

# Code of Conduct for Students

2022-2023

Revised and Adopted by DCS School Board for Grades K-12 on June 13, 2022

## **Dothan City Schools Board of Education**

Mr. Scott Childers, Chairman  
Mrs. Brenda Guilford, District 1  
Mr. Franklin Jones, District 2  
Mrs. Melanie Hill, District 3  
Mr. Brett Strickland, District 4  
Mrs. Amy Bonds, District 5  
Mrs. Aurie Jenkins, District 6

### **Superintendent**

Dr. Dennis Coe

## Table of Contents

DOTHAN CITY SCHOOLS BOARD OF EDUCATION .....	2
SUPERINTENDENT .....	2
TABLE OF CONTENTS.....	3
DCS Online Privacy and Protection.....	7
Child Internet Protection Act (CIPA) .....	7
Children's Online Privacy Protection Act (COPPA) .....	7
Family Educational Rights and Privacy Act (FERPA) .....	7
DOTHAN CITY SCHOOLS PUBLIC NOTICE FOR GIFTED ASSURANCE .....	9
ALABAMA ADMINISTRATIVE CODE (AAC), RULE 290-3-1-.02(1)(f) - SECLUSION & RESTRAINT.....	9
CODE OF CONDUCT COMMITTEE MEMBERS.....	10
SCHOOL CONTACT INFORMATION .....	11
INTRODUCTION .....	12
EQUAL EDUCATION OPPORTUNITY STATEMENT.....	12
DUE PROCESS .....	12
EQUAL ACCESS.....	13
Plyler vs. Doe, 457 U.S. 202, 1982 .....	13
Office of Civil Rights Memorandum; September 1991, Section 504 ..	13
Office of Civil Rights, 1992.....	13
Improving America's Schools Act of 1994 and the Stewart B. McKinney Homeless Assistance Act .....	13
ROLES OF THE PARENTS/GUARDIANS AND SCHOOL PERSONNEL .....	14
STUDENT RESPONSIBILITIES AND RIGHTS .....	15
JURISDICTION OF THE BOARD OF EDUCATION .....	15
IMPORTANT PARENT/GUARDIAN INFORMATION.....	16
Agencies Offering Assistance to Families.....	16
Parents/Guardians Responsibility (Act 94-782; Ala. Code 16-28-3).....	16
Parent/Guardian Responsibility for Child's Damages (Vandalism) (Act 94-819) .....	16
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA).....	16
PPRA Notice and Consent/Opt-Out for Specific Activities .....	17
Prohibition on the Possession of Weapons (ALA. Code 16-1-24.1(1975)).....	17
Gun Free Schools Zone Act of 1995 .....	17
Jamari Terrell Williams Act of 2018.....	17
Search and Seizure/Safe and Drug Free Schools.....	18
Reasonable Cause .....	18
Reasonable Suspicion .....	18
Tobacco-Free Environment .....	18
Fines for Unlawful Possession of Contraband.....	18
Pending Criminal Charges.....	19
LAW ENFORCEMENT .....	19
The Role of the School Resource Officer .....	19

The Role of the School Protection Officer ..... 19

TRUANCY LAW ..... 20

Truancy Prevention Program ..... 20

ATTENDANCE..... 20

ABSENCES ..... 21

    Excused ..... 21

    Unexcused ..... 21

    Documentation of Absences..... 21

    Dothan City Schools Elementary Truancy Procedures for Unexcused Absences per Year (K-6) ..... 22

    Dothan City Schools Secondary Truancy Procedures for Unexcused Absences per Year (7-12)..... 22

    Retention Stipulations (9-12) ..... 22

    Student Attendance and Parking Privileges – Secondary School Students (9 -12) ..... 22

    Student Attendance and Extracurricular Activities – Secondary School Students (9 -12)..... 22

OVER-AGE NON-ATTENDING STUDENTS..... 22

DROP-OUT/DRIVER’S LICENSE ..... 22

TARDIES ..... 23

    Consequences for Unexcused Tardies/Early Check-outs for Elementary School Students (K-6) ..... 23

    Consequences for Unexcused Tardies for Secondary School Students (7-8)..... 23

    Consequences for Unexcused Tardies for Secondary School Students (9-12)..... 23

CHECK-INS ..... 23

CHECK-OUTS ..... 24

    Consequences for Leaving Campus or Class Per Scholastic Year – Secondary School Students (7-8)..... 24

    Consequences for Leaving Campus or Class Per Scholastic Year – Secondary School Students (9-12)..... 24

    Consequences for Leaving Campus On a Motor Vehicle Without Permission Will Result In: ..... 24

ILLNESS AND SCHOOL ATTENDANCE ..... 24

IMMUNIZATION CERTIFICATION REQUIREMENT..... 25

SCHOOL ATTENDANCE AREAS..... 25

ATTENDANCE ZONES AND TRANSFERS..... 25

SCHOOL BUS DISCIPLINE ..... 26

    Charles "Chuck" Poland, Jr. Act (Alabama Act 2013-247) ..... 26

    Use of Tobacco/Vape Products on the School Bus ..... 26

    Expectations for Student Behavior on Dothan City School Buses..... 26

    Disciplinary Consequences for Elementary Students Riding School Bus (Referral to Principal or Designee) (K-6)..... 26

    Disciplinary Consequences for Secondary School Students Riding School Bus (Referral to Principal or Designee) (7-12) ..... 27

    Fighting on the School Bus ..... 27

    Fighting Carries a Mandatory Referral to PASS Academy ..... 27

DOTHAN CITY SCHOOLS STUDENT DRESS CODE (Grades K- 12) ..... 28

    Discipline for Dress Code ..... 29

ANONYMOUS ALERTS ..... 29

BARK ALERTS ..... 29

HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE .....30

SEXUAL HARASSMENT .....31

HARASSMENT GRIEVANCE REPORT FORM A .....34

MEDICATION INFORMATION .....35

    Parent/Guardian’s Responsibility.....35

    School’s Responsibility.....35

    Student’s Responsibility.....36

    Questions and Answers Regarding Medication .....36

STUDENT DISCIPLINARY TRIBUNAL.....37

WAIVER OF STUDENT DISCIPLINARY HEARING.....39

TECHNOLOGY POLICIES AND PROCEDURES .....40

    Dothan City Schools Personal Electronic Communication Device Procedures .....40

DOTHAN CITY TECHNOLOGY USAGE POLICY.....40

Parent Information Table of Contents.....41

STATEMENT OF RESPONSIBILITIES.....43

    Parent/Guardian Responsibilities .....44

    School Responsibilities .....44

    Students Responsibilities .....44

    Student Activities Strictly Prohibited.....44

    Cyber-Bullying.....45

    Student Discipline .....45

    Correlation of Digital Device Infractions to the DCS Code of Conduct.....46

CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING .....48

STATE OF ALABAMA ADMINISTRATIVE CODE 290-4-1-01(5).....48

CONSEQUENCES AND PROCEDURES.....50

    Before and After-School Detention.....50

    Parent/Guardian Conferences.....50

    Disciplinary Probation .....50

    Writing Assignments.....50

    Work Assignments .....50

    Use of Restraint .....50

    Denial of Privileges.....51

    Principal's Probation .....51

    Suspension .....51

    In-School Suspension.....51

    P.A.S.S. ACADEMY/ Off-School Site Alternative Programs.....51

    Expulsion .....51

    Saturday School .....52

    Mediation .....52

    Behavioral Counseling.....52

Student Driving Privileges on Campus ..... 52

AUTHORITY TO ADMINISTER PROGRAM OF STUDENT CONDUCT ..... 52

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS ..... 52

PROBLEM SOLVING TEAM (PST) ..... 52

STUDENT DISCIPLINE, RULES OF CONDUCT, AND ATTENDANCE..... 53

DOTHAN CITY SCHOOLS PERSONAL ELECTRONIC COMMUNICATION DEVICE POLICY AND CONSEQUENCES ..... 53

RESTORATIVE PRACTICES ..... 54

LEVELS OF INTERVENTION AND CONSEQUENCES ..... 54

    Class I..... 55

    Class II ..... 55

    Class III..... 56

CLASSIFICATIONS OF VIOLATIONS..... 56

    Elementary Class I Offenses ..... 57

    Elementary Class II Offenses..... 58

    Elementary Class III Offenses ..... 60

    Secondary Class I Offenses..... 64

    Secondary Class II Offenses ..... 65

    Secondary Class III Offenses..... 67

    Virtual School Class I Offenses ..... 71

    Virtual School Class II Offenses ..... 73

    Virtual School Class III Offenses ..... 75

DOTHAN CITY SCHOOLS STUDENT/PARENT DIGITAL DEVICE USE AGREEMENT ..... 79

ACKNOWLEDGEMENT ..... 80

## 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 <https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>

### **Children's Online Privacy Protection Act (COPPA)**

COPPA was enacted to protect children under the age 13 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 18.  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA requires that the Dothan City School District, with certain exceptions, obtain parent's 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 the parent has 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;
- 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.**

**Alabama Administrative Code (AAC), Rule 290-3-1-.02(1)(f)** was created in respect to the Seclusion and Restraint for all students. In compliance with this rule, Dothan City Schools has provided this policy regarding seclusion and restraint. Dothan City Schools believes that schools should provide a safe and healthy environment in which children can learn, develop, and participate in instructional programs that promote optimum levels of academic achievement. The purpose of this policy is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

The use of seclusion or restraint shall directly follow guidelines and abide by all definitions set forth in the Alabama Administrative Code.

