

**APPROVED ACTION**  
**BOARD OF EDUCATION MEETING**  
**JUNE 23, 2009**

**NEW BUSINESS**  
**ENCLOSURE A –Personnel**

Approved:

Employment in Position

Karon Liverett – Family and Consumer Sciences Teacher, HMS

Casey Guinn – English Teacher, FHS

Callie Rutherford – Family and Consumer Sciences Teacher, FHS

Melanie Speck – CNP Worker, Forest Hills

Donna Holley – CNP Worker, HMS

Teffany Mobley – Head Start Teaching Assistant, Weeden

Whitney Green - History Teacher, FFC

Sue Koester, Title I Reading Teacher, Harlan/Weeden (returning from being on loan to ARI at the State Department of Education)

Anna Corine Richey – Art Teacher, Harlan

Corey Hughes – Special Ed Teaching Assistant, FHS

Voluntary Transfer, effective with 2009-10 School Year

Chris Pepper – from Assistant Principal, Hibbett to Assistant Principal, Forest Hills

Corey Behel – from Assistant Principal, Forest Hills to Assistant Principal, Hibbett

Sherry Marks – from CNP Manager, Handy to CNP Manager, Weeden

Employment in Supplement

Carol Behel – Title I ESL Summer School Teacher, Harlan

Lisa Guzman – Summer Secretary (20 days), FHS

Brandi Franks – Yearbook/DVD Sponsor, HMS

Jennifer Cornelius – Assistant Yearbook/DVD Sponsor, HMS

Amy Stacey – Sophomore Class Sponsor, FHS

Stephane Singleton – Yearbook Sponsor, Harlan

Scott McKinnon- Student Council Sponsor, Harlan

Barbara Allgood – Reading Facilitator, Harlan

Donna Vaughn – Tutor for AHSGE, Southwire campus

Josh Bryant – Saturday School Teacher, FMS/FFC

Resignation of Position

Karen Parker – Art Teacher, Harlan, effective 5-29-09

Patrece Rice – Family Services Assistant, Handy, effective 5-27-09

Shelly Hellums – 4<sup>th</sup> Grade Teacher, Weeden, effective 5-29-09

Emily Stewart – Special Ed Teaching Assistant, FMS, effective 6-23-09

Resignation of Supplement

Emily Stewart – Title I Summer School Teacher, effective 6-15-09

Susan Girsch – Reading Facilitator, Harlan, effective 8-09

Emily Stewart – Student Council Sponsor, FMS, effective 6-23-09

Discontinuation of Summer School Teaching Assignment (due to enrollment)

Deborah Hinton – Social Studies Summer School Teacher, FHS, effective 6-12-09

Scott Bayles – Social Studies Summer School Teacher, FHS, effective 6-12-09

Job Description

Graduation Coach (attached)

Change in Contract

Increase Jeremy Clemmons' current contract from 8 periods per day to 9 periods per day, effective for the 2009-10 school year

**ENCLOSURE B– Financial Matters**

Approved:

1. Expenditures for Board of Education May, 2009 \$4,282,442
2. May, 2009, financial report as presented

**ENCLOSURE C – Policies**

Approved:

Revised Policy JC – Discipline (attached)

**ENCLOSURE D – Head Start Business**

Approved:

OSR Pre-K Partnership Outline (attached)

**ENCLOSURE E – Change in School Lunch Prices**

Approved:

Effective with the 2009-10 school year as follows:

	<u>Current</u>		<u>Proposed</u>	
	Breakfast	Lunch	Breakfast	Lunch
Student	\$ .50	\$1.25	\$ .65	\$1.50
Employee	\$1.00	\$1.75	\$1.00	\$2.00
Visitor	\$1.25	\$2.50	\$1.25	\$3.00

**ENCLOSURE F - Purchase**

Approved:

30 licenses from Scholastic for READ 180 Stage C/Tech Support \$23,900.00

30 Lenovo IdeaPad Laptops @ \$355.00 each for a total of \$10,650.00 – **state bid list**

2 Laptop Carts @ \$1,695.00 each for a total of \$3,390.00 – **state bid list**

Total Technology Purchase (using competitive grant funds) \$37,940.00

**ENCLOSURE G - Supplements**

Approved:

New supplements

1. Green Team Coach (environmental club) \$560 (one per school)
2. Ladies and Gents Club Sponsor \$560 (up to 4, middle school 5/6)
3. Girls' Head Varsity Basketball Coach (summer pay) \$1,500
4. Boys' Head Varsity Basketball Coach (summer pay) \$1,500
5. Girls' Assistant Varsity Basketball Coach (summer pay) \$1,200

6 Boys' Assistant Varsity Basketball Coach (summer pay) \$1,200

Deletion of supplement

1. Wheeler Rifles (middle school 5/6) \$1,700

**ENCLOSURE H – Renewal of AASB Membership**

Approved:

Renew system membership to Alabama Association of School Boards (AASB) at a cost of \$10,399 for 2009-10

**ENCLOSURE I – Budget Amendment**

Approved:

This is budget amendment one and should be the final amendment. It is to record federal and state funds that we did not previously record.

