<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hope School Contract, Attendance, Rules and Regulations</td>
<td>15</td>
</tr>
<tr>
<td>Homework</td>
<td>16</td>
</tr>
<tr>
<td>Houston County Harassment/Bullying Report</td>
<td>35</td>
</tr>
<tr>
<td>Houston County Harassment/Bullying Form</td>
<td>37</td>
</tr>
<tr>
<td>In-School Suspension</td>
<td>24</td>
</tr>
<tr>
<td>It's The Law Parental Notification of Civil Liberties and Criminal Penalties</td>
<td>17</td>
</tr>
<tr>
<td>Jurisdiction of the Board of Education</td>
<td>24</td>
</tr>
<tr>
<td>Medication</td>
<td>34</td>
</tr>
<tr>
<td>Morning Detention/After School Detention/Saturday School</td>
<td>24</td>
</tr>
<tr>
<td>Notification of Law Enforcement</td>
<td>25</td>
</tr>
<tr>
<td>Notification of Responsibility Under Act 93-368</td>
<td>17</td>
</tr>
<tr>
<td>Notification of Rights Under the Protection of Public Rights Amendment (PPRA)</td>
<td>21</td>
</tr>
<tr>
<td>Notification of Rights Under FERPA</td>
<td>22</td>
</tr>
<tr>
<td>Parental Notification of Responsibility Under Act 93-672</td>
<td>16</td>
</tr>
<tr>
<td>Parents Right to Know (HR 1-37)</td>
<td>21</td>
</tr>
<tr>
<td>Parent/Teacher Conferences</td>
<td>11</td>
</tr>
<tr>
<td>Pending Criminal Charges</td>
<td>31</td>
</tr>
<tr>
<td>Physical Restraint</td>
<td>25</td>
</tr>
<tr>
<td>Pistol Possession/Driver’s License (Act 94-820)</td>
<td>18</td>
</tr>
<tr>
<td>Placement of Students from Other Alternative Programs</td>
<td>12</td>
</tr>
<tr>
<td>Principal’s Probation</td>
<td>25</td>
</tr>
<tr>
<td>Policies Regarding Gangs</td>
<td>31</td>
</tr>
<tr>
<td>Promotion for Grades 9-12</td>
<td>12</td>
</tr>
<tr>
<td>Promotion for Middle School/Jr. High School</td>
<td>12</td>
</tr>
<tr>
<td>School Bus Suspension</td>
<td>25</td>
</tr>
<tr>
<td>School Closing in the Event of Severe Weather</td>
<td>10</td>
</tr>
<tr>
<td>Student Selling Personal Items</td>
<td>11</td>
</tr>
<tr>
<td>Student Transportation Policy</td>
<td>12</td>
</tr>
<tr>
<td>Suspension</td>
<td>25</td>
</tr>
<tr>
<td>Tardiness Page</td>
<td>8</td>
</tr>
<tr>
<td>Teacher Assault (Act 94-794)</td>
<td>17</td>
</tr>
<tr>
<td>Textbooks</td>
<td>11</td>
</tr>
<tr>
<td>Transfer Student with Discipline Issues</td>
<td>31</td>
</tr>
<tr>
<td>Truancy</td>
<td>9</td>
</tr>
<tr>
<td>Use of Digital Devices During the Administration of a Secure Test</td>
<td>10</td>
</tr>
<tr>
<td>Vision Statement</td>
<td>6</td>
</tr>
<tr>
<td>Vandalism (Act 94-819)</td>
<td>18</td>
</tr>
<tr>
<td>Weapons in School (Act 94-817)</td>
<td>18</td>
</tr>
</tbody>
</table>
Houston County Schools
404 West Washington Street
Dothan, AL 36301
(334)792-8331
www.hcboe.us

HOUSTON COUNTY BOARD OF EDUCATION

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Mr. Bob Blalock – Technology Coordinator
TBD – Transportation Coordinator

Code of Conduct developed by local school committees
Derrick Morris, Chairperson
# Houston County Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashford Elementary School</td>
<td>Angela Thomas</td>
<td>899-3458</td>
</tr>
<tr>
<td>Ashford High School</td>
<td>James Odom</td>
<td>899-5411</td>
</tr>
<tr>
<td>Cottonwood High School</td>
<td>Paul Strange</td>
<td>691-2587</td>
</tr>
<tr>
<td>Hope High School</td>
<td>Delbert Bradley</td>
<td>702-4168</td>
</tr>
<tr>
<td>Houston County High School</td>
<td>Lisa Towns</td>
<td>696-2221</td>
</tr>
<tr>
<td>Rehobeth Elementary School</td>
<td>Greg Yance</td>
<td>677-3838</td>
</tr>
<tr>
<td>Rehobeth Middle School</td>
<td>Mark Fairris</td>
<td>677-5153</td>
</tr>
<tr>
<td>Rehobeth High School</td>
<td>TBD</td>
<td>677-7002</td>
</tr>
<tr>
<td>Webb Elementary School</td>
<td>Marsha Shelley</td>
<td>792-5744</td>
</tr>
<tr>
<td>Wicksburg High School</td>
<td>Cheryl Smith</td>
<td>692-5549</td>
</tr>
<tr>
<td>Houston County Career Academy</td>
<td>Glenn Maloy</td>
<td>899-3308</td>
</tr>
<tr>
<td>Houston County Alternative School</td>
<td>Scott Stephens</td>
<td>671-9295</td>
</tr>
</tbody>
</table>

**EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Houston County Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group, handicapping condition, or age.

"Sharing the Vision, Shaping the Future."
HOUSTON COUNTY SCHOOL CALENDAR
2019-2020

July 31 (WEDNESDAY)  INSTITUTE – 9:00 a.m. Ashford High Auditorium
(Sign-in @ 8:00 a.m.)

Jul 29-Jul 31 (MON-WED) TEACHER PROFESSIONAL DEVELOPMENT
Jul 30 (TUESDAY) OPEN HOUSE 3:00-7:00 P.M. - SCHOOL PREPARATION
1:00-3:00 P.M.

August 1 (THURS) FIRST DAY FOR STUDENTS (FULL DAY)

September 2 (MONDAY) LABOR DAY HOLIDAY (schools closed)

October 7-11 (MON-FRI) FALL BREAK

November 11 (MONDAY) VETERAN’S DAY HOLIDAY (schools closed)
*November 25-29 (MON-FRI) THANKSGIVING HOLIDAY (schools closed)

*December 23-Jan 3, 2020 CHRISTMAS HOLIDAY (schools closed)
January 6 (MONDAY) TEACHER PROFESSIONAL DEVELOPMENT
January 7 (TUESDAY) STUDENTS RETURN

January 20 (MONDAY) MARTIN LUTHER KING HOLIDAY (schools closed)
February 17 (MONDAY) PRESIDENT’S DAY HOLIDAY (schools closed)

*March 30-April 3 (MON-FRI) SPRING BREAK (schools closed)
April 10 (FRIDAY) GOOD FRIDAY (schools closed)

May 22 (FRIDAY) TEACHER PROFESSIONAL DEVELOPMENT
May 25 (MONDAY) MEMORIAL DAY HOLIDAY (schools closed)
MAY 26-27 (TUES-WED) TEACHER PROFESSIONAL DEVELOPMENT

*Schools will dismiss at 1:00 p.m. on Friday preceding the holiday.

------------------------
Student Sessions
------------------------
First Grading Period  45 days  August 1 –October 3, 2019
Second Grading Period 45 days  October 4-December 20, 2019
Third Grading Period  45 days  January 7-March 12, 2020
Fourth Grading Period 45 days  March 12-May 21, 2020

180 Students Days
187 Teacher Days

Kindergarten and Sixth Grade Graduation May 20 or May 21, 2020 (school’s choice)

1st Semester  August 1 - December 20, 2019
2nd Semester  January 7 - May 21, 2020
COMMUNICATION DEVICE POLICY

A. Elementary School Communication Device/Earbud Policy – Devices WILL be allowed on school campus and buses (regular routes and field trips) during the school day. Phone should not be allowed to ring or in use during the school day.

Subsequent offenses may result in referral to superintendent/board for additional disciplinary measures. Phones turned into the Central Office for subsequent misuse will not be released until the end of the school year.

B. Middle, Jr. and High School Communication Device/Earbud Policy – Students may use device during break, lunch, before and after school (including bus routes.) Students may not use cellphone/earbuds in the halls. Phones may be used for projects if approved by the classroom teacher and the principal.

Consequences

1st Offense –Parent may pick up phone at school office at the end of the school day.
2nd Offense – Saturday School* – Parent may pick up phone after conference with school administrator.
3rd Offense – 3 Day Alternative School – Parent may pick up phone at the end of school day.

