

STUDENT CONDUCT

PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

The Board hereby advises parents/guardians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the School System. Applicable sections of The Code of Alabama now reads as follows:

Section I - - Title 16, Code of Alabama, 1975, is amended to read as follows:

“(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) 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 or teacher of the 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.

*(B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the Principal to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such suspected violations to the district attorney within 10 days. Any principal or Superintendent of Education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public school.”

CORPORAL PUNISHMENT

Corporal punishment is authorized as a disciplinary tool but only reasonable corporal punishment is justifiable.

Reasonable is hereby defined as, what a majority of normal, sane, clear-thinking people would do under similar circumstances. Considerations, in this regard, shall include but not be limited to:

1. Age of child
2. Size of child
3. Sex of child
4. Ability of the child to bear the punishment; and,
5. Overall physical condition of the child.

Corporal punishment shall not be administered in anger or with malice at any time.

Utmost care, tact and judgment should be exercised, and all cases of corporal punishment shall be documented and kept on file in the principal's office. Corporal punishment shall not be administered in the visual presence of other students. At least one other teacher or the principal shall be present during administration of corporal punishment.

An authorized staff person may elect to administer corporal punishment for any prohibited activity or violation of school rules and policies. Prior to determining that corporal punishment should be administered, the disciplinarian or his delegate should conduct an informal give-and-take with the child which permits the child to tell his side of the story.

Corporal punishment will only be administered to the buttocks. Corporal punishment may only be administered by a wooden paddle which is smoothly sanded and has no cracks or holes (or may be administered by spanking with the open hand). No more than (three) of individual swats shall be administered for one infraction (or in any one day).

Special Education Students

Prior to administering corporal punishment to a special education student, said student's IEP shall be reviewed to determine if corporal punishment is appropriate based on the IEP disciplinary plan and if the student's behavior warranting corporal punishment is related to the disability. In the event it is determined that the student's behavior is not related to the disability and the IEP disciplinary plan specifies corporal punishment as appropriate, the student shall be treated as any other student and corporal punishment may be used as a discipline measure. However, should it be determined that the IEP does not specify corporal punishment as appropriate, then corporal punishment shall not be administered to the student without convening the IEP committee to reconsider and approve or disapprove the use of corporal punishment as a discipline measure.

DETENTION

The Board authorizes students to be reasonably detained for disciplinary purposes at the discretion of the local school principal and professional staff of the individual schools. If a student is to be detained after regular school hours, the student shall be given notice of such detention in time to notify a parent or legal guardian to arrange for necessary transportation. Students shall not be detained for more than one hour daily for disciplinary reasons. Each local school principal shall require all students detained for disciplinary purposes to be under the direct supervision of a member of the professional staff.

If students cannot remain after school for justifiable reasons, they shall be given appropriate alternative punishments at the discretion of the principal or designee.

IN-SCHOOL SUSPENSION

Goal

The goal of in-school suspension is to provide an alternative school setting for students who cannot otherwise function in the regular classroom because of behavior problems.

Purpose of Program

The purpose of in-school suspension is to allow students to complete assigned classwork in a structured setting rather than opting for out-of-school suspension by which the students would be out of school without benefit of supervised instruction.

Program Description

Students are referred to in-school suspension by the principal and/or assistant principal. In-school suspension begins at 8:00 a.m. and ends at 3:00 p.m. daily. Students are assigned to individual study carrels and must complete assignments daily.

When A Student is Placed In-School Suspension

(1) Their regular teachers prepare academic work for them to complete. (2) Assignments are graded by the classroom teachers. (3) Students must bring their own books, papers, pencils, etc. to class (4) The length of stay is one to three days for first time offenders and three to six days for repeat offenders. (5) Additional days

may be assigned if students are tardy, absent, do not complete assignments or follow rules. (6) Participation in extra-curricular activities are not allowed while a student is assigned to in-school suspension.

Student Selection and Entrance Requirements

Students are referred for in-school suspension when it is determined that they need time out from the regular classroom setting in order to redirect or modify unacceptable school behavior. Students are referred to major and repeated violations of the Code of Student Conduct and other school rules such as willful disobedience, defiance of authority, damaging of school property, petty theft, fighting, truancy, use or possession of tobacco products or illegal drugs.

Special Features

In-school suspension provides a suitable environment for students to modify unacceptable behavior without jeopardizing current academic standards.

OUT-OF-SCHOOL SUSPENSION

The Board recognizes its authority to maintain good order and discipline within the schools of the School System. Therefore, the Board gives the school principal the authority to suspend a student from school for just cause. However, the principal shall be required to advise the Superintendent of all student out-of-school suspensions.

Authority

The school principal or designee has the authority to suspend students from school for up to ten (10) school days per semester in accordance with the administrative response options of the Violation Classification Sections of the Student Code of Conduct filed JCDA under this cover.