**ENCLOSURE J – Cooperation Agreement**

Approved:

General Obligation School Warrants Series 2009-A  
(Refinancing of old debt with issuance of Series 2009-A warrants)

# DRAFT

Florence City Board of Education  
541 Riverview Drive  
Florence, Al 35630

TITLE: Florence High School Graduation Coach

QUALIFICATIONS:

1. Valid Alabama teaching certificate (secondary level preferred);
2. Three or more years of successful teaching experience on the secondary level preferred;
3. Able to demonstrate successful experiences working with at-risk students;
4. Effective communication skills with students, teachers and parents; and
5. Skills in data analysis and experience working with students on the Alabama High School Graduation Exam.

REPORTS TO: Principal, Florence High School

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with high school personnel and uses assessment data to identify students who are at-risk and in danger of dropping out of school.
2. Meets with principal and principal's designee(s) to discuss students who are at-risk of not graduating.
3. Establishes goals for each target student.
4. Plans for tracking and intervention of identified students.
5. Analyzes, develops, implements, and tracks intervention plans and strategies to meet goals established for individual students.
6. Consistently monitors and meets regularly with identified at-risk students.
7. Works to develop lines of communication with parents through phone calls, emails, conferences or home visits in order to facilitate success of the at-risk student.
8. Arranges for and assigns mentors to at-risk students.
9. Assists counselors with registering students for ACCESS Distance Learning, Second Chance, RESCUE, tutoring and other credit recovery options.
10. Tracks students' progress toward successfully passing all portions of the AHSGE as well as completing required course credits.
11. Works with curriculum coordinators, school improvement specialists, and teachers to ensure standards-based instruction and content mastery through vertical teaming and instructional planning.
12. Helps teachers employ differentiated instruction and other best practices for helping struggling students increase academic achievement.
13. Participates in professional development and appropriate workshops.
14. Works to motivate students to face and overcome challenges to graduation and celebrates with students the small victories and steps accomplished towards graduation.

# **DRAFT**

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation and Professional Personnel.

**DISCIPLINE POLICY  
FLORENCE CITY SCHOOLS**

The Florence City Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and his/her parent(s) or guardian(s) that any teacher or school official has not only the right, but the duty, to insist on good behavior. The right of discipline extends to all areas of the school program, on or off school property, while a student is attending or participating in school events.

It is a fundamental requirement of an orderly school that students respect the faculty and administration; this respect will be accompanied by an equal respect for the students by the faculty and administration. The greater this mutual respect, the less the need for rules and disciplinary procedures. This policy will be administered with the greatest sense of equity.

The building principal is charged with the proper enforcement of discipline in the total school setting. The administrator has the discretionary authority to use or to authorize other certified personnel to use the following disciplinary measures to correct pupil behavior.

**School and Law**

The Florence City Board of Education shall, in compliance with state law, provide for the education of all students within the school system between the ages of seven and sixteen. Furthermore, in compliance with federal law, Florence City Schools' students between the ages of three and twenty-one with disabilities are guaranteed a free appropriate public education. The school shall abide by the legal rights guaranteed to the students. Each student has a right to all educational resources necessary to operate an instructional and an extracurricular program.

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the rights to participate in school programs on or off the school property, students also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

The school principal assumes responsibility for establishing and enforcing the rules necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be

demonstrated that they are not assuming the concurrent responsibility. A special appeal process for expulsion is outlined in the appropriate section of the guidelines.

The Board of Education shall comply with state and federal law in regards to the discipline of students with disabilities. Such a student is identified as a “child with a disability” under the eligibility criteria of the Individuals with Disabilities Education Act (IDEA) as amended, as a person with a qualifying disability for the purpose of Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The Board of Education does not believe in a double standard for intentional misbehavior (i.e., one standard for “regular” students and another for students with disabilities) and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities who commit an offense will be disciplined in accordance with appropriate disciplinary actions listed in this discipline policy, subject to the modifications of the normal discipline implementation process mandated by law. (School system personnel shall consult the IDEA, IDEA regulations, and State and local plans for IDEA for details.) It is expressly the policy of the Board of Education that it will use the full scope of authority available under law in applying this discipline policy to all students. All students, including those with disabilities, may be referred for law enforcement action when their conduct warrants the referral.

Finally, students 19 years of age and older are considered by law to be adults. As such, they are entitled to function in place of their parent(s) or guardian(s) in matters being dealt with in the following guidelines. However, if a matter as serious as suspension or expulsion of an “adult student” is pending, the school administration will assume the parent(s) or guardian(s) will want to know. Thus, they will be notified.

### **Written, Verbal and Symbolic Expression**

Students have the right to form and hold their own ideas and beliefs and to express these through written, verbal and symbolic means. The encouragement of this right requires that each student be permitted to disclose or express an idea in the course of academic dialogue without penalty, embarrassment, or any reflection in academic evaluation.

