campus. Students must register their vehicles and display parking decal. A vehicle is subject to search by school officials when there is reasonable cause to believe that such vehicle contains material or objects prohibited by law or Board of Education policy. Students operating a vehicle in an unsafe manner on the school campus may lose their privilege of having a vehicle on the campus. **Safety helmets are required for motorcycle riders.**

### **Bicycles**

Students are permitted to park bicycles in designated areas on the school campus. Students operating a bicycle in an unsafe manner on the school campus may lose the privilege of having a bicycle on the campus. **Safety helmets are required for bicycle riders.**

## **DRUG TESTING**

The Board reserves the right to require any student to undergo drug testing, when Board employees have reasonable suspicion that a student is in violation of the Code of Conduct concerning the possession of drugs or alcohol, or being under the influence. The testing will be immediate and will either be at a testing agency and laboratory designated by the School Board or on site, and at the school's expense. Refusal to submit to drug testing when under reasonable suspicion will be considered a 3.01 offense.

## **ADDITIONAL POLICIES**

### **Honor Code**

The administration and faculties of Homewood Schools are dedicated to teaching academic skills as well as fostering integrity among students and staff. Since today's students are tomorrow's leaders, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, each school has guidelines to help students avoid what is considered unethical behavior and help guide

them toward ethical behavior. The principal determines classification of violations of the Honor Code. Depending on the severity of the cheating, plagiarism, and/or theft of academic property the violation may be deemed as a Class I, Class II, or Class III offense.

1. Students shall behave in an appropriate and orderly manner.
2. Students must ride the bus to which they have been assigned. When seats are assigned, students are expected to remain in their assigned seats.
3. Students are to remain seated at all times, face the front of the bus, and refrain from extending head, arms, or any part of the body out the window.
4. Students shall obey the driver willingly and promptly. The driver is in full charge of the bus and students and has the right to assign seats as he/she deems necessary.
5. Students are to help keep the bus clean by not throwing trash on the floor. Students shall not throw any refuse from the windows.
6. Any damage done to bus or equipment must be paid for by that individual.
7. With the approval of the principal, activity sponsors may establish other regulations as deemed appropriate for the activity.

### **Anti-Harassment**

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

Harassment, violence, threats of violence and/or intimidation includes, but is not limited to, any unwelcome behavior related to, but not limited to, race, sex, religion, national origin, disability, sexual orientation, gender identify, affiliation with the Scouts, and/or any personal characteristics that makes the recipient feel

afraid, embarrassed, helpless, angry, unsafe or upsets the recipient to the point of substantially interfering with the educational performance, opportunities, or benefits of a student.

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

- The name of the school district employee whose decision or action is at issue
- The specific decision(s) or actions
- The specific resolution desired
- Upon receiving the grievance, the Superintendent will:  
Schedule a meeting with the student/parent within 10 school days of the request  
Conduct an investigation of the facts necessary before rendering a decision  
Provide a written response to the grievance within 10 days of the meeting.

### **Sexual Harassment**

Board policy prohibits all sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe objects or pictures. Students who believe that they have been sexually harassed by another student or an adult in the school system must report the incident(s) to a teacher, counselor, or administrator immediately.

### **Smoking and Tobacco Usage**

Smoking and the use of other tobacco products are prohibited on the grounds of all Homewood Board of Education facilities at any time.

### **Weapons**

Board policy prohibits all persons, other than law enforcement personnel, from bringing or possessing any deadly weapon or instrument on school property or to school related events. Under Alabama law, 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. The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, stiletto, sword, or dagger, or any club, baton, billy, blackjack, bludgeon, or metal knuckles.

### **Electronic Resources**

The use of electronic devices and networks in the Homewood Schools is a privilege, not a right. The purpose of any electronic resource is to support research and education, therefore any use of these devices must be consistent with the educational objectives of the Homewood Board of Education. The misuse of electronic resources is a violation of the *Code of Student Conduct* with offenders subject to disciplinary action as outlined in the *Code*, and additionally, offenders may be subject to loss of all user privileges to electronic resources as well as legal action when applicable. Homewood Board of Education filters Internet access and requires students and parents to sign a Technology Resource Agreement.

### **Prescription and Non-Prescription Medications**

A qualified nurse is on duty at each school to work with parents and their medication prescriber. All medication, both prescription and non-prescription, shall be dispensed by the nurse at each school according to the authorization forms filled out by the parents or guardians. Forms are available in the nurse’s office at each school. Students should not have in their possession prescription or non-prescription medication, unless a potential emergency condition exists and proper authorization has been obtained. Students shall not dispense any medication to other students. Dispensing or selling prescription medication

is considered illegal drug use.

### **Eligibility for Extra Curricular Participation Related to Conduct**

Extra curricular participation is not allowed while a student is assigned to Intensive School Supervision, suspended from school, or placed in the alternative school. The progression of consequences in the Code of Conduct and the exclusion from extracurricular activity is designed to impress upon students the expectation for appropriate conduct as a school representative in extracurricular activity. Activity sponsors may establish rules of conduct as a prerequisite for membership and participation in the activity. Participation in extracurricular activities may require higher standards of conduct. Additional policies concerning grades and academic progress are also prerequisite for extracurricular participation.

### **Bus Discipline**

The Homewood City Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the supervisor and the school principal, shall have full authority for discipline on buses.

## **STUDENT RECORDS**

Parents or guardians have the right to inspect and review all official records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age. A request to review such records must be made to the school principal.

