

## CHAPTER 5.00 - STUDENTS

### 5.10 ADMITTANCE/ENROLLMENT REQUIREMENTS

Any student who initially enrolls in the Chickasaw City School System shall present the following documents:

- An official birth certificate;
- Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
- Proof of legal guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Chickasaw City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.

When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) is to be informed that prior to admission/readmission to any Chickasaw City school, the disciplinary action assigned must be completed. This includes any suspension, expulsion, alternative program placement, work assignment, or referral to the Superintendent or board for a hearing.

**Kindergarten and First Grade Enrollment Age Requirements:** To be eligible to enroll in kindergarten, a student must be five (5) years of age on or before September 1 of the school year. To be eligible to enroll in first grade, a student must be six (6) years of age on or before December 31 of the school year. However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided.

**Resident Students:** The board defines resident students as students whose parents or legal guardians live within the Chickasaw City School district. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Chickasaw City Schools. For enrollment/admission requirements for non-resident students, see Policy 5.11 Non-Resident Admittance/Enrollment Requirements.

All homeless, migratory, immigrant, foster, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized. Students who live in the attendance area of Chickasaw City School System and who are homeless, in foster care, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- Residency requirements
- Lack of social security number
- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunizations
- Legal custody requirements
- Transportation
- Language barriers
- Disabilities

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If a student desiring enrollment is identified as a homeless student, according to the definition as described in Title VII B of the McKinney-Vento Homeless Assistance Act, the homeless student shall be enrolled, eligible for free meals, and transportation needs will be determined. Enrollment of a homeless student shall not be denied or delayed due to any reason related to their homelessness.

The options for the placement of homeless students are (1) continued enrollment in the school attended prior to homelessness; or, (2) enrollment in any school that non-homeless students who live in the attendance area where the homeless student is presently living are eligible to attend. The placement decision shall be made according to the best interest of the homeless student. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrators shall comply with any placement request made by a parent or guardian. A homeless student enrolled pursuant to these provisions shall not be denied services offered to other students in the school system.

**Resolution of Disputes for Homeless Students:** Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning Chickasaw City Schools providing a public education to a homeless individual, who may be eligible or designated as a homeless student, shall follow the following procedure:

- Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review. The Homeless Liaison shall be notified of the dispute by the Director of Attendance and/or the Transportation Department. A resolution of the dispute will be facilitated by the Homeless Liaison in accordance with McKinney-Vento Act requirements as expeditiously as possible, but no later than five (5) school days. A written explanation of the decision shall be provided to the parent, guardian or unaccompanied youth by the Homeless Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent's designee. In the event the dispute cannot be resolved at the school system level, the parent, guardian, or unaccompanied youth may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent at the Alabama Department of Education. The Assistant State Superintendent, or other designee, will address the issues in the dispute within ten (10) days from the receipt of a written request for resolution.
- The Assistant State Superintendent, or other designee, may, if the issue is not resolved in the written review, assign members of the Alabama Department of Education to make an on-site visit to further clarify and resolve the issue. All complaints must be resolved within 60 days unless given written explanation.
- The State Superintendent of Education will review, hear, and rule on grievances from students or the local board of education that have not been resolved by the Assistant State Superintendent or other designee. The decision of the State Superintendent shall be final.

*Reference(s): Code of Alabama 16-11-9, Act 2016-297 (HB168), Title VII-B of the McKinney-Vento Homeless Assistance Act of 2001*