Students who edit, publish or distribute written materials at school must assume responsibility for said material and may be subject to discipline for breach of reasonable standards of journalism, such as libel, obscenity or intentional distortion of the facts. Authorship shall be disclosed and opinion shall be identified as such.

Posted notices shall be subject to reasonable size, shall be dated and shall disclose the sponsoring individual or organization. Notices which are in violation of any applicable



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restriction or which are outdated or which have been posted more than ten (10) days, may be removed by school authorities. Students distributing such materials are responsible for the removal of all litter produced.

Distribution of materials will take place only at times and in designated areas approved by the school administration.

Expression of personal points of view shall not interfere with the freedom of others to express themselves or with the educational process.

### **Assembly**

Students have the right to assemble peacefully so long as the normal operation of the school or classroom is not disrupted.

All organizational meetings and school assemblies in the building or on school grounds will have staff supervision and may function only as a part of the educational process as authorized by the school administrator. The administrator must be informed in advance and may impose reasonable restrictions on the time and place of these meetings.

### **Search and Seizure**

Any administrator has the right and duty to conduct a reasonable search of a person and/or personal property, when the administrator has received information or evidence that the student may have on his/her person any of the following:

1. A substance dangerous to persons or property
2. An object considered to be a weapon
3. An explosive and/or detonative device
4. An item believed to be stolen

Other reasonable and justifiable causes may also warrant a search. The reasonableness of a search or the extent of intrusion on a student's person will be determined by the age and maturity of the student and the nature of the offense involved. In all cases, the administrator must have the search witnessed by another staff member.

### **Locker Searches**

School officials have the right and duty to inspect lockers under their control to prevent the use of lockers in illicit ways or for illegal purposes. Lockers and desks remain the property of the school, and the school reserves the right to search as necessary for the maintenance of the educational process or to protect the health, safety and welfare of other students. A second staff member must be present during the search.

### **Search of the Student or the Student's Property**

If a school official believes that an individual has on his/her person a weapon or substance dangerous to persons or property, the official has the right and duty to conduct an immediate search. When a principal or other school official receives what is believed

to be reliable information that evidence of a crime is located on the student's person or property, the official may conduct a search. Articles found on the person or in the person's locker or car or other location shall be listed on an inventory. All parties to the search shall sign the inventory.

A search in the absence of student notification may be made in cases in which a suspected item(s) poses a clear and present danger to health and safety and the time required to notify would be crucial to the health and safety of people.

Items which may be used to disrupt or interfere with the educational process shall be removed from student possession, and appropriate disciplinary measures shall be administered.

Search and seizure by law enforcement officers may be made on presentation of a search warrant describing the item(s) to be seized, or with the valid consent of students and/or parent(s) or guardian(s) who have been advised of the legal consequences of the search. In the case of a student of legal age, valid consent shall be defined as consent by the student.

### **Appropriate Dress**

For details regarding appropriate dress of students, see Policy JCDB.

### **Student Interviews**

School officials have the right and duty to interview students concerning misconduct or misdemeanors which may have occurred during school hours or on school property.

### **Bus Rules**

The Florence City Board of Education shall assume the responsibility for students who ride on board-approved transportation only when they actually board the bus and until they exit the bus at the end of the school day or activity. The Board of Education authorizes and entrusts the health, safety and welfare of students who ride school buses to the drivers. The bus driver is also authorized to control the discipline of students. The driver shall report disciplinary problems to the building principal immediately upon arrival at school or to the supervisor of transportation at the completion of his/her route. The driver shall also complete a bus discipline form and forward the form to the building principal. Students must abide by the rules and regulations or forfeit their privilege to ride the bus. The building principal or Superintendent may suspend bus privileges for the following:

1. General misconduct
2. Smoking
3. Profanity
4. Fighting
5. Harassment

6. Violation of any rule outlined in this policy
7. Bus damage
8. Other disorderly conduct or actions that jeopardize the health, safety and welfare of the driver and students

Damage to the bus is to be reported by the driver immediately to the supervisor of transportation. School rules apply on the bus the same as on the school campus.

### **School Code of Conduct**

Officials in Florence City Schools realize that there are varying degrees of involvement in the violation of school-adopted rules and regulations. When these rules are violated by a student, there are many factors which must be considered to determine the appropriate disciplinary action. When violations are the result of factors beyond the student's control, such will be considered by all concerned. Disciplinary action may include but not be limited to the following:

1. Verbal or Written Warning
2. Removal of Privilege
3. Detention
4. Corporal Punishment (only for students in grades K-4)
5. Emergency Removal
6. Conference with Parent(s) or Guardian and Student
7. In-school Suspension (student allowed to make up work and participate in extra-curricular activities)
8. Off-Campus Suspension (minimum of two days, maximum of ten days; student allowed to make up work but may not participate in extra-curricular activities)
9. Out-of-School Suspension
10. Expulsion

Students enrolled in Florence City Schools have a responsibility to act in such a way as not to interfere with the educational rights of other students. By accepting the responsibility to participate in school programs on or off school property, the students also accept the responsibility to conduct themselves according to the rules and regulations governing the operations of these programs.