## **ANNUAL NOTICE of (FERPA) RIGHTS**

The Family and Educational Rights and Privacy Act (FERPA) is administered by the Family Policy Compliance Office in the

US Department of Education and applies to all education agencies and institutions that receive funding under any program administered by the Department. A school district must annually notify parents/guardians and eligible students of their rights under FERPA. The annual notification may be published by various means, including electronically. Once a student reaches 18 years of age or attends a post-secondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents/guardians under FERPA transfer to the student.

A full review of FERPA Guidelines may be accessed at [www.ed.gov](http://www.ed.gov). A summary of FERPA rights, related definitions of terms, and procedures specific to Homewood City Schools can be found in the Parents/Students at [www.homewood.k12.al.us](http://www.homewood.k12.al.us) under the heading Annual Notification of FERPA Rights. There, you will find an explanation of these rights:

- **Access to Education Records**
- **Amendment to Education Records**
- **Disclosure of Education Records**
- **Filing Complaints of Alleged Failure to Comply**

### **Public Posting of Student’s Intellectual Property**

1. In general, the student who creates the work owns the intellectual property he or she has created, and owns, in part, the work he/she has contributed to with a group of creators.
2. The intellectual property of students, when displayed publicly (for view by anyone) in full or in part, is to be done for the educational, organizational, or affective benefits of others, and never for financial gain.
3. The teacher will cite the creator(s) of the intellectual property when posting work for public access (for view by anyone). The citation will include the student’s first and last name and grade level. In the event that one or more of the multiple creators of a common work has expressed in writing an unwillingness to have his/her property publicized, the work will not be made public.
4. All employees and students are expected to respect the

creative rights of others.

5. Parents who **do** want to allow their student's intellectual property to be made public in print or digitally according to the guidelines above and **do** grant their permission, need not do anything further to give this approval; the signatures for the Code of Conduct will serve this purpose.

Parents who **do not** want to allow their student's intellectual property to be made public in print or digitally, will need to contact the school's principal to submit an opt-out form within the first two weeks of enrollment.

### **STUDENT INFORMATION AND PRIVACY**

Schools have always publicized student information in a variety of ways. A few examples would be:

**School Yearbooks** which publish students' full names, photographs, grade level and activities.

**Sports Programs** which publish the weight and height of athletes, their position, and grade level.

**Newsletters** for school or school system which publish student honors, awards and accomplishments in print and electronically

**Student Telephone Directories** which publish student name, telephone number, address and grade level

**Websites, Televised Events or Clips and Newspaper Articles**, which may include names and/or pictures of students in student activities, and credit their performance in athletic events, musical performances, plays, talent shows, and other events or activities

**School Based Websites** which may include names and pictures of students in various classroom or extracurricular activities, recognition, and other events.

Homewood City Schools will have these and other similar publications. Homewood City Schools will consider the following as "directory" or public information: name, address, telephone



number, grade level, photograph, activities/honors, height/weight/position of athletes. Under the Family Education Rights and Privacy act, the school system must give notice of what is defined as public information and must inform parents of their right to restrict the disclosure of this information.

College and university students completing their student teaching experience are required by the Alabama State Department of Education to develop an electronic portfolio that will include audio/video recordings of their instructional delivery. As a result, students in those classes where student teachers have been approved by school administration to work under the supervision of a classroom teacher may be captured in some of these recordings that will be used for academic purposes only.

If a parent does not wish to allow this information about his/her child to be published, he/she should notify the school principal who will have a form for them to complete. Please be aware that due to the public nature of some types of performances/extracurricular/school activities, the school district is limited in its ability to protect the privacy of those students who choose to participate in such activities.

In addition, under Section 9528 of the Elementary and Secondary Education Act, school districts must notify parents of their option to request that their children's names, addresses, and telephone numbers not be disclosed to military recruiters. If a student is over the age of 18, then the school must notify the students. Parents/students have a right to request that the above information not be released to military recruiters or postsecondary institutions without prior written consent.

### **Review of Student Alabama Certificate of Immunization**

Each year the Jefferson County Department of Health conducts an audit of student educational records to ensure that children enrolled in school in Jefferson County are protected from vaccine-preventable diseases or have a valid exemption from vaccination. During the course of the audit, local health department employees

will check for appropriate vaccinations and a valid expiration date on the blue form or for an appropriate exemption form. No identifying information about the child is kept by the health department employees. If a child needs further vaccination or an updated certificate the school will be notified at the completion of the audit.

Special Education Supervisor - Secondary (6th grade - 12th grade) Allison Bruce

The following are designations by the Superintendent of the Homewood Board of Education to handle discrimination complaints based on race, color, handicap, creed, religion, sex, age, or national origin.

Title IX Coordinator

Mr. Doug Gann, Homewood High School

Title VI Coordinator

Dr. Betty Winches, Homewood Board of Education

504 Coordinator

Dr. Betty Winches, Homewood Board of Education

## **Contact Information**

Homewood City Board of Education

450 Dale Avenue

Homewood, AL 35209

Phone: (205) 870-4203      Fax: (205) 877-4544

Website: [www.homewood.k12.al.us](http://www.homewood.k12.al.us)

It is the policy of the Homewood City School Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, age, or national origin be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.

**Approved by the Homewood Board of Education**

**June 12, 2018**





## ***“The Homewood Spirit”***

***Show respect...toward yourself, others and the environment.***

***Make good choices...everyone is watching.***

***Celebrate uniqueness...everyone is different.***

***Words matter...think before you speak.***

***Be your personal best...in all you do.***

***Serve others...feel the joy.***