Seclusion or restraint shall not be used as routine school safety measures. They shall only be implemented in situations where a child's behavior or action poses an imminent danger of physical harm to self or others and not as routine strategies to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, or as a convenience). Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

**2022-2023**

**CODE OF CONDUCT COMMITTEE MEMBERS**

- Mr. Scott Faulk, Chief Operations Officer/COC Chairperson – Dothan City Schools
  - Mr. Jimmy Baker, Program Specialist – Heard Elementary
- Mrs. Rahkiyah Bell, Parental Involvement Specialist – Dothan High School
  - Ms. Dionne Blair, Principal – Highlands Elementary School
  - Dr. Keith Bland, Principal – Dothan High School
- Ms. Phyllis Bolden, Behavioral Specialist – Carver 9<sup>th</sup> Grade Academy
  - Ms. Beth Bouchard, Principal – Highlands Elementary School
- Mrs. Virginia Brookins, Assistant Principal – Dothan High School
  - Mr. Jay Bruner, Director – Transportation Services
  - Mr. Scott Childers, Board Chairman, Dothan City Schools
    - Ms. Sue Clark, Principal – Girard Primary School
    - Mr. Tony Cockerham, Teacher – P.A.S.S. Academy
  - Mr. Cory Crawford, Teacher – Carver 9<sup>th</sup> Grade Academy
  - Ms. Wanda Dismukes, Principal – Kelly Springs Elementary
- Mr. Jeremy Dorsey, Parental Involvement Specialist – Dothan High School
  - Mr. Chris Duke, Director – CTE & Workforce Development
    - Ms. Elizabeth Ellis, Receptionist – Dothan High School
    - Mr. Jeremy Green, Director – Technology Services
    - Ms. Tammie Green, Secretary – P.A.S.S. Academy
  - Ms. Brooklyn Grinstead, Student – Carver 9<sup>th</sup> Grade Academy
  - Mrs. Alicia Hales, Director – Exceptional Student Services
    - Dr. Erica Hall, Principal – Beverlye Intermediate School
  - Ms. Addison Hendrix, Student – Carver 9<sup>th</sup> Grade Academy
- Mrs. Tracey Horn, Program Specialist – Girard Intermediate School
- Mrs. Lee Jacobs, Assistant Superintendent – Division of Accountability and Compliance
  - Mrs. Doretha James, Lead Nurse – Dothan City Schools
  - Mrs. Aurie Jenkins, Board Member – Dothan City Schools
  - Ms. Christina Johnson, Principal – Dothan City Virtual School
- Mrs. Maria Johnson, Assistant Superintendent – Division of Instructional Services
  - Mr. Steve Lewis, Assistant Principal – Dothan High School
    - Mr. Patrick Mallory, Director – Human Resources
  - Mrs. Christy Martin, Principal – Dothan City Early Education Center
    - Mr. Darius McKay, Principal – Slingluff Elementary School
      - Mr. Joey Meigs, Principal – Dothan Tech
      - Mr. Todd Mitchell, Principal – Carver 9<sup>th</sup> Grade Academy
  - Mr. Steve Parrish, Coordinator-Safety & Security – Dothan City Schools
- Mr. Chris Payne, Principal – Carver School for Math Science & Technology
  - Ms. Jacquelyn Pearce, School Nurse – Carver 9<sup>th</sup> Grade Academy
- Mr. Ryan Richards, Coordinator-Workforce Development – Dothan Tech
  - Mr. Jeff Torrence, Principal – Faine Elementary School
  - Ms. LaTasha Weatherington, Principal – P.A.S.S. Academy
  - Mr. James Williams, Principal – Dothan Preparatory Academy
- Dr. Debra Wright, Assistant Superintendent – Division of Auxiliary Services

## SCHOOL CONTACT INFORMATION

### Beverly Intermediate School

Dr. Erica Hall, Principal  
(Gr. 3-6)  
1025 South Beverly Road  
Dothan, AL 36301-4899  
Phone: (334) 794-1432

### Carver School for Math, Science & Technology

Mr. Chris Payne, Principal  
(Gr. 3-6)  
303 Rollins Avenue  
Dothan, AL 36301-5135  
(334) 794-1440

### Dothan City Virtual School

Ms. Christina Johnson, Principal  
(Gr. 7-12)  
323 West Selma Street  
Dothan, AL 36301-3623  
Phone: (334) 794-7444

### Dothan Preparatory Academy

Mr. James Williams, Principal  
(Gr. 7 & 8)  
1236 South Oates St.  
Dothan, AL 36301-3598  
Phone: (334) 794-1400

### Faine Elementary School

Mr. Jeffrey Torrence, Principal  
(Gr. K-6)  
1901 Stringer Street  
Dothan, AL 36303-3798  
Phone: (334) 794-1455

### Girard Primary School

Ms. Sue Clark, Principal  
(Gr. K-2)  
522 Girard Avenue  
Dothan, AL 36303-3199  
Phone: (334) 794-1467

### Hidden Lake Primary School

Mrs. Vanessa Gunn, Principal  
(Gr. K-2)  
1475 Prevatt Road  
Dothan, AL 36301-4867  
Phone: (334) 794-1491

### Kelly Springs Elementary School

Ms. Monica Montalvo, Principal  
(Gr. K-6)  
1124 Kelly Springs Road  
Dothan, AL 36303-6553  
Phone: (334) 983-6565

### Pre-School/Head Start

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

### Slingshuff Elementary School

Mr. Darius McKay, Principal  
(Gr. K-6)  
4130 Westgate Parkway  
Dothan, AL 36303-1246  
Phone: (334) 794-1479

### Carver 9<sup>th</sup> Grade Academy

Mr. Todd Mitchell, Principal  
(Gr. 9)  
1001 Webb Road  
Dothan, AL 36303-3791  
Phone: (334) 702-7226

### Dothan City Early Education Center

Mrs. Christy Martin, Principal  
1665 Honeysuckle Road, Suite 2  
Dothan, AL 36301-1911  
Phone: (334) 794-1420

### Dothan High School

Dr. Keith Bland, Principal  
(Gr. 10-12)  
3209 Reeves Street  
Dothan, AL 36303-2357  
Phone: (334) 794-1410

### Dothan Technology Center

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

### Girard Intermediate School

Mrs. Tracey Horn, Principal  
(Gr. 3-6)  
600 Girard Avenue  
Dothan, AL 36303-3198  
Phone: (334) 794-1426

### Heard Elementary School

Mrs. Tamika Fleming, Principal  
(Gr. K-6)  
201 Daniel Circle  
Dothan, AL 36301-2006  
Phone: (334) 794-1471

### Highlands Elementary School

Ms. Beth Bouchard, Principal  
(Gr. K-6)  
1400 South Brannon Stand Road  
Dothan, AL 36305-7094  
Phone: (334) 794-1459

### PASS Academy

Ms. LaTasha Weatherinton, Principal  
201 East Wilson Street  
Dothan, AL 36303-5826  
Phone: (334) 671-1474

### Selma St. Elementary School

Ms. Dionne Blair, Principal  
(Gr. K-6)  
1501 West Selma Street  
Dothan, AL 36301-3335  
Phone: (334) 794-1463

## 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 of self-discipline. It considers self-discipline as a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his/her 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: Alicia Hales, Section 504/ADA Coordinator, Lee Jacobs, Titles II, VI, and Migrant Specialist, Debra Wright, Title IX Director, English Learner (EL) and Immigrant Specialist, Scott Faulk, Homeless Liaison, 1665 Honeysuckle Rd., Suite 1, Dothan, AL 36305, 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 delivered to the parent/guardian via phone call from the Chief Operations Officer. The appeal should be sent to the attention of the Superintendent at 1665 Honeysuckle Rd., Suite 1, Dothan, Alabama 36305.
4. **Withdrawal Process** – A student will not be allowed to withdraw from one school to enroll in another school within Dothan City Schools while under suspension, expulsion or while pending a hearing.
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 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 forty-eight (48) 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. Per Principal recommendation, 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)  
(See Improving America's Schools Act of 1994 and the Stewart B. McKinney Homeless Assistance Act)

### ***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 an 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:

Alicia Hales, Section 504/ADA Coordinator  
Lee Jacobs, Titles II, VI & Migrant Specialist  
Debra Wright, Title IX, English Learner (EL) & Immigrant Specialist  
1665 Honeysuckle Rd., Suite 1  
Dothan, AL 36305  
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.

### **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. This shall include school provided technology equipment.

### **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.

### **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, or visible on camera during virtual learning, 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.

### **Jamari Terrell Williams Act of 2018**

Previously known as the Student Harassment and Prevention Act (Bullying), it is the policy of Dothan City Board of Education that if a student(s) demonstrates a continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts, that student(s) will be subject to disciplinary actions outlined in Class II and III offenses in Code of Student Conduct. School administration will investigate all matters brought before it to determine consequences.

### **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 suspicion. 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.

### **Reasonable Cause**

Just or legitimate grounds to believe that a person has committed a crime, especially as justification for making a search, an arrest, etc.

### **Reasonable Suspicion**

Suspicion of criminal activity based on specific and objective grounds, as a legal justification for a search (especially by a police officer) or other action.

## CODE OF ALABAMA

16-1-24.1 (1975)

***Automobile Search:*** Any automobile entering any Dothan City School property or any off-campus event(s) sponsored by the school system is subject to a search of the entire vehicle.

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

### **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. In addition, the use of tobacco products is prohibited on camera during virtual instruction. This policy applies to all employees, students, salespersons, and visitors. 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.

### **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).

## **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. Officer participate parent, teacher, faculty meetings, student social and school sponsored sporting events.

### **The Role of the School Protection Officer**

School Protection Officers (SPOs) are sworn, reserve Dothan Police Officers as defined in General Order 100-14. The primary purpose of SPOs is to safeguard life and property; protect students, employees and property of Dothan City Schools. The position is not limited to public schools should a request be made by private school enterprises. Public schools will however be the first priority regarding staffing requests.

School Protection Officers are the first line of defense in protecting our schools. In the event of a dangerous situation, SPOs should focus on sounding the alarm as soon as possible. SPOs should utilize cover and aggressively react to neutralize threats to their areas of responsibility.