Notification Procedures

The following minimal notification procedures shall be followed in out-of-school suspension cases:

1. Prior to suspension, the student will be accorded informal due process procedures (see policy JCAA) as specified, i.e. a notice of the charge(s) against him/her, evidence supporting the charge(s), and an opportunity to explain his/her side of the situation.
2. The local school principal or designee shall complete a copy of the School System's "Suspension Notice" form, filed JDD-R, and distribute as follows:
 - a. A copy to the suspended student prior to departure from the school campus, with directions to transmit it to his/her parent/guardian.
 - b. A copy to the student's file.
 - c. If possible, contact the student's parent/guardian by telephone to discuss the matter and possible remedies. Such telephone call should be made on the day of the suspension and shall be followed by mailing a completed copy of the "Suspension Notice" to the parent/guardian within 12 hours to the address provided in school records.
 - d. A copy of the Director of Attendance at the Central Office.
3. The principal or designee shall make every attempt to notify promptly (same day) the student's parent or guardian by telephone to explain the circumstances and the terms of the impending suspension.

Students Leaving School Sites

No suspended student shall be allowed to leave the school campus during the school day until the student's parent, guardian or proper authority assumes responsibility for him/her.

When a student's parent, guardian, or other designated individual(s) cannot be notified, the student must remain on the school campus until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

Immediate Removal of Students

Immediate removal of a student from a school campus is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, all reasonable efforts will be made to notify the parent/guardian by phone or personally by the principal or designee.

Forced Removal of Students

In extreme emergencies, principals are given the authority to call upon law enforcement agencies to remove students who create material and/or substantial disruption by endangering himself/herself, school personnel, other students, or school property. The principal shall advise the Superintendent by phone regarding forced removals and shall follow the oral contact with a written confirmation to the Superintendent.

Length of Out-of-School Suspensions

The out-of-school suspension of a student shall not exceed ten (10) school days per semester. The number of days of suspension shall be based on the applicable administrative response options of the Violation Classification Sections of the Student Code of Conduct filed JCDA under this cover.

When a student accumulates the 3rd occurrence of an out of school suspension during a school year, the principal will request the student to attend Early Warning as part of the disciplinary measures.

Readmission Requirements

The provisions outlined below must be met before a student may be readmitted to school following an out-of-school suspension:

1. The student and his/her parents or guardians must meet with the principal or designee to discuss conditions and terms related to the suspension; however, at the principal's discretion, a telephone call may substitute for this requirement. This requirement applies to each and every out-of-school suspension regardless of the number of suspensions or the duration of the suspension.

Suspension with an Expulsion Recommendation

If an incident or violation or series of incidents or violations are serious enough to warrant suspension with a recommendation for expulsion, said suspension may not exceed ten (10) complete school days pending Board action on the expulsion recommendation. Provided the Board does not render a decision within the ten (10) school day period, the student shall be readmitted to school until such time as the Board renders a decision.

The principal, after expulsion recommendation consideration, may readmit the student to school within the ten (10) school day period based on mutual agreement of the principal and Superintendent. In such cases, the principal and Superintendent will have decided not to recommend expulsion.

Suspension During Exams

When a student is suspended during six weeks/mid-term/final examinations, he/she shall be given the opportunity to take the missed examinations at a time specified by the principal or designee.

Terms

The following terms/conditions shall apply during the time students are on out-of-school suspension:

1. While suspended, a student may not attend or participate in school functions or enter school property for any reason during or after the school day.
2. When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension. Teachers shall not give make-up work to students who are suspended from school, except as specified above in relations to six weeks / mid-term / final examinations.
3. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

Special Education Students

Reference Alabama Administrative Code

290-080-090-.10 (5) (c)

EXPULSION

Expulsion is defined as any denial of school attendance for a period longer than ten (10) school days per semester. The authority to expel a student is vested only in the Board. The Board shall have the duty to review the evidence advanced by the principal, other School System personnel, and other interested parties in support of the recommendation for an expulsion and to hear and review any rebuttal advanced by the student, parent(s) or guardian(s), or representative.

Prior to an expulsion hearing, a hearing committee will review pertinent data and determine evaluations, if any, as needed. The committee will consist of the following members:

- Principal
- Guidance Counselor
- Outside Agencies (if applicable)
- Special Education Coordinator
- Central Office Representative

Expulsion may be for the remainder of the school year, for a definite period of time extending beyond the remainder of the school year, or it may be permanent.

The Board may require that at the end of an expulsion period, the student and his/her parents or guardians appear before the Superintendent and/or the Board to determine if changes in behavior on the part of the student have occurred which indicate a willingness and ability to function in the school setting. Moreover, the Board may require that the expelled student participate in activities which would reasonably be assumed to change the behavior in a positive direction as a condition for readmittance to school.

STUDENT ATTENDANCE REGULATIONS

Absenteeism

School Day - A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day. With the exception of Kindergarten who participate in the Kindergarten - Phase In Program.

Excuses

In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse form home within three (3) days following the absence signed by the student's parents or guardian for each absence and present it to the principal or designee. After a total of ten (10) absences during the school year for all students in grades K-12, the parent, guardian, or student will be required to provide medical or legal documentation in order for absences to be excused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

Excused Absences

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. Student is too ill to attend school
2. Inclement weather which would be dangerous for students to attend school as determined by the Superintendent or principal
3. Legal quarantine
4. Death in the immediate family
5. Emergency conditions as determined by the Superintendent or Principal
6. Absence with prior permission of Principal or a designee and consent of parent or legal guardian
7. Students will be allowed to attend school sponsored activities or events with proof of attendance. (ticket stub)

Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused.

Parental / Student Notice

The provisions of this policy / procedure shall be included in the student handbooks and distributed to students in a timely manner.