Subsequent offenses may result in Alternative School placement as deemed appropriate by the school principal. Chronic violations will result in long-term placement as determined by the school disciplinary committee. Cell phones are strictly prohibited in Alternative School.

Use of social media, (Instagram, Facebook, etc.) any type of videoing, recording, test security violation, and other use deemed unacceptable by the principal will result in the confiscation of the device and loss of cell phone privileges for 90 days.

When items are confiscated by a board employee, the school system is not held responsible for the items.

* In-school suspension may be used at the administrator’s discretion if Saturday School is unavailable.
* If a student is observed using, or found in possession, of a digital device during state testing/assessments, the student will be assigned to Houston County Alternative School for a minimum of 3 days.

HOUSTON COUNTY BOARD OF EDUCATION
CODE OF CONDUCT
2019-2020
INTRODUCTION

The Houston County Board of Education recognizes fully the constitutional rights of students enrolled in its schools. The board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that a proper atmosphere for learning will be maintained within every school serving the Houston County School System.

VISION STATEMENT

Houston County Schools, in partnership with our stakeholders, will prepare students to lead productive lives and meet the high expectations of a competitive global society. In this pursuit, we will strive to become innovative, exemplary, and technology-rich centers for learning. We will inspire, challenge, and empower students to become responsible citizens and lifelong learners who are excited by the challenges of tomorrow.

By implementing high-quality, research-based education strategies in a safe, secure, and nurturing environment, we will ensure the success of our students to compete in the twenty-first century. While sharing this vision, we will shape the future through perseverance, dedication, and teamwork.
ATTENDANCE

All students enrolled in the Houston County School System are to be in continuous attendance. The principals shall enforce the compulsory attendance laws of the State of Alabama.

1. Each teacher shall be responsible for checking the rolls daily in their assigned classes and properly recording the student’s attendance.

2. A student approved by the principal to participate in or attend a school sponsored or other approved activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities. Failure on the part of the student to complete assignments shall result in the student receiving a zero for that class.

3. The principal shall notify the teacher in advance of students who will be attending approved activities and will be counted present.

4. In case of prolonged absence due to illness, injury, or other emergencies, the parent/guardian shall seek assistance from the principal of the school or from the Special Education Homebound program.

ABSENCES

NOTE: All documentation for absences must be received within three (3) days or the absence will be unexcused.

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

1. Pupil is too ill to attend school.
2. Inclement weather which would be dangerous to the life and health of the child if he/she attended school.
3. Legal quarantine.
4. Death in the immediate family.
5. Emergency conditions as determined by the superintendent or principal.

Students may make up work if the absence is excused. This work must be made up within five (5) school days.

Unexcused: Any absence other than those listed above are unexcused.

DOCUMENTATION OF ABSENCES

All absences must be documented by a note from the student’s parent or guardian. Absences beyond five (5) days per semester for grades K-12 must be accompanied by additional documentation as follows:

- Death in the immediate family – Approved by the principal
- Legal Quarantine – Quarantine notice
- Doctor’s Excuse – Note from the doctor’s office signed by the doctor or his designee
- Blanket excuses for multiple nonconsecutive absences will not be accepted. Any absence must be documented per absence with appropriate date(s).

All other absences are to be submitted to the principal in written form for consideration. The principal may request additional documentation as necessary. All documentation for absences must be received within three (3) days or the absence will be unexcused.

ELEMENTARY/ MIDDLE SCHOOL PROMOTION

RESTRICTED ON THE BASIS OF EXCESSIVE ABSENCES

Upon the eleventh, unexcused absence promotion may be withheld. Unexcused absences could result in mandatory attendance to Saturday School to make up the number of days missed. One day of Saturday School is required to make up one day of regular school.

In individual cases where an extended illness or other extreme emergencies have existed and can be verified, the principal may extend the maximum number of days per semester that a student may be absent before credit is withheld.

The parent/guardian may appeal a decision to withhold credit for an individual student based upon excessive absences to the superintendent by setting forth the reasons for the absences and attaching any supporting documentation.
HIGH SCHOOL CREDIT RESTRICTED ON THE BASIS OF EXCESSIVE ABSENCES

A student absent from class more than five (5) days per semester (grades 9-12) may not receive credit for the course. These are unexcused absences and must not exceed 10 days per year. In individual cases where extreme emergencies have existed and can be verified, the principal may extend the maximum number of days per semester that a student may be absent before credit is withheld. Excessive absences may result in student being required to attend Saturday School or Summer School to make up absences. A minimum of one (1) semester of Summer School may be required to make up excessive absences.

The parent/guardian may appeal a decision to withhold credit for an individual student based upon excessive absences to the superintendent by setting forth the reasons for the absences and attaching any supporting documentation.

The principal shall develop and implement local school procedures necessary for the proper implementation of these procedures.

One (1) day of Saturday School is required to make up one (1) day of regular school.

TARDINESS

A student is considered tardy when he/she is not in class when the tardy bell rings. Unexcused tardiness to class will result in the loss of perfect attendance and will be subject to disciplinary actions as written herein. Excused tardiness to school shall not count against perfect attendance.

Excessive tardiness to school will be considered as truancy from class and may consequently result in the student being referred to Saturday School, After School Detention, Early Morning Detention, ISS and/or Alternative School at principal’s discretion.

Failure to attend Saturday School as assigned could result in Alternative School placement.

Any student being tardy six (6) times in one class during a term will be subject to disciplinary action as written herein.

THE FOLLOWING SHALL APPLY TO CHECK-INS AND CHECK-OUTS

CHECK-INS
A. The student reports to the principal’s office for an admission slip to enter the classroom.
B. The student must bring a written statement from his/her parent/guardian indicating the reason(s) for the tardiness.

CHECK-OUTS
A. A student may be allowed to check-out with the written consent of parent/guardian and the advance approval of the principal.
B. Any student not having advance written approval may not leave campus unless a parent/guardian or designated person comes to the school and checks the student out. (In case of extenuating circumstances, a principal may, with verbal approval from the parent or guardian, allow the student to check out.)
C. Check-outs remain unexcused until documentation is presented. Documentation must be submitted within three (3) days of the check-out.
D. Unexcused check-outs will count as tardies.
TRUANCY

IT’S THE LAW
(Parental Responsibility (Act 94-782)

WARNING

Your student, ____________________________, is considered truant due to his/her unexcused absence/absences on ____________________________. Read “Parental Responsibility” printed below and sign and return this form to your student’s teacher.

____________________________________
(Teacher’s name/date)

______________________________________
(Parent’s signature/date)

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

The Houston County School System recognizes the privilege and responsibility of parents and guardians in supporting and demanding responsible behavior from their children. In an effort to ensure parental awareness and acceptance of that responsibility, reasonable efforts will be made to contact parents regarding Class II and III misconduct. Reasonable efforts will be made on Class I offenses also if such misconduct is continuing and notification is needed.

Reasonable efforts may include one or more of the following: telephone calls, copies of referrals, parental conferences, letters to parents, registered mail, and, when possible, home visits. In the event of continued misbehavior, parents may be asked to sit in class with their child. Petitions may be filed with Juvenile Court if the child is in need of supervision beyond that given by the parent or guardian. Warrants may be filed requiring the arrest of parents and guardians who do not require their children to properly conduct themselves in school.

Alabama Act 94-782 requires each local school board of education to adopt and distribute to parents, guardians, and others a written policy of its school behavior standards; requiring parents, guardians, and others to document receipt of this plan. Each parent or guardian or other person having custody or control of any student required to attend school who fails to require the child to regularly attend the school or tutor or fail to compel the child to properly conduct him or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this session and documented by the appropriate school official which conduct may result in suspension of the student, shall be guilty of a misdemeanor, and upon conviction, shall be fined not more than one hundred dollars ($100.00) and may be sentenced to hard labor for the county for no more than 90 days. The absence of a child without the consent of the Principal, teacher of the public school he or she attends or should attend; or, of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

Houston County Board of Education
Truancy Procedures

These are based on a per year basis.
1. 3rd Unexcused Absence – Notify guardian (phone call or letter)
2. 4th Unexcused Absence – Meeting with guardian (telephone conference)
3. 5th Unexcused Absence – Local school refers the student directly to the “Houston County Truancy Prevention Project” provided by SpectraCare
4. 6th Unexcused Absence – Refer to Early Warning Court
5. 7th Unexcused Absence – File a complaint with Juvenile Court Services, or the DA’s office
CHILD FIND
Help us locate children with disabilities by contacting Houston County Schools 334-792-8331 for ages 3-21, the Interagency Coordinating Council 1-800-543-3098 (V/TDD) for birth through two, or Alabama Relay Service 1-800-543-2547 (voice only).

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST
(Alabama State Department of Education Policy)
The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited, during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated until all tests are completed at the school. (ALSDE/Test Company rules)

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student’s test will be invalidated by the testing committee. The student will receive a minimum of 3 days Alternative School.