## 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.

## 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.

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.**

## 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- 672 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.

Students are considered present when they are in attendance for 3 ½ hours each day. Students are considered absent if they check in after 11:10 am (Elementary Schools), 11:25 am (Carver 9<sup>th</sup> Grade Academy), 11:40 am (Dothan High School), 12:00 pm (Dothan Prep Academy). Students are considered tardy once they arrive on campus after the tardy bell rings. Excused tardies do not count against perfect attendance. Unexcused tardies and early check outs will count against the student's attendance.

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. 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.

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.

## **ABSENCES**

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

1. student 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.

**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 and reported to the Chief Operations Officer.

### **Documentation of Absences**

**Elementary 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. **Secondary students** must make arrangements with each teacher for make-up work within five (5) days after returning to school, unless extenuating circumstances are given consideration by the teacher and/or principal.

#### **Elementary (K-6)**

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 and reported to the Chief Operations Officer.

#### **Secondary Schools (7-12)**

For semester classes, only five (5) parent notes will be accepted per semester. 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, only ten (10) parent notes will be accepted per year. 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.

All documentation for absences must be received within **two school days** or the absence will be unexcused. All unexcused absences must be reported to the Chief Operations Officer 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.***

**Dothan City Schools Elementary Truancy Procedures for Unexcused Absences per Year (K-6):**

- 3<sup>rd</sup>/4<sup>th</sup> Unexcused Absence: School will notify Parent/Guardian
- 5<sup>th</sup>/6<sup>th</sup> Unexcused Absence: A referral issued to the Houston County Truancy Prevention Project (H.C.T.T.P.)  
Subsequent Unexcused Absences: **Complaints and/or referrals for students who are 12 years and older will be referred to Juvenile Services (Referral will result in petition for the arrest and prosecution of the parent/guardian by the Houston County District Attorney’s Office).**

**Dothan City Schools Secondary Truancy Procedures for Unexcused Absences per Year (7-12):**

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

**Secondary Procedures (7-8)**

- 3<sup>rd</sup>/4<sup>th</sup> Unexcused Absence: School notifies Parent/Guardian and/or Parent/Guardian Conference;  
Give **It’s The Law**
- 5<sup>th</sup>/6<sup>th</sup> Unexcused Absence: Issue referral to Houston County Truancy Prevention Project (H.C.T.P.P.)
- Subsequent Unexcused Absences: **Complaints and / or referrals filed with the Houston County Juvenile Court Services (Referral will result in petition for arrest and prosecuted by the Houston County District Attorney’s Office).**

**Secondary Retention Stipulations (9-12)**

- If a student obtains thirteen (13) or more unexcused absences for a year-long course or seven (7) unexcused absences for a semester course the principal must evaluate the attendance record and may recommend retention. Parents/guardians will be notified when a student has obtained ten (10) unexcused absences

**Student Attendance and Parking Privileges – Secondary Students (10-12)**

More than 5 total unexcused absences: Revocation of parking permit for one week.

More than 10 total unexcused absences: Revocation of parking for one semester.

More than 14 total unexcused absences: Revocation of parking for one full year.

**\*In case a student’s parking privilege is revoked, the parking permit fee will be non-refundable.**

**Student Attendance and Extracurricular Activities – Secondary Students (10-12)**

If a student receives 10 unexcused absences, the student will not be able to participate in the following activities: Athletics, Band, Clubs, Co-op, Field Trips, Homecoming, Prom, Senior Trip.

**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 (9-12) or semester (7&8) will be subject to termination of enrollment. Administrators are authorized to request approval from the Chief Operations Officer to terminate enrollment. The Chief Operations Officer 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.

**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 their assigned seat when the tardy bell rings. 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.** Also, early checkouts have a negative effect on your child's success, and will be handled in the same manner as tardies. ***Parental Involvement Specialists and School Counselors will follow up on subsequent and chronic tardies.***

Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class (9-12). In grades 7-8, unexcused tardies result in the loss of 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.

### **Consequences for Unexcused Tardies/Early Checkouts for Elementary School Students (K-6):**

3 <sup>rd</sup> , 4 <sup>th</sup> , & 5 <sup>th</sup> Tardy/Early Checkouts:	Written/Verbal Communication with Parent/Guardian
6 <sup>th</sup> Tardy/Early Checkouts:	Mandatory Parent/Guardian Conference and/or Principal's Probation
Subsequent/Chronic Tardies/Early Checkouts:	Parent/Guardian Conference and/or a referral to the Houston County District Attorney's Office as directed by the Chief Operations Officer for Dothan City Schools

### **Consequences for Unexcused Tardies for Secondary School Students (7-8):**

- 3<sup>rd</sup> Tardy: Parent/Guardian contact and warning
- 4<sup>th</sup> Tardy: One day In-School Suspension
- Subsequent Tardies: Additional ISS Days

### **Consequences for Unexcused Tardies for Secondary School Students (9-12):**

1st tardy = Teacher warning  
2nd tardy = Teacher warning/contact parent  
3rd tardy = One day ISS  
4th tardy = One day ISS  
5th tardy = Two days ISS/loss of parking pass for 5 school days  
6th tardy = Three days ISS  
7th tardy = One day suspension/loss of parking pass for 45 school days  
8th tardy = One day suspension  
9th tardy = One day suspension  
10th tardy = Two days suspension/loss of parking pass for 90 school days  
11th tardy and beyond = Use Class II (275)

## 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 doctor or a legal note indicating the reason for the student being late.
- c. Any K-8<sup>th</sup> grade 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. Any 9<sup>th</sup>-12<sup>th</sup> grade student who is absent 51% or more of the school day will be recorded as absent that day and cannot participate in any school activity scheduled for that day.
- e. Any 11<sup>th</sup> or 12<sup>th</sup> grade student who is enrolled in the co-op program at the high school level and attends school a full block or more shall be permitted to report to work that day after reporting to the coordinator.

## **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 –Secondary School (7-8):**

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 Out-of-School Suspension.
- Principal's Probation

**Failure to report to Saturday School will result in suspension.**

### **Consequences for Leaving Campus or Class Per Scholastic Year – Secondary School (9-12):**

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 Out-of-School Suspension.
- Principal's Probation

**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.**

## **ILLNESS AND SCHOOL ATTENDANCE**

**COVID-19** - Please notify school if your child has tested positive, been exposed, or has any correlating signs or symptoms. The school nurse will provide the parent/guardian with further instructions based on DCS guidelines.

Some illnesses that require exclusion from school:

~ Chickenpox ~ COVID-19 ~ Influenza ~ Pink eye ~ Strep throat ~ Impetigo ~ Head lice ~ MRSA

### **When should your child stay at home?**

Below are some helpful guidelines along with your doctor's advice that may assist in helping you make that decision:

1. Fever **100.4** degrees or higher, vomiting or diarrhea within the past 24 hours. **Must be free of fever, diarrhea or vomiting without medication assistance for 24 hours** before returning to school (Ex. checkout at 9:00 a.m. today, may check in no earlier than 9:00 a.m. tomorrow).



2. Persistent cough or runny nose with thick discolored nasal/mucus 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 that has been evaluated by a doctor 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. Infected area(s) are required to be covered while in school. 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 notify school nurse 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. Child(ren) will be checked by the school nurse upon return to school.
8. Chickenpox - may return to school when the blisters are dried or scabbed over (5-10 days). A doctor's note is required to return to school.

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

### **IMMUNIZATION CERTIFICATE REQUIREMENT**

The state of Alabama requires all students in public or private school to provide a valid certificate of immunization (Alabama Code 420-6-1). The certificate may be obtained from the Houston County Health Department (appointment is needed) or your child's physician.

### **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.

- 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.
  - 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:
- 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:
- 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.
  - A student who moves out of the City Limits during any grading period may finish grading period only in the Dothan City Schools.
  - 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:
- 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.
  - 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:
- 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.

## **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.**

### **CHARLES "CHUCK" POLAND, JR. ACT (ALABAMA ACT 2013-347)**

- No trespassing on school buses
- Offenders will be prosecuted to the fullest extent of the law
- Punishment could result in a fine of up to \$6000 and up to one year in jail

### **Use of Tobacco/Vape Products on the School Bus**

All Dothan City School buses are a tobacco/vape free form of transportation. Consequences for violation of this rule will result in the loss of riding privileges for one calendar year.

### **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 Elementary Students Riding School Bus (Referral to Principal or Designee) (K-6):**

**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** – Permanent removal from bus for one (1) full calendar year.

Note: Horse playing (rough or rowdy play) or fighting on the first offense will result in 10 days bus suspension, However, depending on the severity of the incident, suspension may result in more than 10 days.

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.

Note: Parents/guardians using Dothan City School bus transportation, and living in motels/hotels, will meet elementary age students at the afternoon bus stop. If a parent/guardian of a K-1 student is not at the afternoon bus stop to meet the student, the following consequences will be deemed necessary:

- 1<sup>st</sup> offense – Warning
- 2<sup>nd</sup> offense – Warning
- 3<sup>rd</sup> offense – Bus privilege denied for remainder of school year

**Disciplinary Consequences for Secondary School Students Riding School Bus (Referral to Principal or Designee) (7-12):**

**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** – Permanent removal from bus for one (1) full calendar year.

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.**

**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 Mandatory Referral to PASS Academy**

- First Fight: 90 days at PASS Academy,
- Subsequent Fight: Recommendation for expulsion
- 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.