### **Procedures for the Administration of Out-of-School Suspension and Expulsion**

A student recommended for out-of-school suspension or expulsion shall be made aware of the charges and given an opportunity to respond. The administrator shall make a reasonable effort to contact either the parent(s) or guardian(s) by telephone. In addition, the administrator shall send a written notice to the parent(s) or guardian(s) regarding the action that is being considered.

The student is also expected to notify his/her parent(s) or guardian(s) of all attempts at communication by the school. Failure to do so may result in further disciplinary action.

## **Procedure for Out-of-School Suspension of Students**

### **Authority**

The school principal or his designee has the authority to suspend students from school.

### **Notification**

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the parent(s) or guardian(s) stating the reason(s) such action was taken.

Immediate suspension of a student is justified when the student's presence would threaten himself/herself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students. If immediate removal is necessary, the parent(s) or guardian(s) shall be notified by the principal. The necessary explanation and conference shall follow within twenty-four hours of the action.

### **Length of Out-of-School Suspension**

The out-of-school suspension of a student is not to exceed ten (10) days except as follows:

1. A suspension of more than ten (10) days requires a referral to the Superintendent's Office for a conference during the suspended period. The referral and conference will not alter the number of days that the student is suspended unless extenuating circumstances exist and an alteration is agreed upon by the Superintendent or his/her designee and the school principal.
2. If an incident or violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken as outlined in the "Procedure for Expulsion of Students" section of this policy.

If a student is suspended from school, he/she must comply with the full length of the suspension unless the principal approves an alternative.

### **Terms of Out of School Suspension**

1. If a student attends a parent school and a special school and is suspended from either school, the suspension will include both schools. The principals of both schools or their designee must notify each other of all suspensions.
2. During the suspension period, suspended students may not visit or otherwise be in attendance at any school campus, any school-related function or any extracurricular activities.
3. When a student is suspended, his/her teacher(s) must be notified concerning the date of suspension and the number of days suspended. All such work must be made up within twice the number of school days that were included in the suspension, with the makeup time beginning on the student's first day back in

school following the suspension. Makeup work will not be permitted after the first suspension during a given school year. (Makeup work is permitted upon the first suspension only if that suspension results from an offense below Level 3)

4. Any student who has been determined to be disabled may be suspended or expelled, but all procedural safeguards set forth in the Individuals with Disabilities Education Act. (IDEA) and Section 504 of the Rehabilitation Act must be followed.

### **Readmission from Out-of-School Suspension**

When a student returns to school after the suspension, reassignment or readmission shall be preceded by a conference with the principal or the principal's designee. The conference shall include the parent(s) or guardian(s) unless otherwise approved by the principal. If the student is returning after a conference with the Superintendent or his/her designee, the Superintendent or his/her designee may choose to attend the readmissions conference.

The student is readmitted by the principal or his/her designee and is given a readmission slip to return to class.

### **Procedure for Expulsion of Students**

In accordance with Alabama state law requiring compulsory attendance, the Florence City Board of Education makes the final disposition of an expulsion recommendation.

The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. The procedures listed must be followed:

### **Notification**

1. Immediately following any incident or violation of school regulations which may result in a recommendation by the principal to expel a student, the principal is authorized to suspend the student for as many as ten (10) school days pending a hearing for expulsion. The hearing shall be held within 3-5 school days from the date that the suspension begins. The principal will notify the student and parent(s) or guardian(s) of the suspension and will at the same time notify the student and parent(s) or guardian(s) that the information or data obtained by the principal's investigation of the incident will be made available. This notice shall be given to the parent(s) or guardian(s) prior to the expulsion recommendation.
2. After the completion of the full investigation of a violation which may result in a recommendation for expulsion, the principal will, based on the facts, specify whether to recommend student expulsion. The principal will immediately notify the student and the parent(s) or guardian(s) of the findings and the reason for the recommendation. The principal will attempt to give this

notice to the student and parent(s) or guardian(s) in a personal conference and will also confirm this notice in a letter to the parent(s) or guardian(s). The principal's conclusions should be based on the documentation of the facts pertaining to the incident. Said documentation will include all information available including but not limited to, the following categories:

- A. an operational definition of the offense(s);
- B. a detailed description of the offense(s); and
- C. the time, date and location of the alleged offense(s).

The above documentation will be forwarded to the Superintendent or his/her designee.