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### 5.11 NON-RESIDENT STUDENT ADMITTANCE/ENROLLMENT REQUIREMENTS

- I. A student whose custodial parent(s) or legal guardian resides outside the boundaries of the Chickasaw City School System are considered non-resident students. The City of Chickasaw School Board allows non-resident students to attend school in the Chickasaw City School System when there is space available, the student meets academic and behavioral criteria, and the student timely applies to attend a Chickasaw City School.
  - a. Availability of Space: There must be school class-size space availability, program capacity availability, and any other space or condition recognized by the Superintendent. There must also be a program available that is compatible with the needs of the student, including the availability of staff and support services.
  - b. Academic and Behavioral Criteria: The student must submit his or her academic and behavioral records from previous schools. And the Superintendent shall decide if said student meets the criteria necessary to be accepted to the Chickasaw City School System.
  - c. The Date and Time for Applying: The student must apply to enter the Chickasaw City Schools System by May 31<sup>st</sup> of the upcoming school year. Parents will be given notice of the Superintendent's decision regarding the student's admission by August 1<sup>st</sup> before the school year begins.
- II. In addition, the parent/guardians must understand and agree to abide by the expectations set for them and perform the following actions:
  - ) Ensure the child's ability to attend school.
  - ) Provide transportation for their child.
  - ) Provide correct residency information.
  - ) Pay an out-of-district tuition fee: The Superintendent is authorized by the Chickasaw City School Board to collect a tuition from non-resident students enrolled or enrolling in Chickasaw City Schools effective with the 2018-19 school year as follows:
    - ) Out-of-district students shall pay One hundred sixty dollars (\$160.00) per year to attend Chickasaw City Schools.
    - ) Said tuition shall be due annually at a time set by the Superintendent before the new school year and shall be paid at the Office of the Superintendent of Education. The tuition is non-refundable under any and all circumstances.
    - ) The tuition may be adjusted upon the recommendation of the Superintendent, only under extreme circumstances.
- III. When a non-resident student is accepted to the Chickasaw City School System, the student does not need to re-apply on a yearly basis. If a student's behavior, attendance, or grades become an issue during the school year, he/she shall be withdrawn immediately from the Chickasaw City School System. Further, the Superintendent reserves the right to limit non-resident students based on space.
- IV. Providing misinformation or failure to abide by the above mentioned conditions will result in withdrawal of the student.
- V. Students whose custodial parent(s) or legal guardians own a business and the real property on which the business is located inside the city limits of Chickasaw may attend Chickasaw City School System and have his/her tuition waived. The student shall still be required to follow all other criteria and regulations contained in this policy except for paying a yearly tuition. Further, the custodial parent(s) or legal guardians of said students must supply proof that they own the property on which their business is located and that they pay ad valorem taxes for said property.

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- VI. Students whose custodial parent(s) or legal guardians own real property or a place of residence that is eligible for an annexation into the City of Chickasaw, but elect for said real property/residence to NOT be annexed onto the City of Chickasaw will not be eligible for admission under this policy. Any variation from this clause must be done upon the recommendation of the Superintendent and Board approval.

*Reference(s): Code of Alabama 16-11-9*

### 5.12 STUDENT RIGHTS AND RESPONSIBILITIES

The City of Chickasaw Board of Education possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

All students through grade twelve (12) or as otherwise mandated by law will receive a basic, sequential, program of instruction. All students, regardless of disabilities, primary language, race, religion, gender, or economic status, will have the opportunity to achieve according to their abilities, interests, experiences, and backgrounds. The Basic Program includes: Character Education, Health Education, Special Education, English Language Learner, and Title I

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Codes of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with State and Federal statutory provisions.

The City of Chickasaw Board of Education shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals. All students shall have the freedom to exercise the right of free speech and to protest deprivation thereof, through proper channels, providing that such protection does not interfere with the educational program of the School System or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the viewpoints or opinions of others, and to recognize the rights of other individuals to form or hold different points of view

*Reference(s): Code of Alabama 16-1-14*

### 5.20 GRADUATION REQUIREMENTS

All students entering the 9th grade are required to complete course requirements for graduation as specified by the Alabama State Board of Education and the Chickasaw City Board of Education. The Chickasaw City Board of Education directs the Superintendent to produce a widely disseminated publication that describes requirements for all diplomas and certificates awarded by the Chickasaw City Board of Education.

Publications describing graduation requirements for Chickasaw City students shall describe types of diplomas and endorsements by graduating class/year/cohort, total credits and assessments required,

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core course requirements, elective course offerings, and the process for earning weighted credit when appropriate. Additionally, such publications shall describe courses and/or procedures by which students may earn credits toward graduation prior to grade 9 and procedures for the validation and/or acceptance of credits for students transferring into the Chickasaw City School System.

*Reference(s): Code of Alabama 16-11-9, 16-26-1, Alabama Administrative Code §290-030-010-.06(11) (K)1*

### 5.21 PARTICIPATION IN GRADUATION CEREMONIES

The Chickasaw City Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

- Senior regular education and special education students who earn any Alabama high school diploma are eligible to participate in the graduation ceremony (march).
- Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony.
- Students who meet all requirements after their designated graduation date may participate in the next graduation ceremony/exercise.

*Reference(s): Code of Alabama 16-11-9*

### 5.22 Valedictorian and Salutatorian Selection

**Valedictorian and Salutatorian Selection:** To be considered for Valedictorian or Salutatorian, the student must receive the most rigorous diploma available. The student with the highest grade point average will be the Valedictorian of the graduating class. The student with the second highest grade point average will be the Salutatorian. In the case of a tie in either position, students will be declared Co-Valedictorians/Co-Salutatorians. The grade point average will be carried to five decimal places with no rounding.