**DOTHAN CITY SCHOOLS**  
**STUDENT DRESS CODE**  
**Grades K – 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. With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Dothan City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of Dothan City Schools.
2. Students are to wear clothing in the manner it was designed to work, i.e., clothing worn backward or inside-out, is not allowed. Specifically, pants worn too low (low riders), too long, or excessively large or tight are not permitted. Leggings are not considered pants and must be worn under skirts. All pants (including shorts and skirts) will be worn at the natural waist level.
3. Students are not to wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is form fitting, too tight, too short, bare at the midriff when arms are fully extended above the students’ head, bare at the sides, sun dresses, “spaghetti strap” type tops, off-the shoulder tops, razor-back tops, low-cut front or backless tops, sheer or see-thru clothing, etc.) Undergarments should be worn in appropriate manner and should not be visible. Sleeveless shirts or tops for male students are prohibited. Pajama style pants are not allowed.
4. Leggings are not considered pants and must have appropriate clothing (shirts, skirts, shorts, etc.) that extends to the length of the longest fingertip.
5. Jeans, pants and skirts with holes, cuts, and or slits are permitted as long as skin is not showing underneath.
6. Students are not to wear jewelry, ornaments or accessories (fingernails) which distract from the learning environment or may pose a safety risk/hazard (ex. Excessively large, noisy jewelry, caps, flags, quilts, and/or belts). No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed, unless prescribed by a physician or dentist.
7. T-shirts or any other type of clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being “off-color”, suggestive, obscene, or offensive, or relating to, death, the occult, Satanism, etc. are not permitted.
8. Clothing and/or accessories which are disruptive or distracting to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will not be allowed.
9. During the day, students are not to wear caps, hats, bandannas, sunglasses (unless prescribed by a physician) or other headwear (ex. Hoodie pulled up over head, ski hat, etc.) which completely covers the head. Hair cannot obscure the student’s face. Combs, hair picks, hair socks or curlers are not allowed to be worn.
10. Students are not to wear heavy metal chains, metal spiked apparel or accessories, etc. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down. Suspender straps (including overall straps) must be worn on the shoulder as designed.
11. Students are required to wear appropriate shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed. Bedroom shoes/house slippers are not allowed. As deemed by the administration, unusual shoes that cause or may potentially cause a distraction are not allowed. Sandals and/or slides may be worn, however, there must be straps around the back of ankle.

## Discipline for Dress Code Violations

### Elementary

1 <sup>st</sup> Offense	Call parent/change clothes
2 <sup>nd</sup> Offense	Call parent/change clothes
3 <sup>rd</sup> Offense	ISS/Alternate Placement 1 Day
4 <sup>th</sup> Offense	Refer to 299

### Secondary

1 <sup>st</sup> Offense	Call parent/change clothes; if clothes can't be changed, the student will go to ISS 1 Day
2 <sup>nd</sup> Offense	Call parent/change clothes; if clothes can't be changed, the student will go to ISS 2 Days
3 <sup>rd</sup> Offense	Call parent/change clothes; 2 days OSS
4 <sup>th</sup> Offense	Refer to 299

## ANONYMOUS ALERTS

Anonymous Alerts contact form can be found on the DCS website: [www.dothan.k12.al.us](http://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



### BARK ALERTS

**Bark alerts parents and school administrators when it detects potential threats and signs of danger, including cyberbullying, internet predators, depression, suicidal thoughts and sexting.**

## 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 collaboration with the Title IX Director, 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 in to 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's designee will inform the student's parent or guardian of the report.

## **SEXUAL HARASSMENT**

(Education Amendments of 1972 Title IX)

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 (per Final Regulations 2020) - any of the following conduct on the basis of sex constitutes sexual harassment:

1. A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment)
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. 1092, and the Violence Against Women Act, 34 U.S.C. 12291(a))

Responsible Employee - 106.44 (a) General response to sexual harassment. A recipient with actual knowledge of sexual harassment in an education program or activity of the recipient against a person in the United States, must respond promptly in a manner that is not deliberately indifferent.

Complainant - person alleges sexual harassment

Respondent - recipient of the alleged sexual harassment

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 (Title VII) (as amended), the Education Amendments of 1972 (Title IX), 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 responsible employee receiving a complaint of sexual harassment from a student or prospective student shall contact the Title IX Director immediately.
5. If a complaint is made regarding sexual harassment, the Title IX Director must be notified immediately. Appropriate measures will be taken to notify law enforcement while simultaneously conducting site- based investigations.
6. If the sexual harassment is from an adult and directed towards a student or juvenile, the individual receiving a complaint of sexual harassment shall immediately notify the Title IX Director who will assess the information and follow guidelines for conducting an investigation. Appropriate law enforcement officials will be notified as applicable.
7. The original *Grievance Form A* found online at dothan.k12.al.us under Departments, Human Resources and Personnel Services, Title IX webpage and under Departments, Human Resources and Personnel Services, Personnel Resources, Formal and Informal Grievances must be filed with the Title IX Director within 30 calendar days following the date of the alleged violation(s). The alleged violation(s) must be clearly and specifically stated. The form must be completed in entirety with signatures. The complainant should keep a copy of all forms used.
8. **Investigation Process**
  1. Formal Complaint signed - written notification requesting the school system conduct an investigation
  2. Notice of Allegations submitted to respondent and copy to complainant
  3. Notice of Investigation - *Investigator* assigned who will begin the prompt (45-60 days) process by providing notice to parties of all meetings and interviews.
    - Complainant and Respondent are allowed to have an advisor of their choice at all meetings/interviews.
  4. Review of Evidence - opportunity for parties to inspect, review, and respond to all evidence directly related to allegations -relevant evidence or not relevant evidence – 10 day timeline for written response from either party before finalizing the report.
  5. Review of Report - Opportunity for parties to review the investigation report within 10 days and submit a written response for the decision maker. Investigation report considers responses to evidence; includes all inculpatory and exculpatory evidence; summarizes the relevant evident and submit creditable assessment of the evidence.



9. **Decision Maker** - Receives investigation report and written responses from the parties; completes the review of the evidence and prepare final determination based on the evidence; affords both parties an opportunity for questions and answers regarding the contents of the investigation; determines relevance of questions with written justification; submits all relevant questions to either party for answers; submits written determination to the Title IX Director. To reach this determination, Dothan City Schools will apply the preponderance of evidence as a standard of evidence- meaning evidence supports what is more likely than not to have happened.
  - a. A written response to the student's complaint will be provided to the student, Parent/Guardian, and law enforcement personnel, if appropriate, simultaneously.
10. **Appeals Process** -The following information outlines the Dothan City Schools Appeals process. The Complainant or the Respondent may appeal a decision as permitted by the DCS District's policy, which includes a requirement that either party must file an appeal within twenty (20) days of a determination by requesting the appeal in writing to the Superintendent.
  - a. An appeal may be based upon any of the following:
    - I. Procedural irregularity that affected the outcome of the matter.
    - II. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
    - III. The Title IX Director, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The determination regarding responsibility becomes final either on the date that Dothan City Schools provides the parties with the written determination of the result of the appeal, if an appeal is filed, or appeal is not filed, the date on which an appeal would no longer be considered timely.
11. Complainant has the right to file a complaint directly with 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 on 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.



**HARASSMENT GRIEVANCE REPORT  
Form A**

**\*Can Be Filed in person or by postal mail or email to [scaulk@dothan.k12.al.us](mailto:scaulk@dothan.k12.al.us)**

**Complainant's Victim's Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Tel# of Parent:** \_\_\_\_\_

**Name of Alleged Respondent:** \_\_\_\_\_

**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. I am requesting that Dothan City Schools conduct an investigation into these allegations.**

**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.

## 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. The Student Disciplinary Tribunal has the authority to issue a short-term suspension, long-term suspension, alternative school placement, virtual program placement, expulsion or permanent expulsion of any student found to have violated the Code of Conduct. If a hearing is called, (by Superintendent or designee) 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 until the hearing can be held. The hearing should be held no later than two (2) – three (3) working weeks 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 two (2) – three (3) working weeks. 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 delivered to the parent/guardian via phone call from the Chief Operations-Officer. The appeal should be sent to the attention of the Superintendent at 1665 Honeysuckle Rd., Suite 1, Dothan, Alabama 36305.

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 forty-eight (48) 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 (see page 39). 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 stated charge(s) and the agreed upon consequence.



Dr. Dennis Coe  
 Superintendent  
 1665 Honeysuckle Rd., Suite 1  
 Dothan, AL 36305

**2022-2023  
 WAIVER OF STUDENT DISCIPLINARY  
 TRIBUNAL HEARING**

I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, waive my/our rights to a due process hearing before the Student Disciplinary Tribunal Committee as authorized by the Dothan City Board of Education. I/We understand by execution of this Waiver my/our child will be placed in an alternative setting which may include 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**  
*(PLEASE NOTE: SUBJECT TO CHANGE)*

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

- a. The use of **personal**, wireless communication devices by K - 12 students is prohibited on school grounds except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, mobile hotspots, smartwatches, wireless earbuds, 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. 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.
  
- c. 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 TECHNOLOGY USAGE POLICY**  
*(PLEASE NOTE: SUBJECT TO CHANGE)*

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, as well as, copyright and acceptable use of video and software within the classroom environment.**

DCS 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 network and the use of the Internet will be under teacher direction and will be monitored.

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

[https://www.dothan.k12.al.us/cms/lib/AL02209954/Centricity/Domain/1362/DCS\\_Acceptable\\_Use\\_12\\_8\\_75.pdf](https://www.dothan.k12.al.us/cms/lib/AL02209954/Centricity/Domain/1362/DCS_Acceptable_Use_12_8_75.pdf)



# Parent Information

## Table of Contents

### DCS Policy {4.9.1}, {4.9.2}, {4.9.3}, {4.9.4}, {4.9.5}

#### Digital Device Acceptable Care, Use and Responsibilities Procedures

##### 1. TAKING CARE OF YOUR DEVICE

###### 1.1 General precautions

##### 2. USING YOUR DEVICE AT SCHOOL

###### 2.1 Devices undergoing repair

###### 2.2 Device and e-mail passwords

###### 2.3 Sound, music, games or programs

###### 2.4 Printing

##### 3. MANAGING FILES AND SAVING WORK

###### 3.1 Saving work

###### 3.2 Network connectivity

##### 4. PROTECTING AND STORING YOUR DEVICE

###### 4.1 Device identification

###### 4.2 Storing your device

###### 4.3 Password Protection Standards

##### 5. SOFTWARE ON devices

###### 5.1 Originally installed software

###### 5.2 Restoring of device

##### 6. DAMAGE TO DEVICE

##### 1. LOST OR STOLEN DEVICE

##### 8. ALTERNATE DEVICES

##### 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 or are using. Devices that are broken or fail to work properly must be forwarded to the local school's media center 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.*

- Cords and cables 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.