Absentee Referrals

The following provisions shall apply:

1. The homeroom teacher shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the Principal or designee. The Principal or designee shall refer any such students to the Director of Attendance Services in accordance with the Truancy and Early Warning Prevention Program, filed JBE under this cover.
2. Students taken into custody by officers in compliance with the County Truancy and Juvenile Delinquency Prevention Program shall be reported to the Director of Attendance Services by the Principal or designee.

Make-Up Work - Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

At the Secondary Level - The student shall be responsible for contacting the teacher or teachers to arrange to make up the work.

At the Elementary Level - The parent or guardian shall be responsible for arranging necessary make-up work

Time Limit - Arrangements for make-up work must be made within two (2) days after returning to school from an excused absence.

Make-up Work - Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, classwork, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeros to students absent for unexcused reasons on an automatic basis; zeros may be assigned to such students only with other students in general receive grades for homework, examinations, recitation, etc.

Student Accounting

A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

Student Tardies

Tardiness shall be indicated in the Attendance Register by placing a capital (T) in the appropriate space. A tardy, for Attendance Register marking purposes, is defined as a student's arrival after the official time set for the commencement of respective school's regular daily activities, i.e. homeroom, roll call, etc.

Students in elementary school (K-6) with more than 6 unexcused tardies will follow the guidelines as listed:

1. Letter to parent
2. Parent conference with principal
3. Parent conference with principal and additional agencies will be required
4. Excluded from school activities at the discretion of the principal or designee

Students in grades 7-12 with unexcused tardies will follow the guidelines as listed:

First Offenses: Detention

Subsequent Offenses:

1. Brought in before school at 6:50 or kept after school until 4:10 and/or detention
2. Lose parking privileges
3. Letter to parents if excessive tardies exist
4. Saturday school

Check-Ins / Outs

Check-ins / Check-outs shall be considered unexcused absences from those class periods unless evidence is presented to the principal or designee by the parent or guardian that the check-in / check-out was for an excused reason. Students must check-in / check-out through the school office and in compliance with policy JBE under this cover.

Perfect Attendance Award

A Perfect Attendance Certificate shall be awarded to students who have attended school every day for the entire day during the school year, i.e. no tardies, no check-outs, etc.

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.

Students who are absent from school for an excused or unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholars bowl, etc.), except in extenuating circumstances as determined by the principal.

Religious Absences

A student will be excused for official religious holidays when the student's parent or guardian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

TRUANCY

Truancy is the habitual and unlawful absence from school. In accordance with The Code of Alabama, the parent or guardian is responsible for requiring any student under his/her control or charge and under sixteen (16) years of age to attend school.

MARION COUNTY BOARD OF EDUCATION EARLY WARNING TRUANCY PREVENTION PROGRAM - ATTENDANCE

Dear Parents:

During the last school year, over 6,000,000 student absences occurred in Alabama's public schools. Over 13,000 students drop out of our public schools each year. The major causes of dropouts are students with poor attendance, truancy and students repeating one or more grades. Students must attend school to achieve at the pace of their classmates. Today's society demands that our children be educated for the high technology of the 20th century world of work.

The Alabama Compulsory Attendance Laws require children between the ages of 7-16 to attend school. The law also states that parents or guardians having control over school-age children are responsible for the children's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher an explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant.

Please be advised of the Early Warning Truancy Prevention Program which was implemented in Marion County Schools during the 1990-91 school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Marion County Board of Education.

The court system and the Marion County School Board realize this information will not be necessary for all parents. Most parents make a great sacrifice to see that their child is in school every day and receives a good education. To you parents, thanks, but unfortunately we must share this information with all parents in order to have an effective truancy prevention program.

Sincerely,
Ryan Hollingsworth
Attendance Supervisor - Marion County Schools

Jimmy Cashion, District Judge
Marion County

EARLY WARNING TRUANCY PREVENTION PROGRAM

The following procedures for handling truanancies shall be uniformly administered throughout the School System:

1. First Truancy:
The teacher shall notify the parents / guardians that said student was truant and the date of the truancy. (unexcused absence)
2. Second Truancy:
The parents / guardians shall be notified by mail by the school attendance clerk and / or principal that said student was truant and the dates of the truanancies. *Students who have consecutive unexcused absences which make their total unexcused absences three or more will receive a letter from the principal and a "NOTICE TO APPEAR" in the Early Warning Truancy Prevention Program at the same time.
3. Third Truancy:
 - a. The parents / guardians or persons having control of said student shall participate in the Early Warning Truancy Prevention Program provided by the Attendance Supervisor.
 - b. Attendance at this conference shall be mandatory except where prior arrangements have been made or when an emergency exists.
 - c. Failure to appear at the Early Warning Truancy Prevention Program conference shall result in the filing of a complaint / petition for truancy against the student and / or parents / guardians whichever is appropriate.
4. Fourth Truancy:
File complaint / petition against the student or parents / guardians whichever is appropriate (parents / guardians will go to court).
5. Ten Excused Absences:
Students who accumulate Ten Excused Absences may also be required to attend Early Warning Truancy Prevention Programs. This action will require prior approval of the principal and the attendance clerk.