### **Hearing**

1. Upon receiving from a school principal a recommendation to expel a student, the Superintendent or his/her designee will provide the parent(s) or guardian(s) an opportunity to request that the matter be resolved at an administrative hearing conducted by the Superintendent or his/her designee.
2. During the administrative hearing, the principal or the Superintendent may conclude that disciplinary action other than expulsion is warranted because of extenuating circumstances. If the Superintendent or his/her designee agrees that extenuating circumstances exist, the student may be readmitted to school. Readmittance is subject to the Superintendent's approval.
3. If the matter is not resolved at the administrative hearing and the Superintendent makes the decision to recommend the expulsion of a student, the Superintendent will place the matter on the agenda for the next School Board meeting, unless such a setting would be too soon to provide time for the parent(s) or guardian(s) and student to comply.
4. The Superintendent or his/her designee will give notice by registered mail or hand delivery to the parent(s) or guardian(s) that expulsion is recommended. The Superintendent's notice will state the exact time and place of the hearing and inform the student and parent(s) or guardian(s) that the student has a right to attend the hearing, to be represented by an attorney or other representative and to present matters relating to the recommended expulsion.
5. The notice from the Superintendent will be sent by registered mail at least five (5) days prior to the meeting at which the student's expulsion will be recommended. In the notice, the student and the parent(s) or guardian(s) will be informed that a desire to present matters at the hearing must be made known to the Superintendent within three (3) days after receipt of the notice, and that failure to express such a desire within the prescribed period of time will waive the right to present such matters.
6. At the School Board meeting in which expulsion of a student will be considered, the Board will first give to the principal, the Superintendent and to any witnesses who might present testimony relevant to the recommended expulsion an opportunity to describe the incident or violation and to report findings which resulted in the recommendation. Each school official or witness will be limited

to a reasonable amount of time in describing the incident or violation or in presenting other testimony.

7. Upon completion of the presentation of findings by school officials and relevant testimony by other witnesses, the student and/or his/her representative(s) will be given a reasonable amount of time to present any matters which the student or his/her representative(s) believe are relevant to the student's expulsion.
8. Immediately following the presentations by the student or his/her representative(s), the Superintendent will recommend to the School Board the formal action which he/she deems appropriate and just. Thereupon, the School Board will vote on the action recommended by the Superintendent. If the action of the School Board is to expel the student, the action will specify a period of time for the expulsion.

### **Terms**

1. The expulsion of a student will prohibit the student from attending any school in the Florence City School system during the period of the expulsion.
2. A student may lose academic credit if he/she is expelled prior to taking nine-weeks' or semester examinations. The principal and the student's teacher(s) cooperatively determine loss of credit.
3. A student will not be allowed to make up work if he/she is expelled from school.
4. During the expulsion period, expelled students may not visit or otherwise be in attendance at any school campus, any school related function or any extracurricular activities.
5. Any student who has been determined to be disabled may be suspended or expelled, but all procedural safeguards set forth in the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act must be followed.

### **Classifications of Violations**

Violations of the Florence City Schools' Discipline Policy may warrant anything from a conference to expulsion from school. Acceptable behavior is part of the expected learning environment. Individuals whose behavior infringe upon the learning environment of others may be punished. Before any punishment is administered, the building principal, teachers and other building level personnel shall consult with the student(s) and school personnel. Once the classification of the violation is determined, the principal or the principal's designee will implement the Board-adopted disciplinary procedure.

Each classroom teacher will deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other

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school staff. Only when the action taken by the teacher is ineffective, or the disruptions are severe, should the student be referred to the principal or his/her designee.



## CLASS I OFFENSES

Class I offenses may be assessed by the teacher and/or administrator.

- 1.90 Failure to follow directions of a teacher or administrator
- 1.91 Excessive distraction of other students (any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction, including but not limited to talking excessively, making noises, provoking or harassing other students, interrupting class functions, etc.)
- 1.92 Offensive touching of another student (not including acts of a sexual nature)
- 1.93 Tardiness to class
- 1.94 Cheating (intentionally giving, receiving or taking unauthorized assistance on a test or other assigned work) – Credit for such work may be denied at the discretion of the teacher.
- 1.95 Failure to be prepared for class (which includes, but is not limited to, not having a required textbook, a proper writing instrument or completed homework.)
- 1.96 Failure to follow parking lot directions
- 1.97 Failure to follow bus-riding directions

## DISCIPLINARY ACTIONS-CLASS I OFFENSES STUDENTS IN GRADES K-12

First offense-Teacher conference with student.

Second offense-Parent(s) or guardian(s) contacted by teacher.

Subsequent offenses-In-school disciplinary action such as detention, work assignments before or after school, corporal punishment (only for students in grades K-4) or suspension at the discretion of the principal or his/her designee. Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting.

NOTE: Class I offenses and actions apply to all K-12 students. Class I offenses will be cumulative for one semester. All other offenses will be cumulative for the entire school year.

## CLASS II OFFENSES

Class II offenses will be assessed by the teacher with the administrator after referral.

Disobedience (It may be upgraded to a 3.09 depending on the judgment of the principal.)

Disorderly conduct.