INFORMATION FOR CLOSING SCHOOL IN THE EVENT OF BAD WEATHER
It sometimes becomes necessary, usually because of inclement weather, to close school early. This decision is made after consulting with agencies such as the Emergency Management Agency, the police department, state trooper office, and weather officials. While most authorities agree that children are usually safer in school buildings than elsewhere, we are sometimes requested to close early to prevent traffic problems caused by blocked streets, slick road surfaces, or congestion.

When the decision is made to close schools, we immediately utilize our school messaging system and contact the local radio and TV stations and ask them to begin making announcements. We also begin contacting bus drivers to get buses operating as soon as possible. A sufficient number of school employees remain on duty at the school to provide supervision of students until all have safely departed.

There are certain things that you, as a parent or guardian, are requested to do:

1. Please instruct your child as to what he/she should do if schools close early. For example: he/she should know if he/she is to wait to be picked up or if he/she should ride a school bus.
2. If no one is likely to be at home be sure your child knows where he/she should go, whether to a neighbor’s house, to stay with a relative, or to his/her own home.
3. If your child does not ride a bus, or drive, please make arrangements to have him/her picked up immediately if schools close early.
4. Do not depend on a telephone call to your child’s school to give him/her instructions when school closes early. The school’s telephone lines are flooded with calls and it is very difficult to get a call through. Also, telephones are sometimes out of order due to weather.

Normally we do not close schools because of severe thunderstorms or tornado alerts. We do, however, follow procedures recommended by the Emergency Management Agency. It is recommended that parents not pick up children during these alerts.

It is strongly recommended that students be allowed to remain at school. However, if a parent comes to the school and asks for his/her child, we will release him/her, if possible. We can assure you that we will do everything possible to provide for the safety of your child. Your cooperation in carrying out the suggestions listed above will help us greatly.
CHILD NUTRITION PROGRAM POLICY ON CHARGED LUNCHES
State regulations prohibit CNP charging meals to anyone. All meals and extra items must be paid for at the point of service. We encourage parents to pay for their child’s lunch in advance, daily, weekly, monthly, yearly, or on a nine-week basis to ensure that there will be adequate money in the child’s account. The lunchroom manager/School Messaging System will notify the parent when his/her account becomes low.

All free or reduced applications must be renewed each school year. If your student received free or reduced meals last school year, he/she will continue to receive these benefits for the first 30 school days of this school year. Failure to submit a new application will result in loss of benefits.

If your student did not have a free or reduced application last school year or is a new student to this district, please submit an application as soon as possible. Until you have received approval, your child will need to pay full price for any meals.

Online applications can be completed and submitted at the following site location: www.hcboe.us (click on parents)

PARENT/TEACHER CONFERENCES
The Houston County Board of Education encourages and solicits parent involvement in our schools. Please feel free to contact the school administration and faculty at any time concerning your child’s education. Parent-teacher/principal conferences may be made by calling your child’s school office at the number listed in the front of the handbook. (Requires 24 hour notice.)

TEXTBOOKS
All textbooks are furnished to Houston County students free of charge. Any textbooks issued to students shall remain the property of Houston County Schools. The parents or legal guardians of a student to whom textbooks are issued will be held liable for any loss, abuse, or damage in excess of that which would result from normal use. The following guidelines will be used to make an assessment for lost or damaged textbooks:

1. Loss of a textbook will be assessed at replacement cost.
2. Damage of a textbook two-years old will be assessed at 75 percent of the original cost.
3. Damage of a textbook three-years old or older will be assessed at 50 percent of the original cost.

If payment is not received within 30 days after notification, students will not be entitled to future use of textbooks until remittance is made.

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS
Exceptional students are those students as defined in IDEA 04 and Alabama Act 106 (excluding gifted and speech only). All rules and regulations governing student conduct as related to exceptional students shall comply with the Alabama Administrative Code of the State Department of Education, IDEA 04, Alabama Act 106 and Section 504 of the Rehabilitation Act of 1973.

STUDENTS SELLING PERSONAL ITEMS
Students are prohibited from selling goods/products, toys, etc., to other students at school unless approved by the school administration.
STUDENT TRANSPORTATION POLICY

If a parent/guardian needs to change the usual method of afternoon transportation for a student, the parent/guardian is required to provide a written request to school personnel the morning of the desired change. School personnel will ensure that the request to change the means of student transportation is honored.

In the case of an emergency, the parent/guardian may contact the school office before 1:00 p.m. and verbally request the desired change. School personnel will verify the identity of the person requesting the change before any change is made in student transportation.

If an emergency arises after 1:00 p.m., the parent/guardian must speak directly with a school administrator before the child’s usual afternoon means of transportation is changed. Only the school administrators can authorize a change in transportation after 1:00 p.m.

Once a request is received and approved, school personnel will provide written notification to the classroom teacher(s), the bus driver(s), and if applicable, the car line supervisors. The student will be notified verbally of the change.

AUTOMOBILE USE

Students driving cars to school must park them in the area designated by the principal. Students are not to sit in parked cars after arriving in the morning. Cars are not to be moved during the day without administrative approval. The Houston County School System will not assume any liability for damage that might occur to student automobiles.

PLACEMENT OF STUDENTS FROM OTHER ALTERNATIVE PROGRAMS

An elementary student transferring into the Houston County Schools from an alternative program will be given a grade level benchmark test in reading and mathematics for correct grade placement. This will ensure that the student receives instruction according to his/her education level.

High school students will be given end-of-course tests approved by the superintendent.

ELEMENTARY PROMOTION

A student shall be promoted if he/she has passing grades in reading, math, language and two of the following: spelling, social studies, and health/science, and follows attendance guidelines.

PROMOTION FOR MIDDLE SCHOOL/JR. HIGH SCHOOL

In order for a pupil to be promoted from the seventh grade to the eighth grade, or from the eighth grade to the ninth grade, he/she must pass math, ELA (English/language arts), and one of the other core classes (science/social studies), and must have a 70 cumulative average in the core academic subjects of English, math, science, and social studies. This policy does not apply if the pupil has an average of 65 in each course attempted.

PROMOTION FOR GRADES 9 THROUGH 12

Credits required for promotions in grades 9-12: One credit of math, English, science, history, and four other credits are required to pass to the next grade level.

9th to 10th: .................. earn 8 units of credit
10th to 11th ................. earn 16 units of credit
11th to 12th .................. earn 23 units of credit
12th to Graduation....... earn 33 units of credit
GRADUATION POLICY
Effective (since the) 2017-2018 school year, in order to earn an Alabama High School Diploma, pupils must earn a minimum of the following Carnegie Units and complete all requirements and assessments as directed by the ALSDE.

Alabama High School Graduation Requirements

Course Requirements

Four credits to include:

**English Language Arts**
- English 9................................................................. 1 credit
- English 10......................................................... 1 credit
- English 11......................................................... 1 credit
- English 12......................................................... 1 credit

English Language Arts-credits eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/ SDE-approved courses.

**Mathematics**
- Algebra I or its equivalent/substitute ........................................... 1 credit
- Geometry or its equivalent/substitute ........................................ 1 credit
- Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute......................................................... 1 credit

Mathematics-credit eligible options may include: Career and Technical Education/ Advanced Placement/International Baccalaureate/postsecondary courses/ SDE-approved courses.

Three credits to include:

**One credit to include:**
- Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/ Advance Placement Baccalaureate/postsecondary courses/ SDE-approved courses ................................................................. 1 credit

**Two credits to include:**

**Science**
- Biology ........................................................................ 1 credit
- A Physical Science (Chemistry, Physics, and Physical Science) ................................................................. 1 credit

Science-credit eligible may include: Advanced Placement/International Baccalaureate/postsecondary courses/ SDE-approved courses.

**Two credits to include:**

**Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/ Advanced Placement /International Baccalaureate/postsecondary courses/ SDE-approved courses.** ................................................................. 2 credits

**Four credits to include:**

**Social Studies**
- World History .................................................................... 1 credit
- United States History I .................................................. 1 credit
- United States History II .................................................. 1 credit
- United States Government .............................................. 0.5 credit
- Economics ......................................................................... 0.5 credit

Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/ SDE-approved courses.