STUDENT ATTENDANCE: DRIVER'S LICENSE / LEARNER'S PERMIT

Notice

Students, by presentation of this written policy, are hereby notified of the provisions of Legislative Act 93-386 as enacted by the Alabama Legislature and as approved for implementation by the Board

Purpose of Act

The purpose of the Act is to require school attendance by persons 16-19 years of age as a prerequisite for the issuance of a driver's license / permit by the state of Alabama for the operation of a motor vehicle. School attendance standards may be met by enrollment in a school or General Educational Development (GED) program or job training program approved by the State Superintendent of Education.

Penalty Provisions of The Act

Enrollment, Schooling, Employment Provisions

Section I of the Act states - "The Department of Public Safety shall deny the issuance of a driver's license / learner's permit or the renewal of a driver's license to operate a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation from a secondary high school or documentation that the person:

1. is enrolled in a secondary school, or
2. is enrolled and making satisfactory progress toward the GED certificate, or
3. is participating in an approved job training program approved by the State Superintendent of Education
4. is gainfully and substantially employed
5. is a parent with care and custody of a minor or unborn child
6. has a physician's statement that the person depends on him/her as their sole source of transportation
7. is exempt from this requirement based on statute 15-28-1 of The Code of Alabama.

Suspension of Current Driver's License / Learner's Permit

Further, persons 16 years and older who have a driver's license / learner's permit who withdraw or who are absent from school for more than 10 consecutive days or more than 15 days total for unexcused reasons during a semester shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify persons that their driver's license / learner's permit will be suspended on the 30th day following notification unless re-enrollment occurs or one of the other conditions is documented.

Operational Procedures

Principal's Responsibilities

1. Principals or designees shall provide students with information relative to the Act and procedures for compliance.
2. Principals or designees shall complete Part 1, Section 1 of the "Student Enrollment / Exclusion Status Form" at the request of students enrolled in their schools. Principals or designees should provide students with information relative to completing Part 1, Section 2, and Part 2 sections of the form; however, it is the responsibility of the student / parent / guardian to secure signatures, documentation statements, etc. for the GED and Exclusion Status Sections.
3. Principals or designees shall complete and transmit the "Department of Public Safety Notification Form" on each student who drops out or are absent from school for 10 or more consecutive days or more than 15 days total for unexcused reasons during a semester.
4. Principals shall be the sole determiners of student enrollment or non-enrollment.

Student's Responsibilities

1. Students, 15-19 years of age, who are enrolled in a school of the School System and desire to get their driver's license/learner's permit should pick-up a "Student Enrollment / Exclusion Status Form" at the office of the school where they are enrolled prior to going to the Courthouse, Department of Public Safety. Students should complete the name, address, etc. section and request the principal or designee to complete Section 1 of the form.
2. Persons, 15-19 years of age, who are not enrolled in a school of the School System and desire to get their driver's license / learner's permit should pick-up a "Student Enrollment / Exclusion Status Form" at the office of the school they previously attended or at the Central Office prior to going to the Courthouse, Department of Public Safety.

Such persons should complete the name, address, etc. portion of the form, request the principal of the school previously attended to complete Section 1 of the Form, and contact the appropriate agency / individual to complete other applicable sections. Note: Persons should provide reasonable advance notification to the principal or designee of their need to have such forms completed.

In accordance with Legislative Act 94-820, students under the age of 19 who are convicted of possession of a fire arm on school premises are subject to having their driver's licenses revoked.

DRESS CODE

The Board and administration recognizes the importance of personal rights and privileges of each individual student in the school system. However, the Board equally recognizes that individual rights stop where the rights of the group (the school) begin and no student has the right to dress or appear in such a manner that becomes disruptive to the teaching-learning process.

The Board strongly believes it is the responsibility of students and parents or guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school setting.

Therefore, the following dress and appearance standards are applicable in all schools of the School System. Local school personnel are expected to enforce the standards with firmness and fairness in an effort to foster the orderly operation of the schools. The standards are as follows:

1. Hats, caps, headbands, sweat bands, bandanas, visors, and sunglasses must be removed and placed in the locker or designated area and remain during the school day.
2. Hair must be clean and well groomed, and should not impair vision. Boys' hair must not touch the collar of a T-shirt (rounded, crew-neck, when measured at full length i.e., loose or unpinned). Male students with facial hair must keep it neat and well groomed. No hairstyle, hair color, body piercing, clothing, or other article which is disruptive to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will be allowed.
3. Ear jewelry may be worn by females only. (Band-Aids may not be worn to conceal an earring. Nose jewelry is not to be worn by boys or girls while they are in school. Jewelry (studs, pins, etc.) may not be worn in any visible pierced areas of the body, including, but not limited to, the tongue and eyebrow.
4. Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders braces shall be fastened and belts buckled. Pants must be worn at the waist and may not be excessively baggy. Pants may not have writing or graphics on area of the buttocks. Tops must be long enough to tuck in and stay tucked in. **School administration may require that shirts and blouses be tucked in and coats be removed upon entering the building.**
5. Sun dresses and backless dresses or tops will be worn with a jacket or an appropriate covering.
6. Cut-off tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath or another shirt is worn over the top.
7. Students must wear proper undergarments.
8. Halter tops, tube tops and midriff tops are not allowed. Midriffs, sides, and bustlines must be covered.
9. Bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.