##### 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 *will not* be allowed to use a "hot spot" or similar product with any device.

## **2.1 Devices undergoing repair**

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

## **2.2 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.

## **2.3 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.

## **2.4 Printing**

Printing will not be available with devices.

## **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. All files should be saved to Google Drive instead of being saved to the local device storage.

### **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 a secure place to store their device. When students are not using their devices, they should be stored in charging carts. When storing the digital device, nothing should be placed on top of the device. Additionally, students will not take any devices home with them except for student attending virtually who have filled out the appropriate checkout information and has obtained prior approval from the DCVS Principal and/or the Technology Services Department Director.

- 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 Password Protection Standards**

Do not use the same password for Education accounts as for other non- Education access (e.g., personal ISP account, option trading, benefits, etc.). Where possible, don't use the same password for various Education access needs. For example, select one password for the Education systems and a separate password for lab systems.

Do not share Education passwords with anyone, including administrative assistants, co-workers, or family members. All passwords are to be treated as sensitive, confidential Education information.

If someone demands a password, refer him or her to this document or have him or her call someone in the Technology Services Department.

Do not use the "Remember Password" feature of applications (e.g., Outlook, or browsers such as Firefox or Internet Explorer etc.).

If an account or password is suspected to have been compromised, report the incident to the Technology Department.

Password cracking or guessing may be performed on a periodic or random basis by the Technology Department. If a password is guessed or cracked during one of these scans, the user will be required to change the password.

## 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 without notice 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.

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.

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

1st Damage - (\$50.00)

2nd Damage - (\$75.00)

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

## 7. 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 Media Specialists.**

**\*\*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 and/or the full cost of the device charged to the student/parent.**

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

## 8. ALTERNATE DEVICES

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

## Statement of Responsibilities

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 up to and including suspension/expulsion for students. 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.

### Yearly Chromebook / Technology Fee

The Dothan City School system requires that a Chromebook / Technology Fee be purchased at the beginning of each school year. The fee will be \$20.00 per student paid annually. This fee must be collected by the school that the student is attending at the beginning of each school year.

### **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:

- On-campus internet and email access to its students.
- Curricular apps and content.
- Filtering of inappropriate web content 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 items (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.

### **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"> <li>• 203 - Use of obscene behavior (verbal, written, gesture) toward another person.</li> <li>• 250 - Written or verbal proposition to engage in sexual acts.</li> <li>• 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.)</li> <li>• 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.</li> </ul>
Resetting a digital device	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p>Taking or sending inappropriate pictures/video is considered pornography</p> <p>(Contact Title IX Director immediately)</p>	<ul style="list-style-type: none"> <li>• 203 - Use of obscene behavior (verbal, written, gesture) toward another person.</li> <li>• 250 - Written or verbal proposition to engage in sexual acts.</li> <li>• 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.</li> </ul>

Damaging a digital device	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 140 - Littering of school property, incidental defacement, computer or digital device abuse</li> <li>• 323 - Vandalism/Property Damage – (Act 94-819) Destruction of and or defacing of staff, student, or district property and equipment.</li> </ul>
Disrupting the classroom with a digital device (gaming, playing music)	<ul style="list-style-type: none"> <li>• 101 - Distraction of other students – any behavior that alters the teaching process of the classroom or educational activity</li> <li>• 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.</li> </ul>
Stealing a digital device	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• 312 – Theft, Unauthorized use of school documents (i.e. excuses, grade books and tests) (STEALING A STAFF’S IPAD)</li> </ul>
Downloading inappropriate apps	<ul style="list-style-type: none"> <li>• 111 – Failure to follow specific instructions, disobedience</li> <li>• 201 – Defiance of School Board employee’s authority – any verbal or non-verbal overt refusal to comply with a reasonable director or order of a School Board employee.</li> <li>• 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.</li> </ul>
Refusing to give a username or password	<ul style="list-style-type: none"> <li>• 214 - Unauthorized use of a password or an account owned or assigned by another user.</li> </ul>

<p>Downloading software to get around filters and firewalls and/or jail breaking the digital device</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
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**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, apple-watches, 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.

## 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.

### **Use of Restraint**

The following types of restraint are prohibited in Alabama public schools and educational programs:

- The use of any method of physical restraint that restricts the flow of air to a student's lungs
- The use of mechanical restraint
- The use of chemical restraint

Physical restraint is limited to those situations in which the student is an immediate danger to self or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

All physical restraint shall be immediately terminated when the student is no longer an immediate danger to self or others or if the student is observed to be in severe distress.

Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exception:

Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available, and the student is in immediate danger to self or others after no success with less intensive behavioral interventions. Untrained staff shall request assistance from trained staff as soon as possible.

Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in the crisis intervention training program.

Every instance in which restraint is used shall be carefully, continuously, and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

In some instances in which a student is an immediate danger to self or others, the school must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Parents must then be promptly informed.

Physical restraint shall not be employed for the following occurrences:

- Restraint shall not be used unless there is imminent risk of injury to self or someone else by the student.
- A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.
- Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- When known medical or physical condition of the student would make the restraint procedures dangerous for that student (e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed.
- Restraint shall never be used as punishment, or to force compliance with commands.

### **Denial of Privileges**

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

### **Principal's Probation**

The principal can enact certain stipulations for student(s) to follow due to continuous negative behavior. The principal can place guidelines to include non-participation in certain school functions, and school sponsored activities. Examples of Principal's Probation may be: break/recess detention, non-admittance to school sponsored activities (sport functions, prom, field day), silent lunch, etc. The School principal may place timeframes on these guidelines.

### **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. Suspensions will be counted as excused absences. However, the student will be given the opportunity to recover zeros through Saturday School. **Suspensions are counted as excused absences. 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/ Off-School Site Alternative Programs**

P.A.S.S. Academy/Off-School Site Alternative Programs assignments are made as a last resort prior to a recommendation for expulsion from the Dothan City Schools. Students assigned to these programs are provided a structured school setting for a specified period of time. **Students may not participate in any school curricular, co-curricular, extra-curricular activities, or be on the school campus while placed at P.A.S.S. Academy.**

### **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.

### 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*,
- 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.**

Alicia Hales – 504, ADA, and IDEA Coordinator

793-1397, ext. 236243

Lee Jacobs – Title II, Title VI and Migrant Specialist

793-1397, ext. 236221

Debra Wright—Title IX, English Learner (EL) & Immigrant Director

793-1397, ext. 236209

## **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.

## 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.

### **DOTHAN CITY SCHOOLS PERSONAL ELECTRONIC COMMUNICATION DEVICE POLICY & CONSEQUENCES**

The Dothan City School Board recognizes that students carry personal electronic communication devices. Schools Board Members also recognize that parents provide these devices for their children so they can be in touch in case of emergency.

School requires a students' attention. In recent times, personal electronic devices have become a distraction in the classroom and also a source of concern; especially when used to video or take pictures of other students, or bully using electronic methods.

Personal, wireless communication devices include, but are not limited to, cellular telephones, mobile hotspots, smartwatches, earbuds, 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.

Please note that in case of extreme emergency, for example, a lockdown situation or active shooter, law enforcement shares that multiple cell phones and calls jam their systems and also false statements of the situation can be shared which often confounds the work of school officials, law enforcement, and emergency services.

For the above reasons, the following is being proposed:

The unauthorized use of personal electronic communication devices will not be allowed during school hours. Students are explicitly prohibited from using any type of electronic device to record audio or video segments at any school function or event, or to have the devices turned on during instructional periods. Transportation will allow cell phones on the bus if the phone is on silent or vibrate. Nothing in the policy shall prohibit a teacher or school official from allowing the use of these devices in a productive manner as part of an instructional lesson, approved specialized project, or for specific research with principal's prior approval per lesson plan. Under extenuating circumstances (health condition of family members, etc.), students may be granted temporary waivers by the local administrators to keep the devices on.

Devices emitting notifications / sounds while NOT in use (i.e. in purses and or bookbags) during instructional / class time is considered accidental. However, if the device emits notification / sound more than once in the same classroom, or in other classrooms, on the same day, this will be considered a violation of the Personal Communication Electronic Device Policy.

The distribution or presentation of electronic recordings or video material of students that may be construed as illegal, forms of bullying or harassment, or may cause disruptive activities within the school body, will also result in a Code of Conduct Class III offense. Students guilty of this level of offense for violation of this policy shall also lose their privilege to possess any electronic device on campus for the remainder of the school year, and may be subject to random searches of their possessions to ensure compliance with this prohibition. **The board also reserves the right to legally prosecute any student suspected of criminal activity through the inappropriate use of electronic devices.**

**NOTE:** Regarding the DCS Cell Phone Policy, the administration reserves the prerogative to determine consequences of a lesser degree for students with special needs as deemed appropriate by the IEP team, in conjunction with the administrator and in accordance with the regulations under the Individuals with Disabilities Education Act (IDEA).