**Physical Education**
- Lifelong Individualized Fitness Education (LIFE) or one JROTC ................................................................. 1 credit
- Health Education ................................................................ 0.5 credit
- Career Preparedness ....................................................... 1 credit
- Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education .................................. 3 credits
Electives
2020 Graduates ................................................................. 9.5 credits
2021 Graduates ................................................................. 11.5 credits
2022 Graduates ................................................................. 11.5 credits
2023 Graduates ................................................................. 11.5 credits

Houston County Schools Total Credits Required for Graduation

<table>
<thead>
<tr>
<th>Year</th>
<th>Graduates</th>
<th>Grade Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>2020 Graduates</td>
<td>12th Graders</td>
<td>31 credits</td>
</tr>
<tr>
<td>2020-2021</td>
<td>2021 Graduates</td>
<td>11th Graders</td>
<td>33 credits</td>
</tr>
<tr>
<td>2021-2022</td>
<td>2022 Graduates</td>
<td>10th Graders</td>
<td>33 credits</td>
</tr>
<tr>
<td>2022-2023</td>
<td>2023 Graduates</td>
<td>9th Graders</td>
<td>33 credits</td>
</tr>
</tbody>
</table>

LEA Academic Honors Endorsement:
In order to earn an Alabama High School Diploma with LEA Honors Endorsement, pupils must complete all core academic honors courses (listed below), and must earn a minimum of the required (see above) Carnegie Units, and complete all requirements and assessments as directed by the Alabama State Department of Education.

*LEA ACADEMIC HONORS ENDORSEMENTS
Completion of the Alabama High School Diploma requirements listed above, including the following: Honors English 9, 10, 11, & 12; Honors Math 9, 10, 11, & 12 including Algebra II Trigonometry & Pre-Calculus: Honors Science 9, 10, 11, & 12; Honors Social Studies 9, 10, 11, & 12 and/or Dual Enrollment courses that are the equivalent and approved by the superintendent.

GRADUATION ACTIVITIES
Graduation activities and procedures for awarding exit documents (including diplomas or certificates) shall be integrated and identical with no distinctions/differentiations made in regard to the way the exit document is awarded or presented. Students will not be able to participate in graduation ceremonies if sufficient credits have not been earned.

CRITERIA FOR ASSIGNING WEIGHTS TO HIGH SCHOOL COURSES
Valedictorian, salutatorian, and honor students will be chosen according to a numerical percentage system of 9-12 Core Subjects: Math, Science, English, and History. The earned numerical grade (100-65) will be multiplied by a factor of 1.175 to establish weighted credit. For example: A student who receives a 100 in a weighted course will get a numerical grade of 117.5. The valedictorian, salutatorian, and honor students will be determined when grades are posted after the first semester of their senior year. Computation for determining the valedictorian and salutatorian shall be carried to at least four digits. Honor court must have a 90 or above average in grades 9-12 at the end of the first semester of their senior year and be in the top twenty-five percent of their class. Honor court eligibility is not attainable through Hope High School or Alabama Extended Standards. Home-schooled students who do not enroll in a Houston County School (public school) by the beginning of their 11th grade year are ineligible for valedictorian, salutatorian, or honor court.

COURSES TO BE WEIGHTED

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weighted Courses</th>
</tr>
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<tbody>
<tr>
<td>ENGLISH</td>
<td>All Honors English</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>All Honors Science</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Pre-Calculus, Algebra II with</td>
</tr>
<tr>
<td></td>
<td>Trigonometry, Calculus, All Honors Math</td>
</tr>
<tr>
<td>HISTORY</td>
<td>All Honors History</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>*All Courses Weighted</td>
</tr>
<tr>
<td>PRE ENGINEERING</td>
<td>**All courses Weighted</td>
</tr>
</tbody>
</table>

All AP, dual-enrollment and honor courses
*Honors Science Credit
**Honors Physics Credit

FINAL EXAMS
All students (Middle school, Jr. High, and High School) will take final exam, which will count for 10% of the final average, in each core class.
EXAM EXEMPTIONS

1. **PERFECT ATTENDANCE** - A policy of exempting 6th-12th grade students from one semester exam of their choice is in effect subject to the following:
   a. The student must have perfect attendance and at least a 75 average for the semester in the class from which the exemption is requested. (No tardiness or absences from class.)
   b. Perfect attendance policy applies to students transferring into the Houston County School System if there is proof that the record was maintained prior to transfer and that no time was lost between schools during transfer.

2. **All A's** - A student may exempt semester exams in the class in which he/she has maintained at least a 90 for each of the nine weeks' grading periods.

3. **CREDENTIALING IN A CAREER TECHNICAL COURSE** - A student may exempt ONE core course exam in which he/she has maintained at least an 80 average for the semester the credential was earned.

HOPE SCHOOL CONTRACT

ATTENDANCE

The purpose of attending HOPE School is to get the best education possible and pass the Alabama High School course requirements and assessments. By signing this contract, the student agrees to the following conditions:

1. I will attend school for three (3) hours each day Monday through Friday between the hours of 7:45 a.m. and 3:00 p.m.
2. I will not have more than three (3) unexcused absences and will provide written and oral communication (phone call) by a parent/guardian, when absent.
3. I will continue to attend school each day until the required number of credits is earned.
4. I will not work on the day or days absent from school. He/she will notify my employer of an absence the DAY of the absence and will furnish documentation to HOPE School of the action.
5. I understand that a warning letter will be sent to my parents and employer on the 4th absence from school. A conference will be scheduled with my parent/guardian to discuss my status in HOPE School. A phone call or personal visit will be made by the school administrator to my place of employment to discuss truancy and work attendance.
6. I understand that failure to comply with these rules will result in termination from HOPE School. No exclusions or exceptions will be granted.
7. I will follow the Houston County Code of Conduct and Dress Code.

RULES AND REGULATIONS

1. The Houston County Code of Conduct will be followed and will be applied to all HOPE students.
2. To be accepted into HOPE School, students must meet the following criteria:
   - Minimum 5 credits from base school.
   - Must have a job and present proof of employment upon enrollment to HOPE School.
   - Must have a vehicle and present proof of auto insurance.
   - Must have a reasonable attendance and discipline record.
3. Maximum of 12 credits can be earned during the calendar year. More than 12 credits will be applied to the following calendar school year.
4. If failure, drop-out, or other action occurs, the student will not be allowed to re-enter any school in the Houston County School System. A recommendation will be made to enter the Adult Basic Education Program to earn a GED.
5. Honor Court eligibility is not attainable through Hope School.
6. A student classified as an AYP senior and AHSAA eligible may participate in sports at his/her local school (senior year only).
HOMEWORK

Elementary - The purpose of homework is to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.

Appropriate time limits to devote to homework are:

Kindergarten – limit to reading and mathematics, approximately 15 minutes.
Grade 1-2 – 20 minutes Monday – Thursday
Grade 3 – 30 minutes Monday – Thursday
Grade 4 – 40 minutes Monday – Thursday
Grade 5 – 50 minutes Monday – Thursday
Grade 6 – 60 minutes Monday – Thursday

High School – Purposes:
1. To encourage development of independent study habits, skills, and responsibilities.
2. To enrich, reinforce, and extend learning by providing additional educational opportunities outside the classroom.
3. To provide for advanced preparation for an upcoming classroom activity, discussion, unit of study or test.
4. To provide an opportunity for parents to be familiar with and involved in the school’s educational program and their own child’s progress.

Guidelines:
The amount and kind of homework will vary with each grade and subject being studied. For grades 7-12, students need to be responsible for their own learning and should put forth considerable effort in and out of class. Study times as well as time needed to complete assignments should be taken into consideration when assignments are made. Advanced classes require more rigorous homework assignments.

HIGH SCHOOL ATHLETICS

The Houston County School System will abide by all rules and regulations of the Alabama High School Athletic Association, State Department of Education, and the Houston County Board of Education Policies.

PARENTAL NOTIFICATION OF RESPONSIBILITY UNDER ACT 93-672 CODE OF ALABAMA SECTION 16-28-12

The Houston County School System, in compliance with the above-referenced law of the State of Alabama, hereby notifies parents of their responsibility under this law and the penalties for failure to comply.

Each parent, guardian, or other person having control or custody of any child required to attend school or receive instruction “who fails to send the child to school, or fails to compel the child to properly conduct himself or herself as specified in the Houston County School’s Code of Conduct, which may result in the suspension of the pupil shall be guilty of a misdemeanor, shall be fined not more than one hundred ($100) dollars and may also be sentenced to hard labor for the county for not more than 90 days.” The absence of the pupil without approval of the principal for reasons specified in the Code of Conduct shall be evidence of violation of this law. The administrators of Houston County Schools are required to report all such violations to the District Attorney using established procedures.

The Board of Education has charged each school principal with notification and education responsibilities of the Act. Contact your school principal if you have questions.

All parents, under this Act, “have a responsibility to monitor and supervise the school work and educational activity of the child.”
NOTIFICATION OF RESPONSIBILITY UNDER ACT 93-368

Whenever a student 17 years of age or older withdraws from school, the attendance officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester, or complete withdrawal from a school.