10. Insignias, buttons, and clothing which are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, or drug-related, or are demeaning to other persons may not be allowed.
11. Jeans and other articles of clothing must be clean with no open holes above the knee. No shredded jeans will be allowed.
12. Sweat pants and jogging pants are allowed as long as they are properly fitted. Leggings may be only worn with skirts, dresses, and jumpers. They cannot be worn as slacks. Pajamas may not be worn to school unless it is a special "dress-up" day.
13. Articles of clothing must be appropriate for school wear. Students in grades K-4 may wear shorts, skirts, and dresses appropriate for school. **Any apparel worn by students in grades 5-12 must be worn at the waist and to the knee cap.**
14. Clothing shall not be so tight or so loose as to be overly revealing, a disruption to the school environment or a safety concern.
15. Shoes appropriate to the school setting must be worn at all times. No skate shoes allowed.
16. Book bags with rollers will be allowed with the size requirement of 20 inches by 15 inches for those students having a doctor's statement showing a need.
17. Student possession of beepers, portable telephones, radios, headphones, or any other electronic device is not allowed.

Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and will be responsible for all class work missed. Nonconformity to the dress code is a Class I offense with the exception of #17 in which is considered Class II Offense.

SCHOOL BUS CONDUCT

The following regulations shall apply to all students riding School System-owned or leased buses:

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent(s) or guardian(s) for such trips.
4. Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.

Students should adhere to the following rules while riding school buses:

1. Be on time at the designated pickup sites;
2. Stay off public roads while waiting for the bus;
3. Wait for the bus to stop before attempting to board;
4. Keep all body parts inside the bus at all times;
5. Assist in keeping the bus safe and clean;
6. Refrain from loud talking or behavior which may divert the driver's attention;
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.);
8. Do not bring bottles, food, etc. onto the bus on regular routes;
9. Leave no books, lunches, etc. on buses;
10. Keep aisles of the bus unobstructed at all times;
11. Help with the comfort and safety of smaller students;
12. Do not throw anything out of bus windows;
13. Remain in your seat while the bus is in motion;
14. Remain quiet when the bus is approaching a railroad crossing stop; and
15. In case of a road emergency, remain in the bus or follow driver's instructions.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

1. Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
2. Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of line of traffic until the path across the roadway is free from danger.
3. Proceed across the roadway upon signal from driver or bus patrol; and,
4. Proceed with extreme caution across four-lane roadways.

Sanctions for Bus Infractions

Administrative responses for the first and second written infraction could include, but are not limited, to the following: corporal punishment and/or suspension from the bus.

1. First Written Infraction

- Probation imposed for ten (10) school days
- Special seating for offender during probation
- Parent's copy of bus incident report mailed home by regular mail with sanctions listed
- Driver given his or her copy of incident report with sanction imposed

2. Second Written Infraction

- Three (3) school days suspension from all Marion County buses (contact Sp. Ed coordinator if applicable)
- Parent's copy of bus incident report mailed home or telephone call (call optional)
- Driver given copy of incident report with sanction imposed

3. Third Written Infraction

- Five (5) school days suspension from all Marion County buses (contact Sp. Ed. coordinator if applicable)
- Conference to be held with the principal or designee and parent to address the misbehavior
- Driver given copy of incident report with sanctions imposed

4. Fourth Written Infraction

- Thirty (30) school days suspension from all Marion County buses (contact Sp. Ed. coordinator if applicable)
- Parent's copy of bus incident report mailed home by registered mail or hand delivered by school official

Each building principal will be responsible for handling discipline problems associated with misbehavior on school buses. Habitually disruptive behavior as defined in the Code of Conduct on the bus will subject the student to automatic expulsion on the occurrence of the third act of disruptive behavior during a school year.

POSSESSION OF WEAPONS AND FIREARMS BY STUDENTS

Weapons and Firearms Defined

No student shall be permitted to have any weapon or firearm, on school property, at any time. Items forbidden shall include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, any items which may be used as clubs, and all sharp or pointed objects designed for use as weapons. For purposes of this policy, the term firearm is defined in Section 921 of Title 18, United States Code.

Discipline Measures

If a student is found to be in possession of a real weapon or firearm or a reasonable facsimile of a firearm and presents it as a real firearm, he/she shall be automatically referred to the Board for disciplinary action. If it is determined by the Board that the student was in possession of a real firearm on school property, to include property not owned by the School System but where an official school sponsored activity is held, said student* shall be expelled from school for not less than one (1) academic year. Such expulsion is in compliance with the requirements of the Public Law 103-382; "Improving America's Schools Act of 1994;" Part F, Section 14601, Gun-Free Requirements and Alabama Legislative Act (94-817).

Further, in accordance with Public Law 103-382; "Improving America's Schools Act of 1994;" Part F, Section 14601, Gun-Free Requirements, any student determined as defined above shall be referred to the criminal justice or juvenile delinquency system.

Suspension of Driver's License

Suspension of Driver's License for Pistol Possession - In accordance with Legislative Act 94-820, a student under 19 years of age may have his/her driver's licenses suspended for the possession of a pistol on school premises.