**Consequences:**

<b>Elementary (K-6)</b>	<b>Secondary (7-12)</b>
<ul style="list-style-type: none"> <li>• If a student is guilty of unauthorized use of the device during school hours, the device will be taken and held by the school official. The parent or guardian will be contacted and expected to pick the device up at the school.</li> <li>• Violation of this policy for the <b>second</b> time will result in the collecting of the device; parent/guardian will pick up the device and the student will be placed in In School Suspension (1-2 days).</li> <li>• <b>Subsequent</b> violations will result in the collecting of the device; parent/guardian will pick up the device and the student will be placed in In School Suspension (3-5 days). In addition, the student is no longer permitted to bring any electronic devices on school campus.</li> <li>• <i>Refusal to surrender the device when asked by the school official will be considered a Code of Conduct Class II- Code 299- offense. The student will receive one (1) to five (5) days of Out-of-School suspension.</i></li> </ul>	<ul style="list-style-type: none"> <li>• If a student is guilty of unauthorized use of the device during school hours, the device will be taken and held by the school official. The parent or guardian will be contacted and expected to pick the device up at the school.</li> <li>• Violation of this policy for the <b>second</b> time will result in the collecting of the device and three (3) day In-School Suspension.</li> <li>• Violation of this policy for the <b>third</b> time will result in the collecting of the device and three (3) day Out-of-School Suspension.</li> <li>• Subsequent violations will result in confiscation of device thirty (30)-day placement at P.A.S.S. Academy.</li> <li>• <i>Refusal to surrender the device when asked by the school official will be considered a Code of Conduct Class III- Code 399 - offense. The student will receive twenty days (20) days at PASS Academy as a consequence.</i></li> </ul>

**The board assumes no responsibility for loss, theft of any personal cell phone or communication devices.**

**RESTORATIVE PRACTICES**

In the event that students misbehave and do not abide by the principles outlined in the Code of Conduct, Dothan City Schools will use the “restorative practices” approach to discipline. When any student is referred by any staff member for violation of school rules the following restorative plan will be followed:

1. Restorative measure represents a philosophy and a process that acknowledges that when a person does harm, it affects the persons they hurt, the community and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone. By applying restorative measures in schools, school personnel have another tool to use with children and youth to repair harm and teach problem solving skills.
2. Restorative practices guide school staff to teach children self-control through an understanding of personal needs, the use of problem solving skills and an expectation that children and adults can make amends – restitution – for the harm that they cause.
3. An offending student is given the opportunity to participate in a restorative process as a means of making things right for victims and the school community. Restorative approaches can be used either in place of traditional discipline (detention,

suspension, expulsion...) or as a re-entry tool upon re-entry from traditional discipline practices. Models of restorative practice include:

- **Peace making circles** – group of individuals address issues in school.
- **Restorative meetings** – wrongdoing occurs; classroom discusses impact on fellow students and school community.
- **Conferencing** – conversation among people affected by behavior to explore the harm and how individuals were affected and how to repair the harm with a plan.
- **Principal's Probation Action** - Any action deemed necessary by school principal or designee designed to change the negative pattern of a student's behavior which in turn increases student's self-control while at the same time repairs the harm of the action committed by the student (such as a form of community service on school's campus).

## 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:**

School administration will investigate all altercations to determine proper consequences. The school principal or designee can use verbal reports made to the administration office, and any other evidence deemed pertinent to the incident to determine consequences for students.

## **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.**

**DISCIPLINARY ACTIONS FOR *ELEMENTARY SCHOOLS***  
**CLASS I OFFENSES**

**1<sup>st</sup> Offense** – Violations will be referred/handled through class and school management plans approved by the principal and parent/guardian will be contacted.

**2<sup>nd</sup> Offense** – Referral to the principal and parent/guardian will be contacted.

The principal at his/her discretion, may take one or more the of the following actions:

- Alternative placement in school during the regular school day
- Detention or ISS

**3<sup>rd</sup> Offense** – Behavior Intervention Plan

**4<sup>th</sup> Offense or Multiple Class I's** – Refer to Code #200

Elementary Class I Offenses	
101	Distraction of other students – any behavior that alters the teaching process of the classroom or educational activity
102	Quarreling, or intimidation of students – the intentional, unlawful threat by word to do violence to another student
103	Nonconformity to dress code
105	Inappropriate public display of affection
110	Minor physical conflict (ex: pushing, shoving which stops upon direction)
111	Failure to follow specific instructions, disobedience (Minor - Request once then refuse)
112	Use of profane language
113	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.
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.
140	Littering of school property, incidental defacement.

**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: All infractions in BLUE, will require the principal and/or designee to notify the DCS Title IX Department for possible investigation and consequences.**

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

**DISCIPLINARY ACTIONS FOR *ELEMENTARY SCHOOLS***  
**CLASS II OFFENSES**

**1<sup>st</sup> Offense – Parent/Guardian contact and 1-2 days In-school suspension (ISS)**

**2<sup>nd</sup> Offense – Parent/Guardian contact and 3 days In-school suspension (ISS) (Revision of BIP)**

**3<sup>rd</sup> Offense – Parent/Guardian contact and 1-2 days Out-of-school suspension (OSS)**

**4<sup>th</sup> Offense – Refer to code 300**

Elementary Class II Offenses	
200	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.
201	Major Distraction of other students – any behavior that disrupts or interferes with the teaching process of the classroom or educational activity
202	Defiance of Authority - Any action deemed as an overtly disregard or disrespect of authority
203	Use of obscene behavior (verbal, written, gesture) toward another person.
208	Use or possession of obscene and/or pornographic materials
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.
212	Sexual misconduct – statements of profane connotation or harassment; or any inappropriate touching of another person.
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. This includes excuses and tests.
214	Unauthorized use of a password or an account owned or assigned by another user.
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.
218	Possession of and/or use of a Laser Device.
220	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.)
230	Threats – gestured, verbal or written or printed communication threatening an injury to the person, property or reputation of another.
235	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.
240	Possession of and/or igniting fireworks or firecrackers.
245	Unjustified activation of a fire alarm system or fire extinguisher.

250	Written or verbal proposition to engage in sexual acts.
275	Leaving class, not attending class, or campus without written permission.
280	Possession of a toy gun or water gun that is not used in the commission of an aggressive act toward another person.
285	Possession of a small pocketknife on school campus (blade less than 2 inches).
299	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.
SIR 31	Intimidation, harassment, and/or of students – the intentional, unlawful threat by word to another student.
SIR Codes ↓ →	Possession and/or use of tobacco products, lighters, matches, electronic cigarettes, etc. – possession on the person, or in the effects of a student.  SIR 32 – (Possession), SIR 33 – (Sale), SIR 34 – (Use)

**NOTE: All infractions in BLUE, will require the principal and/or designee to notify the DCS Title IX Department for possible investigation and consequences.**

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

**NOTE: Infractions in RED indicate immediate contact of parent and recommendation to the Student Disciplinary Tribunal for expulsion.**

**DISCIPLINARY ACTIONS FOR ELEMENTARY SCHOOLS**  
**CLASS III OFFENSES**

<b><u>Elementary Class III Offenses</u></b>	
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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
318	<p>Medical Excuses – the unauthorized use of, forgery of, and distribution of physician’s medical excuses.</p> <p><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
321	<p>Theft, Unauthorized use of school documents (i.e., excuses, grade books and tests)</p> <p><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
334	<p>Any act and/or statement(s) deem to degrade and/or defame a group or individuals that has racial connotations. The act and/or statement(s) could cause a reasonable person to fear for his or her safety and/or results in disruption of the learning environment. (This act/statement can be made on or off campus).</p> <p><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and Three (3) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 04	<p><b>*Arson – The willful and malicious burning of any part of school property.</b></p>
SIR 05	<p><b>*Assault upon a School Board Employee (Act 94-794) (expulsion recommendation required)</b></p> <p>The student:</p> <ul style="list-style-type: none"> <li>• Intentionally causes physical injury to a school Board employee, or</li> <li>• Recklessly causes physical injury to a school Board employee, or</li> <li>• Recklessly, negligently or wantonly causes physical injury to a school Board employee with a weapon or dangerous weapon, or</li> <li>• 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</li> <li>• Intentionally or recklessly assaults a school Board employee.</li> </ul>
SIR 05	<p><b>*Unprovoked assault and/or attack on another individual and/or Aggravated battery – intentionally causing serious bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.</b></p>
SIR 06	<p><b>*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.</b></p>

<p>SIR Codes ↓  →</p>	<p>Drugs, drug paraphernalia, to include imitation/simulated drugs, or alcoholic beverages, including prescription medication. (See medication policy pages 35-36) – 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>SIR 13 – (Possession), SIR 14 – (Sale), SIR 15 – (Use)</p>
<p>SIR 17</p>	<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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>
<p>SIR 18</p>	<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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
<p>SIR 20</p>	<p>*Harassment/Bullying</p> <p>A person commits the act of harassment if, with intent to injure, or disturb persistently (pattern) another person, he/she:</p> <ul style="list-style-type: none"> <li>• Strikes, shoves, kicks, or otherwise touches a person or subjects him to physical contact.</li> </ul> <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"> <li>• 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.</li> <li>• Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication.</li> <li>• Telephones another person and addresses to or about such other person any lewd or obscene words or language.</li> </ul> <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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
<p>SIR 22</p>	<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. To include using school logo and/or school name to create a social media presence. Restitution may be required for damages.</p> <p><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
<p>SIR 24</p>	<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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
<p>SIR 26</p>	<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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
<p>SIR 28</p>	<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 31-33)</p>
<p>SIR 31</p>	<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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>

SIR 31	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).
SIR 31	*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.
SIR Codes ↓  ↓  ↓  →	<p>*Handgun, Rifle, Firearm, Explosive, Weapon, Knife (blade longer than 2 inches), Other - (Any student determined to have brought a weapon(s)/firearm(s) to school shall be expelled for a period of not less than one calendar 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, bullets, 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> <ul style="list-style-type: none"> <li>➤ any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,</li> <li>➤ the frame or receiver of any weapon described above,</li> <li>➤ any firearm muffler or firearm silencer,</li> <li>➤ 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).</li> </ul> <p>→ <u>Handgun</u> - (SIR 37 - Possession), (SIR 38 - Sale), (SIR 39 - Use)  <u>Rifle</u> - (SIR 40 - Possession), (SIR 41 - Sale), (SIR 42 - Use)  <u>Firearm</u> - (SIR 43 - Possession), (SIR 44 - Sale), (SIR 45 - Use)  <u>Explosive</u> - (SIR 46 - Possession), (SIR 47 - Sale), (SIR 48 - Use)  <u>Weapon</u> - (SIR 49 - Possession) (SIR 50 - Sale) (SIR 51 - Use)  <u>Knife</u> - (SIR 52 - Possession), (SIR 53 - Sale), (SIR 54 - Use)  <u>Other Possession</u> - (SIR 55)</p>
SIR 58	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.)
SIR 58	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. <b>Principal will issue one or more of the following:</b> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 58	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. <b>Principal will issue one or more of the following:</b> <ul style="list-style-type: none"> <li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and Recommendation for Alternative Program/ P.A.S.S. Academy.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 58	*Vandalism/Property Damage – (Act 94-819) Destruction of and or defacing of staff, student, or district property and equipment.