Within five days of receipt of a notice of withdrawal, the Department of Public Safety shall send notice of the licensee that his/her driver’s license or learner’s license will be suspended. The Department of Public Safety shall deny a driver’s license or a learner’s license, unless the applicant (1) presents a diploma or other certificate of graduation (2) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) (3) is enrolled in a secondary school of this state or any other state (4) is participating in a job training program approved by the State Superintendent of Education (5) is a parent with the care or custody of a minor or unborn child (6) has a physician certify that the parents of the person depend on him/her as their sole source of transportation (7) is exempted from this requirement due to circumstances beyond his/her control.

IT’S THE LAW

Parental Notification of Civil Liabilities and Criminal Penalties

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct (Act 94-782)
Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794)
A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public education institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783)
A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)
The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.
Weapons in Schools (Act 94-817)
No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: the term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shot gun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

Vandalism (Act 94-819)
The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/ Driver’s License (Act 94-820)
Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit of license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

Drop-Out/Driver’s License
The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exemptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation of the parent.

Gun Free Schools (Act 1994)
The Houston County Board of Education is in full compliance with the Guns Free Schools Act of 1994. Students found guilty of bringing a weapon to school will be expelled for a period of not less than one year.

GRIEVANCE PROCEDURE FOR TITLE VI OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE REHABILITATION ACT OF 1975
The grievant, if a student, should present this grievance orally to the principal.

Grievance must be filed within twenty (20) days of the time that grievant knew or reasonably should have known of the grievance.

Detailed procedures for filing a grievance may be found on file in each principal’s office.
HOUSTON COUNTY SCHOOLS' COMPUTER, NETWORK, AND INTERNET
ACCEPTABLE USE POLICY (AUP) FOR STUDENTS AND EMPLOYEES

Introduction
Houston County Schools will be offering access to the computers, computer networks, and the
Internet. To gain access, each user must obtain parental permission as verified by the signatures on
the perforated form. The district implements an electronic communications system comprised of
computers, networks, and the Internet that allows opportunities for students, staff, and patrons to
communicate, learn, access and publish information. The School System believes that the resources
available through this network and the skills that users will develop in using it are of significant
value in the learning process and their success in the future. These opportunities also pose many
challenges including, but not limited to, access for all users, age level appropriateness of material,
security, and cost of maintaining ever more elaborate systems. The school system will endeavor
to ensure that these concerns are appropriately addressed, but cannot insure that problems will
not arise. By providing these opportunities, the school system intends only to provide a means for
educational activities and does not intend to create a first amendment forum for free expression
purposes. The school system dedicates the property comprising these resources, and grants access
to them by users, only for the educational activities authorized under this policy and procedures and
under the specific limitations contained therein. The Houston County Board of Education does not
archive e-mails.

What is possible?
Through these resources, users can explore thousands of libraries, databases, museums, and other
materials of educational value. This global network is made up of many smaller contributing
networks, such as ours, connecting thousands of computers throughout the world and millions of
individual subscribers. Internet access is coordinated through a complex association of government
agencies and regional and state networks. Users can exchange personal communication with other
users around the world. While the use of computers and the Internet is primarily instructional in
nature to reach an educational goal, some users may find ways to access other materials. While there
is an abundance of valuable information, the availability of material that may not be considered to be
of education value in the context of the school setting also becomes available. Unfortunately, some
of these resources contain items that are illegal, defamatory, inaccurate, or potentially offensive.
Most educators believe the benefits to users from access to computers and the Internet exceed
their disadvantages. Parents and guardians of minors are responsible for setting and conveying
the standards their children should follow when using these resources. Therefore, we respect each
family's right to decide whether or not to apply for access.

How should it be used?
Computers, devices, computer networks, and the Internet should be used for education and research
through the provision of unique resources and opportunities for collaboration among students,
teachers, and administrators. Use of these resources must be in support of this and consistent with
the educational objectives of the school.

What is expected?
Users are responsible for appropriate behavior while using these resources. Additionally, users are
responsible for their actions while using the equipment and the resources. Use is a privilege, not a
right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment
as defined herein.
What are the privileges and rights of a user?

All users have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges. These rights include:

Privacy – All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, a system administrator may review communications to maintain system integrity and to ensure that students are using the system responsibly.

Safety – Any users who receive threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

Intellectual Freedom – Any statement of personal belief is implicitly understood to be representative of the author’s individual point of view and not that of the school.

Inappropriate materials or language – No profane, pornographic, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in accordance with the rules of school behavior.

Equal Access – All users will be granted free and equal access in these resources. Exploration using these resources is encouraged relative to the purposes of education and research. No single user should monopolize these resources.

What are the guidelines?

• Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users at all times.

• Notify an adult immediately if you encounter materials that violate the School Code of Conduct.

• Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work.

• Do not damage the computer or network. Vandalism or theft of resources (including data and files) will not be tolerated.

• Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.

• Do not use the computers, computer networks, or the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.

• Do not violate copyright laws. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license or copyright notice.

• Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.

• Do not share your password with another person. Each individual is responsible for the security of his/her password.

• Do not reveal the personal address or phone number of yourself or anyone else.

• Do not access other student’s work, folders, or files.
• Do not re-post non-academic personal communications without the original author's prior consent.
• Do not install software or download unauthorized files, games, programs, or other electronic media.

ALABAMA ASBESTOS MANAGEMENT PROGRAM
NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES

On October 22, 1988, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers into the environment. In order to comply with this law all of our schools have been inspected and management plans have been developed by an accredited engineering firm qualified to identify findings and various approved methods of dealing with ACM.

The management plan and the result of each inspection is on file at the central office and at each principal's office. You may view these reports during office hours. If there are any questions concerning our management plan, you may contact Houston County Schools Maintenance Supervisor at 334-899-3891.

PARENTS RIGHT TO KNOW (H.R. 1-37)

QUALIFICATIONS: At the beginning of the school year, a local education agency that receives funds under this part shall notify the parents of each student attending any school receiving said funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

ADDITIONAL INFORMATION: In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each parent:

1. Information on the level of achievement of a parent's child in each of the State academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUBLIC RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom responders have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:
1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use:
1. Protected information surveys of students;
2. Instruments used to collect personal information from student for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Houston County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Houston County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Houston County Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the agency listed on page 24.

**NOTIFICATION OF RIGHTS UNDER FERPA FOR HOUSTON COUNTY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education record within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school
official will make arrangements for access and notify the parent or eligible student of the
time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent
or eligible student believes is inaccurate. Parents or eligible students may ask to amend
a record that they believe is inaccurate. They should write the school principal [or
appropriate school official], clearly identify the part of the record they want changed, and
specify why it is inaccurate. If the decision is not to amend the record as requested by the
parent or eligible student, the school personnel will notify the parent or eligible student
of the decision and advise them of their right to a hearing regarding the request for
amendment. Additional information regarding the hearing procedures will be provided to
the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained
in the student’s education records, except to the extent that FERPA authorizes disclosure
without consent.

One exception, which permits disclosure without consent, is disclosure to school officials
with legitimate educational interests. A school official is a person employed by the school
as an administrator, supervisor, instructor, or support staff member (including health or
medical staff and law enforcement unit personnel); a person serving on the School Board;
a person or company with whom the school has contracted to perform a special task
(such as an attorney, auditor, medical consultant, or therapist); or a parent or student
serving on an official committee, such as a disciplinary or grievance committee, or
assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an
education record in order to fulfill his or her professional responsibility.
[Optional] Upon request, the School discloses education records without consent to
officials of another school district in which a student seeks or intends to enroll. [FERPA
requires a school district to make a reasonable attempt to notify the parent or student of
the records.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged
failures by Houston County Schools to comply with the requirements of FERPA. The name
and address of the Office that administers FERPA are listed below:

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

GIFTED EDUCATION

Intellectually gifted children and youth are those who perform or who have demonstrated the
potential to perform at high levels in academic or creative fields when compared with others of their
age, experience, or environment. These children and youth require services not ordinarily provided
by the regular school program. Children and youth possessing these abilities can be found in all
populations, across all economic strata, and in all areas of human endeavor.

Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In
addition, some students with disabilities may be gifted. The Houston County School System shall
prohibit discrimination against any student on the above basis with respect to his/her participation
in the gifted program.
The program for gifted students provides learning activities including acceleration, enrichment topics, and critical thinking skills.

All students will be screened at the SECOND GRADE AND FOURTH GRADE LEVEL using multiple criteria for gifted potential. Those students displaying potential will be referred to the Gifted Referral Screening Team for further assessment.

In addition, parents or guardians, administrators, school counselors, and teachers in all grade levels may refer a child for screening or gifted assessment.

For each student referred, information is gathered in three (3) areas. These areas include aptitude, characteristics, and performance. The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

If you should need additional information or wish to make a referral, contact the Gifted Education teacher at your child's school or Gifted Education Director at 334-792-8331 ext. 1125 (Dr. Rhonda Lassiter).