Alabama Law

Possession of Weapon a Class C Felony - In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

*Special Education Students: Requirements for special education students for alternative educational programs will be met.
SOURCE: Marion County Board of Education, Hamilton, Alabama

STUDENT ALCOHOL AND DRUG USE (SUBSTANCE ABUSE)

It shall be the policy of the Board that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana, steroids or any mind-altering drug or material, or controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

Any alcohol or drug-related violation of criminal law, state or federal, committed on school property shall be prosecuted as provided by law. Provided students are apprehended using or dispensing any substance as defined above, school officials, teachers, and / or other Board employees shall report all such students to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office.

The principal shall immediately notify the parent or guardian by telephone of any student found in violation of this policy. If the parent or guardian cannot be reached by phone, the principal shall then notify the parent or guardian of the action by sending a certified letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

SMOKING / USE OF TOBACCO PRODUCTS STUDENTS' USE OF TOBACCO

The Board, because of the high degree of evidence available, view smoking and other uses of tobacco and tobacco products as being detrimental to health and a significant contributor to lung, heart, and other associated diseases. The Board considers knowledge and understanding of good health practices as being a primary objective of education. Therefore, it is the policy of the Board that students shall not be permitted to possess, smoke or use tobacco products or simulated tobacco products in any form while in school buildings, on school grounds, or in school buses during the school day or during any school sponsored activities.

STUDENT CODE OF CONDUCT

Classification of Violations:

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

Procedures for the Administration of Formal Disciplinary Action

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation. Student harassment of other students, faculty and employees is not tolerated. Harassment is a serious violation of the Student Code of Conduct, and is subject to the student discipline process. Students accused of harassment could be suspended during the investigation, and possible suspension or expulsion, depending on the results of the investigation. Students who harass could also be subject to personal liability for harassment in State Torts and the Violence Against Women Act (VAWA).

Requirement to Distribute Code of Conduct to Parents

In accordance with Legislative Act 94-782 and 94-784, the Board requires that this Code of Conduct be printed annually in local school student / parent handbooks for distribution to parents and students.

Each classroom teacher will deal with general 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 school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failure to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework; or refusal to work in class are not cause for disciplinary referrals. Parents or guardians of students who consistently exhibit poor work habits should be notified by school personnel.

MINOR OFFENSES - CLASS I

- 1.01 Excessive distraction of other students
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any grouping for instruction. Examples: talking excessively, interrupting class functions, provoking other students.
- 1.02 Illegal organizations
Any participation in fraternities, sororities, and secret societies.
- 1.03 Gambling
Any participation in games of chance for money and/or other things of a value.
- 1.04 Tardiness
Reporting late to school or class.
- 1.05 Use of profane or obscene language
- 1.06 Non-conformity to dress code (See File JCDB)
- 1.07 Minor disruption on a school bus
- 1.08 Inappropriate public display of affection
Is interpreted as any physical contact such as hand holding, arms around waists, etc.
- 1.09 Unauthorized absence from class or school
- 1.10 Intentionally providing false information to a Board employee
Including, but not limited to, forgery of parent's(s') name(s); intentionally providing false information to parents, such as changing grades.
- 1.11 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.
- 1.12 Vehicular violations
- 1.13 A person / student who has possession or unlawfully sells, furnishes or gives a non-controlled substance to a minor may be liable for injury or damage or both.
- 1.14 Any other violation which the principal may deem reasonable to fall within this category.

ADMINISTRATIVE RESPONSES - CLASS I

Administrative responses for Class I violations include but are not limited to the following:

- student conference
- parent contact(s) / conference(s)
- after-school detention
- suspension from school bus
- out-of-school suspension not to exceed three (3) days (not to exceed a cumulative total of 10 days per semester for nonspecial education students and 10 days per academic year for special education student(s)).
- corporal punishment
- assignment to in-school suspension or Saturday school (alternative to suspension)

INTERMEDIATE RESPONSES - CLASS II

Administrative responses for Class I violations included but are not limited to the following:

2.01 Defiance of Board employee's authority

Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee

2.02 Possession, control, or use of tobacco products

The use of any tobacco products while under school jurisdiction.

2.03 Battery upon students

The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

2.04 Fighting

Any physical conflict between two or more individuals.

2.05 Vandalism

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

2.06 Stealing - Larceny - Petty Theft

The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.

2.07 Possession of stolen property with the knowledge that it is stolen

2.08 Threats - Extortion

The verbal or by a written or printed communication, malicious threatening or injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, 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. NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

2.09 Trespassing

The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

- 2.10 Possession of fireworks or firecrackers
- 2.11 Offensive touching of another person
- 2.12 Written or verbal propositions to promote sexual acts
- 2.13 Use of obscene manifestations (verbal, written, physical) toward another person
- 2.14 Directing obscene or profane language to a Board employee or visitor (Verbal assault upon a Board employee or visitor.)
- 2.15 Leaving premises without permission
- 2.16 Cheating - serious or repeated violations
- 2.17 Any other offense which the principal may reasonable deem to fall within this category.
- 2.18 Carrying and/or using electronic communication device or pocket pager.
- 2.19 Threat, harassment, bullying or intimidation of a student
 The intentional, unlawful threat by work or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.