- 2.16 Unauthorized possession of an electronic pager or other electronic communication device (e.g. cellular telephone, iPod, MP3). A student may be permitted to carry an electronic communication device in school for health or other extraordinary needs upon approval by the school administrator. Any pupil found in violation of the provisions of this section shall be subject to suspension.
- 2.19 Gambling.
- 2.20 Harassment (Harassment by word or action to do harm to another. It may be upgraded to a 3.31 depending on the judgment of the principal.)
- 2.24 Larceny, theft, robbery and/or possession of stolen property, excluding a motorized vehicle.
- 2.25 Theft or unauthorized use of a motorized vehicle.
- 2.26 Use of profane or obscene language or gestures. (It may be upgraded to 3.26 depending on the judgment of the principal.)
- 2.29 Sexual harassment (Offensive touching of another student of a sexual nature, or written or verbal propositions to engage in sexual acts. It may be upgraded to 4.28 or 4.30 depending on the judgment of the principal.) *Also, see Policy JGFH.*
- 2.31 Threats/Intimidation (Intentional threat by word or action to do harm to another coupled with the apparent ability to carry out the threat. It may be upgraded to a 3.31 depending on the judgment of the principal.)
- 2.32 Possession of any tobacco product (including tobacco, a tobacco lighter, matches or rolling papers.) *Also, see Policy GBRAA.*
- 2.33 Sale of any tobacco product (including tobacco, a tobacco lighter, matches, or rolling papers.) *Also, see Policy GBRAA.*
- 2.34 Use of any tobacco product (including tobacco, a tobacco lighter, matches or rolling papers.) *Also, see Policy GBRAA.*
- 2.35 Trespassing/Loitering/Unlawful assembly (Being present in an unauthorized place in the school or on school property or refusing to leave the premises when ordered to do so by school personnel; presence on school property at unauthorized times.)
- 2.36 Truancy, unauthorized absence from class or school- cutting or skipping class (Leaving class or school grounds without permission of teacher or administrator.)

- 2.52 Possession of a knife(May be upgraded to a 4.52 depending on the judgment of the principal.)
- 2.80 Verbal or physical conflict between two or more individuals.(It may be upgraded to a 3.17 or a 4.05 depending on the judgment of the principal.)
- 2.81 Property damage(Intentionally defacing or damaging the public or private property of another up to \$50. The student or his/her parent(s) or guardian(s) will be required to repair or pay for repairs of school system property. Refusal by the student or his/her parent(s) to repair or pay for repairs of school system property will be settled through legal means. It may be upgraded to a 4.08 depending on the judgment of the principal.)
- 2.82 Disrespect to a school board employee(Any verbal or nonverbal conduct or behavior that is rude or discourteous directed toward a school system employee.)
- 2.83 Intentionally providing false information to school personnel.(Includes but is not limited to forgery of parent's or guardian's signature; providing false information to parent(s) or guardian(s) such as changing grades; forging notes, passes or forms.)

**DISCIPLINARY ACTIONS-CLASS II OFFENSES  
STUDENTS IN GRADES K-6**

First Offense-Parental contact and disciplinary action.

Subsequent Offenses-In-school disciplinary action such as detention, work assignments before or after school, corporal punishment (only for students in grades K-4) or suspension at the discretion of the principal or his/her designee. Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting.

**DISCIPLINARY ACTIONS-CLASS II OFFENSES  
STUDENTS IN GRADES 7-12**

First Offense-Parental contact and in-school disciplinary action or 1-10 days suspension(depending upon seriousness of the offense);

Second Offense-In-school disciplinary action or 3-10 days suspension or expulsion.

Subsequent Offenses-In-school disciplinary action, suspension or expulsion.

**DISCIPLINARY ACTIONS-DRESS CODE VIOLATIONS  
STUDENTS IN GRADES 5-12**

**GRADES 5-6:**

- First violation: Warning by an administrator to the individual student and parental contact
- Second violation: Detention (before or after school, 1-3 days)
- Third violation: In-school suspension (ISS, 1-3 days)
- Fourth violation: Class II Offense/Disobedience (see Policy JC)

**GRADES 7-8:**

- First violation: Warning by an administrator to the individual student and parental contact
- Second violation: In-school suspension (ISS, 50 points)
- Third Violation: In-school suspension (ISS, 200 points)
- Fourth violation: Class II Offense/Disobedience (See Policy JC)

**GRADE 9:**

- First violation: Warning by an administrator to the individual student and parental contact
- Second violation: In-school suspension (ISS,50 points) or Loss of Privileges (LOP, 3 days)
- Third violation: Off-campus suspension (1-3 days)
- Fourth violation: Class II Offense/Disobedience (See Policy JC)

**GRADES 10-12:**

- First violation: Warning by an administrator to the individual student and parental contact
- Second violation: Loss of Privileges (LOP, 10 days)
- Third violation: In-school suspension (ISS, 3-5 days)
- Fourth violation: Class II Offense/Disobedience (See Policy JC)

### CLASS III OFFENSES

Class III offenses may be assessed by administrator after hearing.