SIR 59	<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><b><u>Principal will issue one or more of the following:</u></b></p> <ul style="list-style-type: none"><li>• Parent/Guardian contact and One (1) - Five (5) days Out-of-School Suspension.</li><li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li></ul>
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**NOTE: Principal or designee will assign interventions, as needed, to students that repeat infractions of Class I Offenses.**

**DISCIPLINARY ACTIONS FOR SECONDARY SCHOOLS**  
**CLASS I OFFENSES**

**1<sup>st</sup> Offense – 1 Day ISS**

**2<sup>nd</sup> Offense – 2 Days ISS, parent will be contacted.**

**3<sup>rd</sup> Offense – 3 Days ISS, parent will be contacted.**

**4<sup>th</sup> Offense – Refer to code 200, parent will be contacted.**

<b><u>Secondary Class I Offenses</u></b>	
101	Distraction of other students – any behavior that alters the teaching process of classroom/educational activity
102	Quarreling, minor harassment
103	Nonconformity to dress code/uniform policy
105	Inappropriate public display of affection
107	Locker abuse, incidental defacement, littering of school property
109	Sitting in parked vehicle after arriving at school or returning to vehicle during the school day without permission
110	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.)
111	Failure to follow specific instructions, disobedience
112	General use of profane or obscene language
113	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.
114	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.
199	Any other violation, which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

**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: All infractions in BLUE, will require the principal and/or designee to notify the DCS Title IX Department for possible investigation and consequences.**

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

**DISCIPLINARY ACTIONS FOR SECONDARY SCHOOLS**  
**CLASS II OFFENSES**

**Parent/Guardian contact will be made for each offense.**

**1<sup>st</sup> Offense – 2 Days ISS**

**2<sup>nd</sup> Offense – 3 Days ISS**

**3<sup>rd</sup> Offense – 4 Days OSS**

**4<sup>th</sup> Offense – Refer to Code 300**

<b><u>Secondary Class II Offenses</u></b>	
200	Multiple Class I Offenses - students that have accumulated four (4) Class I referrals on a yearly basis.
201	Failure to follow specific instructions (disobedience).
202	Possession and/or use of lighters or matches.
203	Use of obscene behavior or language (written, verbal, E-mail, gesture, texting) toward another person.
204	Intimidation, harassment and/or bullying of students – the intentional, unlawful threat by verbal, written, or physical communication to do violence to another student.
205	Refusal to give name, forgery or intentionally giving false information to an authorized person.
208	<b>Use or possession of obscene and/or pornographic materials.</b>
209	Use of racial slurs and/or derogatory statements.
210	*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.
211	Intentional defacement of school property
212	<b>Sexual misconduct – statements or profane connotation or harassment; or any inappropriate touching of another person.</b>
213	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 and using them as your own. This includes excuses and tests.
214	Unauthorized use of a password or an account owned or assigned by another user.
218	Possession of and/or use of a Laser Device.
219	Gambling – participation in games of chance for money and/or other things of value.
220	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).
222	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.

275	Leaving class, not attending class, or campus without written permission.
280	Possession of a toy gun or water gun that is not used in the commission of an aggressive act toward another person.
299	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.

**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:** All infractions in **BLUE**, will require the principal and/or designee to notify the DCS Title IX Coordinator for a possible investigation.

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

**NOTE:** Parent/Guardian will be contacted for every violation of Class III Infractions.

**NOTE:** Infractions in **RED** indicate immediate recommendation to the DCS Student Disciplinary Tribunal for expulsion.

**DISCIPLINARY ACTIONS FOR SECONDARY SCHOOLS**  
**CLASS III OFFENSES**

<b><u>Secondary Class III Offenses</u></b>	
300	Multiple Class II Offenses – students that have accumulated four (4) Class II referrals within a yearly basis. <ul style="list-style-type: none"> <li>• 1st Offense -Parent/Guardian and 5 days out of school suspension</li> <li>• 2nd Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation go to the Student Disciplinary Tribunal for a hearing</li> </ul>
318	Medical Excuses – the unauthorized use of, forgery of, and distribution of physician’s medical excuses. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and five (5) days out-of-school suspension and-contact SRO/SPO.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing, and contact SRO/SPO.</li> </ul>
321	Theft and/or Unauthorized use of school documents (i.e., grade books and school data). <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
334	Any intentional act and/or statement(s) deem to degrade and/or defame a group or individuals that has racial connotations. The act and/or statement(s) could cause a reasonable person to fear for his or her safety and/or results in disruption of the learning environment. (This act/statement can be made on or off campus). <ul style="list-style-type: none"> <li>• Parent/Guardian contact and Three (3) - Five (5) days Out-of-School Suspension</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>
335	Unauthorized access - Facilitating the intentional access of individual(s) into/onto the campus/building which leads to causing physical damage to the school and/or physical harm to another individual(s).
SIR 04	*Arson – The willful and malicious burning of any part of school property.
SIR 05	*Assault upon a School Board Employee (Act 94-794) (expulsion recommendation required) The student: <ul style="list-style-type: none"> <li>• Intentionally causes physical injury to a school Board employee, or</li> <li>• Recklessly causes physical injury to a school Board employee, or</li> <li>• Recklessly, negligently or wantonly causes physical injury to a school Board employee with a weapon or dangerous weapon, or</li> <li>• 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</li> <li>• Intentionally or recklessly assaults a school Board employee.</li> </ul>
SIR 05	*Unprovoked assault and/or attack on another individual and/or Aggravated battery – intentionally causing serious bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.
SIR 06	*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.

SIR Codes ↓	Drugs, drug paraphernalia, to include imitation/simulated drugs, or alcoholic beverages, including prescription medication. (See medication policy pages 35-36) – 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)
→	SIR 13 – (Possession), SIR 14 – (Sale), SIR 15 – (Use)
SIR 17	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 18	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 20	*Harassment/Bullying A person commits the act of harassment if, with intent to injure, or disturb persistently (pattern) another person, he/she: <ul style="list-style-type: none"> <li>• Strikes, shoves, kicks, or otherwise touches a person or subjects him to physical contact.</li> </ul> A person commits the crime of harassing communication if, with intent to injure or disturb persistently another person he/she: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication.</li> <li>• Telephones another person and addresses to or about such other person any lewd or obscene words or language.</li> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>
SIR 22	*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, using school logo and/or school name to create a social media presence. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 24	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 26	Profanity or Vulgarity – Use of obscene behavior (verbal, written, gesture) toward another person. The intentional directing of obscene or profane language to a School Board employee. <ul style="list-style-type: none"> <li>• 1st Offense - Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 28	*Sexual Battery, Sexual Harassment, Sexual Offenses – including, but not limited to harassment, inappropriate touching, intercourse, attempted rape or rape, written, E-mail, or verbal proposition or gesture to engage in sexual acts. (see sexual harassment on page 31-33).
SIR 31	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 31	Schoolwide Threat – A threat, that would cause a reasonable person to fear for his or her safety and may result in disruption of the learning environment. (This threat can be made on or off campus).
SIR 31	*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.

SIR 32	<p>Possession of tobacco products or electronic smoking devices, including vapes, etc. – possession on the person, or in the effects of a student.</p> <ul style="list-style-type: none"> <li>• 1st Offense - Parent/Guardian contact and 5 days Out of School Suspension</li> <li>• 2nd Offense -Parent /Guardian contact and recommendation of 15 days at P.A.S.S. Academy</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>
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SIR 34	<p>Use of tobacco products or electronic smoking devices, including vapes.</p> <ul style="list-style-type: none"> <li>• 1st Offense - Parent/Guardian contact and 5 days Out of School Suspension</li> <li>• 2nd Offense -Parent /Guardian contact and recommendation of 15 days at P.A.S.S. Academy</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>
SIR Codes ↓  ↓  ↓  →	<p><b>*Handgun, Rifle, Firearm, Explosive, Weapon, Knife (blade longer than 2 inches), Other - (Any student determined to have brought a weapon(s)/firearm(s) to school shall be expelled for a period of not less than one calendar 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</b></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, bullets, 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> <ul style="list-style-type: none"> <li>➤ any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,</li> <li>➤ the frame or receiver of any weapon described above,</li> <li>➤ any firearm muffler or firearm silencer,</li> <li>➤ 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).</li> </ul> <p>→ <u>Handgun</u> - (SIR 37 - Possession), (SIR 38 - Sale), (SIR 39 - Use)  <u>Rifle</u> - (SIR 40 - Possession), (SIR 41 - Sale), (SIR 42 - Use)  <u>Firearm</u> - (SIR 43 - Possession), (SIR 44 - Sale), (SIR 45 - Use)  <u>Explosive</u> - (SIR 46 - Possession), (SIR 47 - Sale), (SIR 48 - Use)  <u>Weapon</u> - (SIR 49 - Possession) (SIR 50 - Sale) (SIR 51 - Use)  <u>Knife</u> - (SIR 52 - Possession), (SIR 53 - Sale), (SIR 54 - Use)  <u>Other Possession</u> - (SIR 55)</p>
SIR 58	<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>
SIR 58	<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"> <li>• 1st Offense -Parent/Guardian and 5 days out of school suspension</li> <li>• 2nd Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>
SIR 58	<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> <ul style="list-style-type: none"> <li>• 1st Offense - Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>

SIR 58	*Vandalism/Property Damage – (Act 94-819) Destruction of and or defacing of staff, student, or district property and equipment.
SIR 59	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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing</li> </ul>

\*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.