ADMINISTRATIVE RESPONSES - CLASS II

Administrative responses for Class II violations include but are not limited to the following:

1st Offense

- parent contact(s) / conference(s)
- corporal punishment or assignment to in-school suspension

2nd Offense

- parent contact(s) / conference(s)
- out-of-school suspension for two days automatically

3rd Offense

- parent contact(s) / conference(s)
- out-of-school suspension for two days minimum and assignment to Alternative School
- expulsion

MAJOR OFFENSES - CLASS III

3.01 Drugs and alcohol

Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.

3.02 Arson

The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).

- 3.03 Battery upon Board employee
The threatening by word or act or the lawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Robbery
The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing - Larceny - Grand Theft
The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of school property
The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal mischief
Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.
- 3.08 Possession of firearms
Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler; firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.09 Discharging of any pistol, rifle, shotgun, airgun, pellet gun, or BB gun or any other device on school premises.
- 3.10 Possession of weapons
Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.11 Bomb threats
Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.12 Explosives
Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.13 Sexual Acts
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.

- 3.14 Aggravated battery
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.15 Inciting or participating in major student disorder
Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others.
- 3.16 Unjustified activation of a fire alarm system
- 3.17 Igniting fireworks and/or firecrackers
- 3.18 Any other offense which the principal may deem reasonable to fall within this category.

ADMINISTRATIVE OFFENSES - CLASS III

Administrative responses for **Class III violations** must include the following:

1st Offense

- automatic out-of-school suspension not less than 5 days and may include expulsion, legal action or assignment to Alternative School.

2nd Offense

- an automatic out-of-school suspension not less than 5 days is required and will include expulsion, legal action or assignment to Alternative School.

Any student participating in extracurricular activities guilty of infractions of **Class III** offenses will be automatically barred from participation of activities as long as they are enrolled in the Alternative School.

The Superintendent or his/her designee shall orally notify the Prevention and Support Services Section of the SDE within twenty-four (24) hours of the decision that a violent criminal offense has occurred, and follow that notification with a written confirmation.

OFF CAMPUS OFFENSE

Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, and/or students or that has a direct effect on the discipline or educational environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is prohibited by Alabama or United States criminal codes, is punishable as a felony or would be punishable as a felony if committed by an adult and for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

ALTERNATIVE SCHOOL

The Alternative School is a separate, structured school created to help students who have exhibited disruptive behavior and / or problems adjusting in the regular classroom setting. The Alternative School assists students with developing a positive attitude toward acceptable school behavior and satisfactory academic performance. The school is staffed with qualified instructors who have the knowledge and background to teach, guide, and counsel students in a positive manner. Students are transferred back to their regular school once they have demonstrated successful, appropriate behavior and or academic success.

A student may be placed in the alternative school for disciplinary reasons as well as an alternative setting as recommended by the local school. Therefore, students placed as an alternative setting will not be barred from extra curricular activities.

INTERROGATIONS BY PUBLIC OFFICIALS

Law Enforcement Officials

At the Request of School Officials - When the school principal or designee has evidence and reasonable cause to believe that a crime has been committed on campus by one or more students, law enforcement officials, to include juvenile authorities, may be requested to come to the school to investigate the incident. Such investigations may include interrogation of students. In the event a student is to be interrogated, the school principal or designee shall make every effort to notify the parent or guardian of any student to be so interrogated.

At the Request of Law Enforcement Officials - Interrogations:

When law enforcement officers make it known that they wish to talk to a student while under supervision of the school, the following procedure will be used:

1. The student will be called to the office of the principal.
2. The principal shall attempt to notify the student's parent or guardian by telephone of the situation.
3. If the principal is able to contact the student's parent or guardian, shall determine whether or not the student is to be questioned by the law enforcement officer while under the jurisdiction of the school, and under what circumstances, i.e. in the presence of the parent or guardian, etc.
4. If the principal is unable to contact the student's parent or guardian, the principal shall permit the law enforcement officer(s) to talk with the student. Such talk / interrogation shall be in the presence of the principal or designee and in a private setting.

**Advisory only. In accordance with an Alabama Attorney General Ruling of December 1974, school officials do not have the legal right to allow students to be interviewed at school by law enforcement officials and in such case the principal is to make appropriate arrangements for such interview. In such case, the school principal must allow the parent(s) or guardian(s) to be present during such interview where the parent(s) or guardian(s) is immediately able to attend or able to attend within a reasonable time, the principal must allow interviews of a student by law enforcement officials to proceed in the absence of the parent(s) or guardian(s).*

Arrest Warrants

In case an arrest warrant is presented by law enforcement officers, the school principal or designee shall make every effort to notify the parent or guardian of the student in question prior to the student's removal from the school premises.

Department of Human Resources Officials

At the Request of School Officials - the school principal or designee may request personnel from the Department of Human Services Officials make it known they wish to talk with a student while under the supervision of the school, the principal or designee shall seek to determine if, 1) the visit relates to child abuse/neglect or 2) the Department has legal custody of the student. If either is applicable, the Human Services official shall be permitted to talk with the student. If the visit relates to child abuse/neglect, the DHR official may interview the student outside the presence of the principal or designee. If it is determined that the visit does not relate to child abuse/neglect or matters pertaining to rights granted to a custodian, the principal or designee shall advise the Human Services Official that any talks or questioning should be conducted while the student is at home and not under the supervision of the school.