JURISDICTION OF THE BOARD OF EDUCATION
Students enrolled in the Houston County School System are subject to the policies of the Houston County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including; but, not necessarily limited - to the following:

Transportation on school buses
Field trips
Athletic functions
Club or organization meetings
School-sponsored social events
School groups representing the school system in educational events

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

IN-SCHOOL SUSPENSION PROGRAM (If Available)
In-school suspension is a structured disciplinary action in which a student is removed from the regular classroom activities but is not dismissed from the school setting. The principal or his/her designee has the authority to assign students to the in-school suspension for a reasonable and specified period of time.

MORNING DETENTION / AFTER SCHOOL DETENTION / SATURDAY SCHOOL
The principal or his/her designee has the authority to assign students to a designated area either before; school or, at the end of the regular school day. Saturday School is an option as well. The parent is responsible for providing transportation. Parent/guardian will be notified before a student is assigned to detention. Detention time shall be for a minimum of thirty (30) minutes per day. Should a student fail to report to Saturday School after the 1st re-assignment, the student will be referred to Alternative School for one (1) day.

CORPORAL PUNISHMENT
The Houston County Board of Education has no rule against reasonable and proper spanking/paddling of pupils for disciplinary reasons. Before corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain
his/her action. Corporal punishment must be administered by the administrator or by the teacher in the presence of a certified professional employee (not before a classroom of students). The administrator and/or teacher will prepare a written report for each incident to be sent home on the day the corporal punishment is administered. Parent/guardian must notify school in writing annually if he/she prohibits the school from paddling his/her student/students. (Note must be delivered in person by the parent by September 1 of each school year.)

**SUSPENSION**
Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The authority to suspend a student from school rests entirely with the principal of each school. Only in the absence of the principal may the assistant principal assume this responsibility. All suspensions should be for a specified number of days (not to exceed 10 days). The suspension will be in accordance with prescribed board policy. Any deviation from said pattern shall require the authorization from the superintendent of schools or his designee.

**PRINCIPAL’S PROBATION**
Students that are persistent in not following rules of proper conduct may be assigned a period of time to improve their conduct/behavior or be subject to additional sanctions. These sanctions will include a ban from all activities on the campuses of Houston County Schools for a period of time to be determined by the school principal and approved by the superintendent.

**PHYSICAL RESTRAINT**
Any employee of the Board of Education (including bus drivers) has the authority to use reasonable force to restrain a student from abusing or attempting to abuse self, other students, teachers, administrators, parents, or other staff members. Schools and programs that use physical restraint as allowed by law must develop and implement written policies to govern the use of physical restraint. The Houston County Board of Education has adopted a Time Out and Restraint Policy (5.30.2) to meet requirements of federal and state laws and regulations. A copy of Policy 5.30.2 is maintained in the board office and is available for review upon request.

**SCHOOL BUS SUSPENSION**
The principal/designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent/guardian will be notified prior to the suspension from the bus.

**EXPULSION**
Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student rests with the Houston County Board of Education. The local school principal may suspend the student pending the decision of the board to expel said student. The expulsion hearing must be held within ten (10) days from the date of suspension.

**NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES**
Officials shall be notified in accordance with the procedures herein.

**ALTERNATIVE PROGRAM**
The Alternative School is a viable approach designed to keep students in school. It offers an alternative to out-of-school suspensions, serves as a deterrent to truancy, and helps students who are potential dropouts. Assignments to Alternative School in elementary grades can only be made with the approval of the superintendent or his/her designee.

**OBJECTIVES:**
- Reduce the number of out-of-school suspensions

25
- Reduce disruptive and delinquent behavior in the classroom and on school campus
- Keep students in school

**PLACEMENT / DISMISSAL**

Each student is placed in the program upon referral by school administrators as outlined herein.

A student may be referred to the Alternative School for a period of (3) three to (10) ten days or more, if needed. *A disciplinary referral form must accompany the student to the center.*

**ALTERNATIVE SCHOOL GUIDELINES**

1. Attendance in the program is mandatory for students who are referred from their regular school.
2. Students sent to the Alternative School are responsible for bringing their assignments, books, and other material needed. The Alternative School teacher will check for these upon the student's enrollment. Work assigned must be completed before the student is dismissed. If the work is not completed to the assigned teacher's satisfaction the student may be sent back to the Alternative School teacher by the principal until the work is finished. In such case the student must stay for a minimum of one day.
3. All students referred to the Alternative School for the second time will not be dismissed from the program, even though time assigned is completed, until a conversation with the legal guardian is held with the Alternative School Principal. The student will then be released to the guardian to take him/her to the assigned school for re-admission and a conference with the principal/designee. These conferences may be held on or after the last day of assignment to the Alternative School. Any exception to this procedure must have the approval of the superintendent or his designee. All parents/guardians will be notified of this requirement upon admittance of the student to the Alternative School for the second time. This is the responsibility of the Alternative School Principal.
4. Once enrolled in Alternative School, students will remain until their assigned time is completed plus any days added by the Alternative School personnel. There will be no early dismissals.
5. Extracurricular Activities - A student sent to Alternative School is not allowed to attend or participate in any extra-curricular activities or practice for such on any day that he/she is in the program.
6. Transportation - The student or his/her parents/guardian must provide his/her own transportation.
7. Meals - Meals are provided by the guidelines of the CNP.
8. Exam Exemptions - Students sent to the Alternative School lose their perfect attendance exemption privileges.
9. Students who fail to follow the rules of the Alternative School personnel will be subject to having his/her time extended, suspension or expulsion.
10. Students assigned to the Alternative School at the time of semester examinations may return to their home-based school for their examinations with prior approval of the Superintendent.
11. Any test to be administered to students attending Alternative School should be sent to the Alternative School. Tests will be returned to the home school [of the student].
12. Copies of Alternative School referral will be sent to Juvenile Services.
13. Cell phones are not allowed in Alternative School.

**GUIDELINES FOR LONG-TERM ALTERNATIVE SCHOOL**

The long-term Alternative School Program is a structured disciplinary action in which a student is removed from regular classroom activities for a specified time of more than ten days. Placement in this program will occur only after the policies set forth herein for short-term programs have been exhausted. Each individual should be evaluated and a program planned for that student based on the special circumstances of the situation. The goal is always to help the student.
Long-term Alternative School program is to be considered based upon the recommendations of the principal as follows:

1. Disciplinary Reasons – Placement must be recommended by the principal, the school disciplinary committee (counselor & two faculty members) must concur, and the Superintendent or his designee must approve.
2. Health and Safety Reasons – Placement must be based on student/parent or guardian written request for placement, the principal’s recommendations, and concurrence of the superintendent or his designee.
3. Parental Request, Attendance Reasons, or Court-Related Reasons – Placement will be based on a written request with the principal’s recommendation, and the concurrence of the superintendent or his designee.
4. Long-term (number of days) of an Alternative School assignment shall be determined by the principal and the school alternative committee with the concurrence of the superintendent or his designee (11 days to 9 weeks).
5. Students must demonstrate appropriate behavior in order to earn the privilege of dismissal at the end of the assigned time.
6. For students receiving special education services, Individualized Education Programs will be followed.

CLASSIFICATION OF VIOLATIONS

Violations of the Code are divided into three classes: Class I Minor; Class II Intermediate; and Class III Major. Each classification is followed by a disciplinary procedure to be followed by the principal or his/her designee. In the following classes of violations and disciplinary procedures it is understood that the student will be provided with due process before any disciplinary action is taken:

NOTE: THERE IS NO APPEAL FOR SUSPENSION AND/OR REFERRAL TO ALTERNATIVE SCHOOL FOR 10 DAYS OR LESS.

CLASS I – MINOR OFFENSES

A. Minor distraction of other students – Any behavior that alters the teaching process of the classroom or educational activity.
B. Quarreling of students
C. Use of profane or obscene language.
D. Non-conformity to Dress Code.
E. Minor misbehavior on a school bus. Including: Loud disruptive talking, hanging arms or body out of a window, loud talking at the railroad, or anything deemed reasonable by an administrator.
F. Inappropriate public display of affection between students (hugging, kissing, hand-holding).
G. Chewing gum.
H. Eating or drinking in unauthorized areas.
I. Locker misuse or abuse. Sharing lockers is not permitted. Violation of this rule, in addition to Class I disciplinary action, will result in the loss of locker privileges. No refund of any unused portion of fees.
J. Littering of school property.
K. Sitting in a parked vehicle after arriving at school and/or during the school day.
L. Intentionally providing false information to school personnel such as forgery of parent/guardian name.
M. Minor physical conflicts (example: pushing, shoving,) on campus or on school bus which stops when reprimanded.
N. Participation on campus in organizations not recognized by the school.
O. Reporting to class without materials and supplies.
P. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
Q. Using earbuds/headphones during class or in the hallways

**DISCIPLINARY ACTIONS FOR CLASS I OFFENSES (Minor)**

**First Offense:** Conference with student, parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

**Subsequent Offenses:** Parental contact and disciplinary action such as after-school detention, corporal punishment, in-school suspension, bus suspension, etc. After three Class I offenses are earned by a student the next Class I may be considered a Class II. Subsequent Bus Referrals will result in 3-10 days bus suspension.