- 3.01 Possession of alcoholic beverages.
- 3.02 Sale of alcoholic beverages.
- 3.03 Use of alcoholic beverages.
- 3.09 Defiance of authority(Any verbal or nonverbal refusal to comply with a reasonable direction or order of a school board employee, including refusal to identify self.)
- 3.12 Disruptive demonstrations(Participating in major disruptions which seriously disrupt the educational process and/or result in destruction or damage of private or public property or in personal injury to participants or others.)
- 3.17 Fighting(Any physical conflict between two or more individuals. If there is evidence that one party physically attacked the other, the victim's punishment would be reduced or eliminated. It may be upgraded to a 4.05 depending on the judgment of the principal.)
- 3.22 Inciting a major student disorder.(Leading, encouraging or assisting in major disruptions which seriously disrupt the educational process and/or result in destruction or damage of private or public property or in personal injury to participants or others.)
- 3.26 Directing obscene or profane language or gestures to a school system employee.
- 3.31 Extortion, threats, intimidation.(Verbally or by a written or printed communication, threatening injury to the person, property or reputation of another, with the intent to extort money or other property from another, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will.)

### DISCIPLINARY ACTIONS-CLASS III OFFENSES STUDENTS IN GRADES K-6

First Offense-Possible suspension, parent(s) or guardian(s) contact and conference; court referral.

Subsequent Offenses-Possible suspension or expulsion; court referral.

### DISCIPLINARY ACTIONS-CLASS III OFFENSES STUDENTS IN GRADES 7-12

First Offense-Five (5) days' suspension to expulsion; court referral.

Subsequent Offense-Ten (10) days' suspension to expulsion; court referral.

## CLASS IV OFFENSES

Class IV offenses may be reported to police authorities for possible action.

Arson

Assault (The actual striking or touching of another person against his/her will or causing bodily harm, including pushing, tripping or striking, another person against his/her will.)

Bomb threat

Burglary and/or breaking and entering school system facilities, vehicles or property

Criminal Mischief/Vandalism (Intentionally defacing or damaging school system property, public property or private property of another – above \$50. The student or his/her parent(s) or guardian(s) will be required to repair or pay for repairs of school system property. Refusal by the student of his/her parent(s) to repair or pay for repairs of school property will be settled through legal means.)

Possession of illegal drugs or possession of prescription drugs without a license or a prescription

Sale of illegal drugs or sale of prescription without a license

Use of illegal drugs or use of prescription drugs without a prescription in the user's name

- 4.18 Tampering with or unjustified activation of a fire alarm system
- 4.27 Robbery
- 4.28 Sexual Battery (Offense 2.29 may be upgraded to a 4.28 depending on the judgment of the principal.) *Also, see Policy JGFH*
- 4.30 Sexual acts or other sexual offenses.(Acts of a sexual nature including but not limited to intercourse, attempted intercourse or deliberate indecent exposure. Offense 2.29 may be upgraded to 4.30 depending on the judgment of the principal.)*Also, see Policy JGFH.*
- 4.46 Possession of an explosive, incendiary device and/or poison gas
- 4.47 Sale of an explosive, incendiary device and/or poison gas.
- 4.48 Use of an explosive, incendiary device and/or poison gas.
- 4.49 Possession of a weapon-excluding firearm or knife-on school property or at a school sponsored event or function, including the threat of use of a weapon(A weapon is defined as a club, facsimile of a gun, chain or any other object of a similar nature deemed to be dangerous by school officials.)
- 4.50 Sale of a weapon-excluding firearm or knife-on school property or at a school-sponsored event or function, including the threat of the use of a weapon(A weapon is defined as a club, facsimile of a gun, chain or any other object of a similar nature deemed to be dangerous by school officials.)

**FILE: JC**

- 4.51 Use of a weapon-excluding firearms or knife-on school property, at a school sponsored event or function, or at another location at which the use of such weapon has the potential for disrupting discipline and good order at the school, including the threat of use of a weapon. (A weapon is defined as a club, facsimile of a gun, chain or any other object of similar nature deemed to be dangerous by school official.)
- 4.52 Possession of a knife (with indication that the knife was intentionally brought to school-a judgment made by the principal)
- 4.53 Sale of a knife
- 4.54 Use of a knife
- 4.55 Possession of other unknown weapon (a weapon not describe in 4.46, 4.49,4.52,5.37,5.40 or 5.43)
- 4.56 Sale of other unknown weapon (a weapon not described in 4.47, 4.50, 4.53, 5.38, 5.41 or 5.44)
- 4.57 Use of other unknown weapon (a weapon not described in 4.48, 4.51,4.54, 5.39, 5.42 or 5.45)
- 4.58 Other criminal acts as defined under the laws of the City of Florence, State of Alabama or the United States.

**DISCIPLINARY ACTIONS-CLASS IV OFFENSES  
STUDENTS IN GRADES K-6**

First Offense-Contact with parent(s) or guardian(s) and suspension from school; court referral.

Subsequent Offenses-Suspension up to ten (10) days or expulsion; court referral.

NOTE: All class IV offenses may be reported to the police authorities for possible action.

**DISCIPLINARY ACTION-CLASS IV OFFENSES  
STUDENTS IN GRADES 7-12**

First Offense-Notification of parent(s) or guardian(s), police notification, ten (10) days suspension or expulsion; court referral.