Release of Students to Meet with Personnel from Selected Social Agencies - Students may be released from school to meet with officials from recognized social agencies when their parents/guardians comply with applicable requirements spelled out in the policy "Students Leaving The School Grounds" Filed: JBE. In all cases, parents/guardians should schedule appointments for their children with such agencies during times students are not scheduled in academic classes.

STUDENT SEARCHES

School Officials

School Property - Desks and lockers are school property, and school authorities may make regulations regarding their use. Generally, school locker searches do not require reasonable suspicion justification because lockers are considered property owned by the school. Therefore, students have no legitimate expectation of privacy in their lockers.

Individuals - School officials (school principal or approved designee under the direction of the school principal only) may make searches of a student and/or personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If a student is searched, it shall be in private by a school official of the same sex with a certified staff member of the same sex present. In any case where the principal or designee determines that a search of more than a student's pockets, jacket, cap, outer shirt, shoes, socks, belt, purse, bookbag, and other outer garments and articles is justified by sufficient reasonable cause, the principal or designee shall notify the student's parent or guardian prior to the search and the parent or guardian shall be given a reasonable opportunity to be present.

Automobiles - School officials may search selected vehicles while on school property when there is a plain view evidence or reasonable cause to believe that the vehicle contains articles that may endanger other individuals or are contrary to law or regulations of the Board.

NOTE: If a search as noted above reveals items specifically prohibited by law, board policies/regulations, or school regulations, such items shall be impounded. A receipt shall be given to the student for the impounded items, with notification of such action given to the student's parent(s) or guardian(s).

Law Enforcement Officials

School officials should seek to cooperate with law enforcement officials in their effort to enforce the law; however, school officials shall not permit warrantless searches of students by law enforcement officials on school property.

After notification has been given to Superintendent and local Principal, unannounced visits to anyone except the local superintendent and local principal to any local public school for the purpose of detecting the presence of illegal drugs will be allowed by law enforcement officials.

USE OF CANINES IN SCHOOL SEARCHES

In order to maintain drug-free schools and deal with problems associated with drug uses and drug trafficking, the Board authorizes the use of canine searches (drug-sniffing dogs) at designated times. Prior to implementing canine searches, training shall be provided for administrators and appropriate personnel who will assist professional dog handlers. This policy will apply to all schools.

In implementing the use of canine searches for drugs, the guidelines shown below will be followed:

1. Although reasonable cause is not necessary under law in using canines to sniff unoccupied automobiles, buses, lockers, classrooms, and other school areas, principals shall use reasonable care in initiating canine searches and when such searches are undertaken will exercise reasonableness during the search process.
2. Only the principal or designee, with approval from the Superintendent or designee(s), shall initiate canine searches in schools of the school system. However, canine searches conducted by law enforcement authorities in accordance with the requirement of the Alabama Administrative Code, Section 290-030-010-.96 may be initiated at the request of such agencies. The Administrative Code permits law enforcement agencies to make

periodic, unannounced visits to any school within the school system after notification has been given to Superintendent and local Principal. Such searches shall be for the purpose of detecting the presence of illegal drugs and/or weapons. When such searches are initiated, principals shall immediately notify the Superintendent or designee.

3. In canine searches for drugs, drug-sniffing dogs will be handled by trained dog handlers under the supervision of the principal or designee and appropriate law enforcement official.
4. Dogs will not be allowed to sniff individual students or employees except where the “reasonable cause standard” is met based on individual suspicion and when a passive-trained dog is used in the search.
5. Dogs will not be brought into the school when large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

METAL DETECTORS

To provide and maintain a safe and secure environment for students, staff and authorized visitors, the Board approves the use of metal detectors. Stationary and/or mobile metal detectors may be used. Training shall be provided for authorized persons on the use, maintenance and storage of said equipment and on laws and procedures for conduction of searches. Particular circumstances may call for private hand held metal detector searches. All metal detector searches shall be with the knowledge of and under the supervision of the principal or assistant principal and shall be conducted by certified board employees. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.

GUIDELINES

The following guidelines should govern the use of metal detectors in the school system:

1. At the discretion of the school principal or designee, students may be randomly searched at any given time throughout the school year. This will include any school sponsored event.
2. The use of metal detectors should be based on a reasonable belief by school officials that school system students are in possession of weapons while on school premises and/or that incidents involving student-aged persons with weapons have occurred within the school system and/or in the immediate vicinity of the school system.
3. Once a decision is made to conduct metal detector searches, school officials conducting the search should follow the search procedures listed below:
 - a. Students should be searched by a school official of the same sex.
 - b. All students in a given location, group, class, grade, bus, etc. should be searched.
 - c. The school official(s) who conducts the search should approach students and explain the scanning process. The official(s) then asks the student to place any bags, parcels, etc. on a table and remove all metal objects from his/her pocket/person. If the student refuses, he/she is referred to the principal or designee. If the student cooperates, the scanning takes place, beginning at the toes and moving to the head without touching the body. The bags, parcels, etc. are then scanned.
 - d. When the scanning device is activated while scanning bags, parcels, etc., the school official(s) requests the student to open the container in question and then looks for weapons.
 - e. If the scanning device is activated while scanning the student’s body, the school official(s) again requests the student to remove all metal objects from pockets/person. A second scan is then done. If the scanning device is activated, the student is escorted to a more private area where a more thorough search is conducted.