**CLASS II – Intermediate Offenses**

A. Skipping class or leaving class without permission
B. Gambling – Any participation in games of chance for money and/or other things of value.
C. Instigating Conflict – The deliberate attempt to incite, provoke physical conflict or verbal altercation between individuals.
D. Vandalism – Intentional and deliberate action resulting in injury or damages to public property or the real or personal property of another.
E. Stealing, Larceny, Petty Theft – The intentional unlawful taking or carrying away of property valued at less than $100 belonging to or in possession or custody of another.
F. Possession of stolen property with the knowledge that it is stolen.
G. Threats, Intimidation, Extortion, Harassment – Verbally or by written or printed communication, maliciously threatening any injury to the person, property or reputation of another, or the intent to extort money or take advantage of any person, to do any act or refrain from doing any act against his/her will.
H. Trespassing – Willfully, entering or remaining on any school property without being authorized, licensed, or invited; or having been authorized, licensed, or invited after being warned by an authorized person to depart and refusing to do so.
I. Possession of lighters, matches, fireworks/firecrackers etc.; and/or igniting fireworks or firecrackers.
J. Unjustified activation of a fire alarm system or fire extinguisher.
K. Written or verbal proposition to engage in sexual acts including social media.
L. Use of obscene gestures, racial slurs, illustrations, or language directed toward another person.
M. Illegal Organizations – Any attempt to use the school day for activities that are not school related or school-sponsored.
N. Mere possession of a knife, razor blade, box cutter or edged instrument, etc. on campus.
O. Truancy – Absence from school without permission and/or parental or legal guardian approval.
P. Touching /hitting/spitting on another person against his/her will in a threatening or suggestive manner.
Q. Major Distractions – Any behavior that alters the teaching process so as to prevent class activity from continuing in an orderly manner.
R. Any cheating or plagiarism on tests, quizzes, assignments, projects, etc.
S. Any action by a student that constitutes an inappropriate use of a computer and/or network resource or to improperly restrict or inhibit others from using and enjoying those resources.
T. Speeding (exceeding campus speed limit) or reckless driving.
U. Misuse of lunch codes.
V. Any violation of federal, state or local laws may be reported to the proper law enforcement agencies.
AA. Use of video/recording devices on campus are prohibited without prior approval from the teacher and administration.
W. Refusal to give name or intentionally giving false information to authorized person.
X. *Possession and/or use of tobacco, e-cigarettes, nicotine/nicotine products or any paraphernalia.
Y. *Using obscene language or profanity towards a school board employee
Z. *Leaving campus without permission
AA. *Defiance of school board employee’s authority – Any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee. *Defiance of school board employee to include substitute teacher. (Overt and continuing to be -determined by an administrator).
BB. *Fighting
   a. High School – Any physical conflict between two or more individuals. If the aggressor can be identified/ determined, he/she could receive no fewer than two and no more than ten additional days to Alternative School. 2nd offense may result in referral for anger management (principal’s discretion).
   b. Elementary School – Discipline to be determined by the school principal/designee. Appropriate discipline may include ISS, break detention, after-school detention, and Alternative School if warranted. If the aggressor can be identified/determined, he/she could receive additional punishment as deemed appropriate by the school principal. 2nd offense may result in referral for anger management (principal’s discretion).
CC. *Covering cameras on school bus or on campus that results in a safety issue.
DD. Any other offense which the principal may deem necessary to fall within this category after consideration of extenuating circumstances.
*Automatic referral to alternative school for a period of three to ten days. (Middle/Jr./High School)

**DISCIPLINARY ACTIONS FOR CLASS II OFFENSES (Intermediate)**
First – Student conference and parental contact, disciplinary action such as corporal punishment, after school detention, in-school suspension, bus suspension, etc. Circumstances may warrant assignment to Alternative School for a period of three to ten days.

**Subsequent Offenses**
1. Parental conference
2. Referral to Alternative School for 3 days; 2nd referral – 5 days; 3rd referral – 10 days; 4th referral will constitute assignment to long-term alternative school (11-45 days - Disciplinary Committee’s discretion) and could result in referral to the Superintendent of the Board of Education for expulsion (Disciplinary Committee’s discretion).

For fighting, the student may also be required to attend an anger management class at the discretion of the principal or assistant principal.

Class II Bus Referrals follow Disciplinary Actions as stated herein and can include: 1st referral- may also result in 3 days suspension from bus; 2nd Referral may also result in 10 days suspension; 3rd may also result in 30 days suspension; 4th may also result in suspension from bus for remainder of the school year.

**CLASS III – MAJOR OFFENSES**
A. Drugs – Use, unauthorized possession, transfer or sale of drugs, drug paraphernalia, counterfeit substances or alcoholic beverages.
B. Weapons – Any possession of any object or device that can be defined as a weapon.
C. Battery Upon a School Board Employee – The actual unlawful and intentional touching or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee.
D. Robbery – The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault.
E. Stealing, Larceny, Extortion, Grand Theft – The intentional unlawful taking and/or carrying away of property valued at $100.00 or more belonging to or in the lawful possession or custody of another.
F. Burglary of School Property – Entering or remaining in a structure or conveyance with the intent to commit an offense during the hours the premises are closed to the public.
G. Criminal Mischief – Willful and malicious injury or damages at or in excess of $50.00 to public property, or to real or personal property belonging to another.

29
H. Possession or unauthorized discharge of any firearm or any device capable of expelling a projectile.
I. Arson – The willful and malicious burning of any part of school board property.
J. Bomb Threats – Any such communication which has the effect of interrupting the education environment.
K. Explosions – Preparing, possession, or igniting on school board property explosives likely to cause bodily injury or property damage.
L. Sexual Acts – Acts of sexual nature including, but not limited to battery, intercourse, attempted rape, or rape.
M. Aggravated Battery – Intentionally causing great bodily harm, disability, or permanent disfigurement, or use of deadly weapon.
N. Inciting or participating in a major student disorder, leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
O. Indecent exposure.
P. Unprovoked assault or attack on another individual.
Q. Possession, distribution or manufacture of pornography.
R. Any offenses that are classified under the law as Felony Offenses.
S. Continuous Pattern of Intentional Threats, Intimidation, Extortion, Harassment.
T. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
U. Threatening or continuous use of profanity towards a school board employee.
V. The intentional or unintentional use of an electronic device (audio and/or video) to capture nudity and/or sexual acts or demeaning visual or audio graphics.

**DISCIPLINARY ACTION FOR CLASS III OFFENSES (Major)**

1. Immediate notification of parents or guardian and central office.
2. Notification of law enforcement officials and initiate filing a petition with Juvenile Court Services.
3. Immediate assignment to Alternative School.
4. Initiation of procedures for long-term Alternative School or expulsion. (Disciplinary Committee's discretion)
   a. 1st offense – 11- 45 day Alternative School placement
   b. 2nd offense – up to one (1) year Alternative School placement.
   c. 3rd offense – may result in being referred to the board/superintendent for possible expulsion.

**BUS DISCIPLINE**

A system of pupil transportation is provided to students attending Houston County Schools. The bus is an extension of the classroom, therefore students are required to observe all school rules while being transported to and from school. A serious or continued violation of rules may result in revoked transportation privileges. Class III Offenses will include suspension from the bus for the remainder of the year and follow Class III administrative options herein. Certain acts of misconduct will result in additional punitive action. This action will be decided according to the administrative options for Class II, or Class III offenses as defined in the student Code of Conduct. Parents/Guardians must provide transportation to and from school as well as Alternative School for student or students suspended from the bus. Cell phone policy listed on page 6. No earbuds or headphones allowed during school but may be used while on the school bus to and from school.
PENDING CRIMINAL CHARGES
Any student charged with violating a local, state, and/or federal law which constitutes a felony offense, or that involves any violent crime or use of any type of weapon, shall not be allowed to return to school until the superintendent approves the return. The student may be allowed to attend Alternative School until the issue has been resolved through the court system pending superintendent’s approval. Any work missed shall then be classified as excused and the student given an opportunity to make up work following the policies set forth by the Houston County Board of Education.

IDEA students who violate this policy shall be dealt with in accordance with the disciplinary methods outlined in the IDEA and Alabama Administrative Code 290-8-9-09 (1).

TRANSFER STUDENT WITH DISCIPLINE ISSUES
Students with discipline issues enrolling in a Houston County School must complete all discipline assignments before attending regular classes. This includes suspensions, Alternative School placement, etc. Students permanently expelled from another school system shall not be permitted to attend school in Houston County. The Houston County Board of Education reserves the right to uphold any discipline action taken by student’s previous school system.