**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:** Students enrolled in an elective course at a DCVS partner school (Dothan Preparatory Academy, Carver 9th Grade Academy, Dothan Tech, or Dothan High School) must adhere to the Dothan City Schools Code of Conduct attendance and behavioral policies pertaining to that particular school.

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

**NOTE:** Virtual School students that utilize Dothan City Schools devices or network must adhere to all sections of the DCS Digital Device Policy including Care, Use and Responsibilities.

**DISCIPLINARY ACTIONS FOR VIRTUAL SCHOOL**  
**CLASS I OFFENSES**

**1<sup>st</sup> Offense – Verbal correction, written reflection/apology, redirection**

**2<sup>nd</sup> Offense – Loss of privileges in virtual classroom (muting, disable camera, removed from session), parent will be contacted**

**3<sup>rd</sup> Offense – Parent/teacher/student conference**

**4<sup>th</sup> Offense – Refer to code 200, parent will be contacted**

<b><u>Virtual School Class I Offenses</u></b>	
101	Distraction of other students – any behavior that alters the teaching process of classroom/educational activity
102	Quarreling, minor harassment
103	Nonconformity to dress code/uniform policy
105	Inappropriate public display of affection
107	Inappropriate visual/auditory presentation while online (including, but not limited to username, background, profile picture).
108	Unmuting when teacher has placed student on mute
109	Sitting in parked vehicle after arriving at school or returning to vehicle during the school day without permission
110	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.)
111	Failure to follow specific instructions
112	General use of profane or obscene language
113	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.
114	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.
115	Any violation of the Dothan City Schools Digital Device Policy.

199	Any other violation, which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
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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:** Students enrolled in an elective course at a DCVS partner school (Dothan Preparatory Academy, Carver 9th Grade Academy, Dothan Tech, or Dothan High School) must adhere to the Dothan City Schools Code of Conduct attendance and behavioral policies pertaining to that particular school.

**NOTE:** All infractions in **BLUE**, will require the principal and/or designee to notify the DCS Title IX Department for possible investigation and consequences.

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

**DISCIPLINARY ACTIONS FOR VIRTUAL SCHOOL**  
**CLASS II OFFENSES**

- 1st Offense – Verbal redirection, apology to others, written reflection, parent will be contacted.
- 2nd Offense – Verbal redirection, apology to others, written reflection, parent will be contacted.
- 3rd Offense – Verbal redirection, apology to others, written reflection, parent/teacher/student/admin conference and participation in restorative circle process.
- 4th Offense – Refer to Code 300, Parent will be contacted by an administrator.

<b><u>Virtual School Class II Offenses</u></b>	
200	Multiple Class I Offenses - students that have accumulated four (4) Class I referrals on a yearly basis. <ul style="list-style-type: none"> <li>• 1st Offense – Verbal redirection, apology to others, written reflection, parent will be contacted.</li> <li>• 2nd Offense – Verbal redirection, apology to others, written reflection, parent will be contacted.</li> <li>• Verbal redirection, apology to others, written reflection, parent/teacher/student/admin conference and participation in restorative circle process.</li> <li>• 4th Offense – Refer to Code 300, Parent will be contacted by an administrator.</li> </ul>
201	Failure to follow specific instructions.
202	Possession and/or use of lighters or matches.
203	Use of obscene language and/or behavior (written, verbal, E-mail, gesture, texting) toward another person.
204	Intimidation, harassment and/or bullying of students – the intentional, ongoing, unlawful threat by verbal, written, or physical communication to do violence to another student.
205	Refusal to give name, forgery or intentionally giving false information to authorized person.
206	The unauthorized recording and/or transmission of any virtual school session, employee or student.
208	<b>Use or possession of obscene and/or pornographic materials.</b>
209	Use of racial slurs and/or derogatory statements.
210	*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.
211	Intentional defacement of school property.
212	<b>Sexual misconduct – statements of profane connotation or harassment; or any inappropriate touching of another person.</b>

213	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 and using them as your own. This includes excuses and tests.
214	Unauthorized use of a password or an account owned or assigned by another user.
218	Possession of and/or use of a Laser Device.
219	Gambling – participation in games of chance for money and/or other things of value.
220	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).
222	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.
275	Leaving assigned area without written permission.
280	Possession of a toy gun or water gun that is not used in the commission of an aggressive act toward another person.
299	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.

**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 actions as specified under Consequences for Class III Violations or the student referred to the Student Disciplinary Tribunal.**

**NOTE:** Students enrolled in an elective course at a DCVS partner school (Dothan Preparatory Academy, Carver 9th Grade Academy, Dothan Tech, or Dothan High School) must adhere to the Dothan City Schools Code of Conduct attendance and behavioral policies pertaining to that particular school.

**NOTE:** All infractions in **BLUE**, will require the principal and/or designee to notify the DCS Title IX Department for possible investigation.

**NOTE:** Parent/Guardian will be contacted for every violation of Class III infractions.

**NOTE:** Infractions in **RED** indicate immediate contact of parent and recommendation to the Student Disciplinary Tribunal for expulsion.

**DISCIPLINARY ACTIONS FOR VIRTUAL SCHOOL**  
**CLASS III OFFENSES**

<b><u>Virtual School Class III Offenses</u></b>	
300	Multiple Class II Offenses – students that have accumulated four (4) Class II referrals within a yearly basis. <ul style="list-style-type: none"> <li>• 1st Offense -Parent/Guardian and 5 days out of school suspension.</li> <li>• 2nd Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
318	Medical Excuses – the unauthorized use of, forgery of, and distribution of physician’s medical excuses. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and 5 days out-of-school suspension and-contact SRO/SPO.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing, and contact the SRO/SPO.</li> </ul>
321	Theft and/or Unauthorized use of school documents (i.e., grade books and school data). <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
334	Any act and/or statement(s) deem to degrade and/or defame a group or individuals that has racial connotations. The act and/or statement(s) could cause a reasonable person to fear for his or her safety and/or results in disruption of the learning environment. (This act/statement can be made on or off campus). <ul style="list-style-type: none"> <li>• Parent/Guardian contact and Three (3) - Five (5) days Out-of-School Suspension.</li> <li>• Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
335	Unauthorized access - Facilitating the intentional access of individual(s) into/onto the campus/building which leads to causing physical damage to the school and/or physical harm to another individual(s).
SIR 04	*Arson – The willful and malicious burning of any part of school property.
SIR 05	*Assault upon a School Board Employee (Act 94-794) (expulsion recommendation required) The student: <ul style="list-style-type: none"> <li>➤ Intentionally causes physical injury to a school Board employee, or</li> <li>➤ Recklessly causes physical injury to a school Board employee, or</li> <li>➤ Recklessly, negligently or wantonly causes physical injury to a school Board employee with a weapon or dangerous weapon, or</li> <li>➤ 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</li> <li>➤ Intentionally or recklessly assaults a school Board employee.</li> </ul>

SIR 05	*Unprovoked assault and/or attack on another individual and/or Aggravated battery – intentionally causing serious bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.
SIR 06	*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.
SIR Codes ↓  →	Drugs, drug paraphernalia, to include imitation/simulated drugs, or alcoholic beverages, including prescription medication. (See medication policy pages 35-36) – 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)  *SIR 13 (Possession), SIR 14 (Sale), SIR 15 (Use)
SIR 17	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 18	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 20	*Harassment – A person commits the act of harassment if, with intent to injure, or disturb persistently another person, he/she: <ul style="list-style-type: none"> <li>• Strikes, shoves, kicks, or otherwise touches a person or subjects him to physical contact.</li> </ul> A person commits the crime of harassing communication if, with intent to injure or disturb persistently another person he/she: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Makes a telephone call, or virtual communication, whether or not a conversation ensues, with no purpose of legitimate communication.</li> <li>• Telephones, or virtually communicates with, another person and addresses to or about such other person any lewd or obscene words or language.</li> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 22	*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., using school logo and/or school name to create a social media presence. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 24	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 26	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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
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SIR 31	*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. <ul style="list-style-type: none"> <li>• 1st Offense -Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>

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SIR 31	*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.
SIR 32	Possession of tobacco products or electronic smoking devices, including vapes, etc. – possession on the person, or in the effects of a student. <ul style="list-style-type: none"> <li>• 1st Offense - Parent/Guardian contact and 5 days Out of School Suspension.</li> <li>• 2nd Offense - Parent /Guardian contact and recommendation of 15 days at .P.A.S.S. Academy.</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 33	Distribution of tobacco products or electronic smoking devices, including vapes. <ul style="list-style-type: none"> <li>• 1st Offense - Parent/Guardian contact and 5 days Out of School Suspension.</li> <li>• 2nd Offense - Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
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SIR 58	<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"> <li>• 1st Offense - Parent/Guardian and 5 days out of school suspension.</li> <li>• 2nd Offense - Parent /Guardian contact and recommendation of 20 days at P.A.S.S. Academy.</li> <li>• 3rd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 58	<p>Unauthorized Activities – Unauthorized activities/organizations – any attempt to use the school day or virtual platform for activities or organizational meetings that are not school-related, school-sponsored, and approved by the school administrator.</p> <ul style="list-style-type: none"> <li>• 1st Offense - Parent /Guardian contact and recommendation of 45 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>
SIR 58	<p><b>*Vandalism/Property Damage – (Act 94-819) Destruction of and or defacing of staff, student, or district property and equipment.</b></p>
SIR 59	<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> <ul style="list-style-type: none"> <li>• 1st Offense - Parent /Guardian contact and recommendation of 30 days at P.A.S.S. Academy.</li> <li>• 2nd Offense - Parent/Guardian contact and recommendation to go to the Student Disciplinary Tribunal for a hearing.</li> </ul>

\*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.

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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, and my Parent/Guardian(s)  
(Name of Student)

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.**





1665 Honeysuckle Road  
Dothan, Alabama 36305

Phone: (334) 793-1397  
Fax: (334) 794-1499

<http://www.dothan.k12.al.us/>