Subsequent Offenses-Expulsion, court referral.

NOTE: All class IV offenses may be reported to police authorities for possible action.

## CLASS V OFFENSES

### Homicide

- 5.23 Kidnapping
- 5.37 Possession of a handgun (firearm that can be used with one hand). *Also, see Policy GE.*
- 5.38 Sale of a handgun (firearm that can be used with one hand). *Also, see Policy GE.*
- 5.39 Use of a handgun (firearm that can be used with one hand). *Also, see Policy GE.*
- 5.40 Possession of a rifle or shotgun. *Also, see Policy GE.*
- 5.41 Sale of a rifle or shotgun. *Also, see Policy GE.*
- 5.42 Use of a rifle or shotgun. *Also, see Policy GE.*
- 5.43 Possession of a firearm (other than handgun, rifle or shotgun) or firearm component. *Also, see Policy GE.*
- 5.44 Sale of a firearm (other than handgun, rifle or shotgun) or firearm component. *Also, see Policy GE.*
- 5.45 Use of a firearm (other than handgun, rifle or shotgun) or firearm component. *Also, see Policy GE.*

## DISCIPLINARY ACTIONS-CLASS V OFFENSES STUDENTS GRADES K-12

First Offense-Expulsion; court referral. *Also, see Policy GE.*

## STUDENT/PARENT RESPONSIBILITIES

Attendance-Every child between the ages of 7 and 16 years shall be required to enroll in school and attend for the entire length of every scholastic year.(Alabama Code 16-28-3)

Absences, tardies and checkouts must be explained in writing by the parent(s) or guardian(s) to school officials and kept on file. Absences will be coded as unexcused unless the student presents an acceptable note of explanation from the parent(s) or guardian(s) within three (3) days after returning to school. This explanation must meet one of the recognized reasons for absences as listed below.

- A. Absences
  - 1. Excused absences include the following:
    - a. Student too ill to attend school,



- b. Inclement weather which would be dangerous to the life and health of the student if attempting to attend school,
    - c. Legal quarantine,
    - d. Death in the immediate family,
    - e. Emergency conditions as determined by the principal, and
    - f. Student absent from school with permission of principal and consent of parent(s) or guardian(s).
  2. Every effort should be made to schedule medical or dental appointments outside school hours. If an exception is necessary, the student must furnish the school a statement from the doctor or dentist indicating the time spent in his/her office.
  3. An excused absence permits a student to make up missed work. However, excused absences based on parent-written notes may not exceed eight school days per semester. Any other excused absence require a doctor's note or written proof of required court appearance. All other absences, including out-of-school suspension, are unexcused. (Makeup work is permitted upon the first suspension only if that suspension results from an offense below Class III.)
  4. Students with long-term illness or injury should seek medical attention and shall present a doctor's statement if they are/are not recommended to participate in regular school activities.
  5. All students are subject to the provisions outlined in Board Policy JBH, "Early Warning Truancy Prevention Program."
- B. Checkouts from School
1. Students who leave school for any reason must check out through the principal's office.
  2. Students may only be checked out by persons whose names appear on the student registration card unless the school receives permission in writing by the parent(s) or guardian(s) in advance.
  3. Written permission is to be given by the parent(s) or guardian(s) or "emergency person" shown on the registration card before each checkout, except in cases of sudden illness, accident or similar incident where telephone confirmation is the only alternative.
  4. Students are not to leave school for private instruction.
  5. The nature of the checkout will determine whether the absence is excused.
  6. Checkouts are excused for the same reasons as absences. Only an excused checkout permits work to be made up.

**C. Trip Permission**

Any student making a trip under the sponsorship of the school is required to have written permission from the parent(s) or guardian(s) to participate in the trip.

Adopted: August 15, 1995  
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*LAUDERDALE COUNTY HEAD START*  
**Office of School Readiness PreK Partnerships**

**Subject: PreK Partnerships**

The Policy Council will consider partnerships with Alabama State Office of School Readiness PreK programs provided the following conditions are met:

1. One half (50%) of the children enrolled in any given year of the partnerships must be eligible for Head Start.
2. The OSR program agrees to abide by all Head Start guidelines for provision of services during any school year that the partnership is active.
3. The OSR program agrees to pursue SACS accreditation if it does not already have that accreditation.
4. Any partnership must be in terms of services exchanged: i.e.,
  - the OSR program provides educational services that meet State Office of School Readiness and Head Start guidelines
  - in exchange Head Start will provide the program with the Health and Family Partnership services required by Head Start,
  - expect the program to use the Head Start BSSTeam for consultation on child behavior,
  - and expedite Riverbend and Special Education Services according to the procedures and policies of those programs.

In addition, the partnership program will

5. Provide support for SACS and NAEYC accreditation in the form of consultation, guidance, and on-site advisory services.
6. Consider assisting any PreK program in partnership with Head Start by placing a Head Start teacher or assistant in the program, at the request of the partnership program.