POLICIES REGARDING GANGS
Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm or personal degradation to students. Examples are:

1. The presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group presenting a clear and present danger.
2. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm or personal degradation or disgrace resulting in physical or mental harm to students.
3. Wearing, carrying or displaying paraphernalia or exhibiting behavior or gestures symbolizing gang/group/club membership or causing or participating in activities which intimidate or affect other students.

Penalties for Class II violations will apply.
**DRESS CODE**

School is a place of business and all school personnel and students should dress accordingly. Students are expected to maintain the highest possible standard of personal hygiene. This includes cleanliness (for example, daily bath and oral hygiene) as well as wearing neat and clean clothes. Students are also expected to choose their clothes in good taste, wearing only those clothes that are appropriate for an education environment.

All school personnel and students are expected to comply with the Dress Code. The principal or superintendent may review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or other compelling reasons.

The school administration will judge the appropriateness of any article of apparel.

**Health and Safety**
A. Shoes must be worn.
B. Students will not wear dark glasses inside the school building unless required to do so for medical reasons pursuant to doctor’s written orders.
C. Hair should be clean and out of the student’s eyes. Hairstyles should be neat and appropriate. Extreme styles, as determined by the administration, will be not allowed. Male students with facial hair must keep it neat and well groomed. Students will be given until the next day to comply with the hairstyles provisions of the dress Code before disciplinary action will be taken, unless disruptive behavior resulting from the hairstyle requires immediate action.
D. Jewelry (including piercings) that creates a hazardous condition (studded bracelets, necklaces, oversized earrings etc.) will not be worn to school.

The school administration will judge the appropriateness of any article of apparel.

**Common Courtesy**
A. No hats, caps, do rags, bandanas, stocking caps, skull caps, or the like on campus. Toboggans may be worn during cold weather outside of buildings and on the bus. Approval may be given for medical, religious, or safety reasons.
B. No unbuckled belts will be allowed.
C. No Blankets

**Dress vs Costume**
A. No halter tops, togas, hospital gowns, pajama outfits, bedroom slippers, etc. will be allowed.
B. No costumes are allowed except when approved as a school-sponsored activity.
Decency and Modesty

A. No see-through shirts, blouses, or pants; no clothes that bare the midriff or sides. Sundresses and backless dresses must be worn with jackets. B. No clothing with decals or slogans of unacceptable groups or language that contains and/or refers to suggestive or immoral behavior or profanity, gang activity, alcohol, drugs, or tobacco advertisements will be allowed.

1. No lewd or vulgar sayings on clothing will be allowed. Clothing or insignia that could incite ill feelings and racial problems (for example: Rebel Flags, Malcolm X, etc.) will not be allowed.

2. No short-shorts or skin tight shorts are allowed. Shorts may be worn if they are not shorter than 4” above the top of the knee and must be worn at the waist.

3. Dress lengths that expose underclothing when sitting or standing are prohibited. Dresses/Shirts worn over Pants must be worn securely above the hips and all belts fastened. Pants or shorts below the waist (SAG), suspenders, overalls and pants with snaps unfastened or undergarments visible above the waistband of the pants or shorts will not be allowed. (male and female)

4. Tops, blouses, shirts, and dresses must be at least 2” in width at the shoulders. No students will be allowed to wear spaghetti straps, racer backs, sleeveless muscle shirts, tank tops, etc.

5. Proper undergarments must be worn with all clothing.

6. Clothing shall not be so tight or so low cut as to be revealing.

7. Trench coats or any coat below hip length shall not be worn inside buildings.

8. Shirts must cover the bottom when wearing leggings or jeggings.

Teachers have the authority to enforce the dress code and send the student to the office. The principal/designee has the final authority to determine inappropriate dress. Exceptions may be made by the principal/designee to any of the above when physical or other circumstances warrant or for certain groups during performance or special activities. Nonconformity to the dress code is a Class I Offense. After three (3) Class I Offenses, the next Class I will be classified as a Class II Offense.

*Principal’s discretion for elementary grades. Middle Schools, Jr. High Schools, and High Schools will adhere to the dress code as adopted.
MEDICATION
A student non-compliant with this policy is subject to disciplinary actions as determined by the principal / superintendent.

Medication Guidelines
If possible, all medications should be administered at home. When it is necessary for medications to be given at school, the following guidelines apply:

1. All medications, whether prescribed or over-the-counter, must be brought to the school by the parent or guardian.
2. Only medications in unopened original packaging can be accepted by the school. Please make your pharmacist aware of your need to have medicine taken at school and at home. Most will provide separate packaging.
3. If prescription pills or tablets are brought to the school, both the parent and a staff person designated by the principal must count them together.
4. Students may carry and use inhalers only with a physician’s order.
5. A medication can be administered at school only if Physician/Parent Authorization (PPA) to administer is on file with the school nurse. This includes prescription medications, cough drops or other over-the-counter products. Separate medicines require separate permission forms. Permissions expire at the end of the school year.
6. A medication can be given only to the child for whom it is prescribed or purchased. Pupils, even from the same family, may not share medications.
7. Medications not picked up by the last day of school or which go out of date during the school year will be destroyed. Prescription medications must be counted, measured and destroyed in the presence of at least two school staff members.
8. Strengths, dosages, and methods of administration of over-the-counter medicines must be appropriate for pupil’s age, weight, and condition.

School personnel are permitted only to use soap and water to clean cuts and abrasions. They may not use peroxide, alcohol or other antiseptics.

Classroom Observations and Visits
Procedure for Parents and Visitors
In order to maintain orderly, respectful, and secure educational environment for the students and staff of Houston County Schools, it is essential that all parents and visitors to our buildings and campuses be aware of their responsibilities and adhere to the policies set forth in the Houston County Schools’ Policy Manual.

Campus Visits: All visitors must present a form of ID prior to being admitted beyond the office.
1. All visitors must have the consent and approval of the principal/designee. Visitors are not permitted to go to any location on the school campus unannounced.
2. All visitors must report immediately to the front office. They will be required to sign a visitor’s register and obtain a visitor’s pass. The pass must be displayed at all times while on campus. The visitor must sign out and return the visitor’s badge/pass prior to the visitor’s departure from campus.
3. Children who are not enrolled in the school are not to be on the campus unless prior approval of the principal/designee has been obtained.
4. Visitors will not willfully interfere with the discipline, order, or conduct in any school, classroom, or activity.
5. Visitors will not disrupt class work, extracurricular activities or cause substantial disorder in a place where a school employee is required to perform his/her duties.
6. Teachers are expected NOT to take class time to discuss individual matters with visitors. Those visitors should be sent to the main office to schedule appointments.
7. Parents or guardians who come to the school building to drop off an item for a student must leave the item in the school office. Parents/guardians are not permitted to walk the item to the student, nor are they permitted to walk a student to his/her classroom.
Houston County Student Harassment/Bullying Report

Harassment/Bullying means a continuous pattern of intentional behavior that takes place on, or off, school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth below. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

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

The term “student” as used in this policy means a student who is enrolled in the Houston County school system.

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrains from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Violence, threats of violence, harassment, bullying, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct: race, sex, religion, national origin, or student’s disability.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
HOUSTON COUNTY SCHOOLS HARASSMENT/BULLYING REPORT

DATE:

PERSON FILING REPORT:

Relationship to student- If not the student:

(parent, guardian, friend, etc.)

Contact information: Address:

City, State, Zip:

Phone Number:

Description of harassing behavior:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If this is a minor allegation, do you wish for this incident to be presented and resolved informally? (circle one) YES  NO

Is there evidence of a threat of suicide by a student? If so, please explain:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy shall be subject to disciplinary actions as outlined in the Houston County Student Code of Conduct

Student Signature  Parent/Guardian Signature

37
Acknowledgment

I __________________________________________________________________________________ enrolled in
__________________________________________________________________________ School and my parent(s)/guardian hereby acknowledge by our
signature that we had received and read, or had read to us the foregoing Code of Student Conduct.

MEDIA WAIVER: The Houston County School System has permission to use my child's picture in
publications and video for the purpose of promoting the Houston County School System and its
programs.

(Signed) ______________________________________________________________________
  PARENT/GUARDIAN

(Signed) ______________________________________________________________________
  STUDENT

(Signed) ______________________________________________________________________
  PARENT/GUARDIAN

(Signed) ______________________________________________________________________
  PARENT/GUARDIAN

DATE: ______________________________________________________________________

NOTE: Please detach this page after reading and signing and have the student return it to
the homeroom teacher. This ACKNOWLEDGMENT WILL BECOME A PART OF THE STUDENT'S
CUMULATIVE FILE