The criteria for selecting Valedictorian and Salutatorian are as follows:

- Valedictorian and Salutatorian will be determined at the end of the second semester of the senior year after fourth quarter exams are administered and grades are averaged using the "Rank-in-Class" procedures.
- Out-of-system transfer students must be enrolled in the current school starting with the first semester of the junior year and complete three (3) consecutive semesters in the Chickasaw City School System prior to ranking to be considered for Valedictorian and Salutatorian.
- All students must earn all credits necessary to receive an Alabama High School Diploma in order to be eligible.

*References: Code of Alabama 16-11-9*

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### 5.23 VIRTUAL SCHOOL OPTIONS

The City of Chickasaw Board of Education rules and procedures for providing a virtual school option for students in grades 9 - 12 inclusive shall be consistent with Alabama ACT 2015-89, State Board of Education rules, and federal laws relating to virtual schooling. In the event any portion of this policy is considered to be inconsistent with said ACT or state and federal laws, said portion of the policy shall be considered null and void.

#### Scope and Delivery of Services

The City of Chickasaw Board of Education provides a virtual school option for grades 9-12 that includes, but not limited to, all courses needed to obtain a high school diploma.

Such courses will be delivered through the Alabama State Department of Education's ACCESS Virtual Learning program, locally developed virtual courses, and/or other online instructional programs approved by the City of Chickasaw Board of Education.

#### Student Eligibility Criteria

Students who meet the following requirements are eligible to participate in the virtual program:

- Must meet all enrollment guidelines for attending Chickasaw City Schools and remain in good standing.
- Have consistent, daily access to the Internet.
- Have and maintain a B average\*
- Comply with the district's Student Acceptable Use Agreement
- Meet enrollment requirements for the course in question including, but not limited to, successful completion of any prerequisite courses.

*\*This requirement may be waived for students with disabilities who have current IEP's or Section 504 plans who wish to enroll in the virtual school option. The system shall convene IEP team or Section 504 committee meetings respectively, and carefully consider data from various sources to reevaluate their needs specifically with respect to participation in the virtual school option.*

Students who do not reside in the attendance zone of the school system may enroll in the school system for the purpose of participating in the school system's virtual program, but such enrollment is subject to the school system's nonresident enrollment policy.

#### Monitoring Performance and Testing Requirements

Individual student performance will be monitored pursuant to the school system's traditional credit requirements and grading scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

#### Attendance

Students participating in the virtual school option are subject to the following attendance requirements, which may involve reporting to the school campus:

- Virtual school or course orientation
- Guidance, counseling, and advisement sessions
- Conferences called by the teacher, counselor, or administrator
- Tests, quizzes, or assessments required by the teacher, school, state, or federal agencies
- Daily access of virtual course content and satisfying pacing benchmarks as established by the teacher

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- Meeting all practice, participation, and eligibility requirements to maintain membership in an extracurricular activity

### Removal

Students may be transitioned back to a traditional day program for one of following reasons:

- The student's participation in the virtual program is impeding the student's academic progress
- The student fails to meet virtual course attendance requirements
- The student repeatedly violates school system policies, procedures, rules or regulations, including use of technology resources

### Extracurricular Activities

Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including the applicable Alabama High School Athletic Association (AHSAA) requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with the applicable state law and AHSAA guidelines.

### Additional Procedure Authorized

The Superintendent or her designee is authorized to develop such procedures as deemed necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

*Reference(s): State of Alabama Act 2015-89*

## 5.24 STUDENT PROMOTION AND RETENTION

Students in danger of failing should be presented to the Problem Solving Team (PST) for consideration of possible intervention strategies.

**Grades K-5:** The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s). If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. Passing reading and math, in the respective grade levels (1-5) is required for promotion to the next grade.

**Grades 6-8:** Students in grades sixth through eighth must pass the following: reading (if taught in 6<sup>th</sup> grade), language arts, and mathematics with a yearly average of 60 (D) or higher. Those students failing science or social studies will attend summer school or repeat the course the following school year in the place of an elective course.

**Grades 9-12:** For students to be permitted to move to the next higher grade level, the following standards must be met:

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- 9th Grade — students who have successfully completed middle school.
- 9th to 10th Grade — students who have earned six (6) graduation credits will be classified as tenth graders.
- 10th to 11th Grade — students who have earned twelve (12) graduation credits will be classified as eleventh graders.
- 11th to 12th Grade — students who have earned eighteen (18) graduation credits and are able to complete all graduation requirements within the school year will be classified as twelfth graders.

**Prerequisites Grades 9-12:** Any course offered for registration purposes that lists prerequisites must be followed as stated. For example, English 10 cannot be taken until a student passes English 9.

**Special Education Students:** Promotion of any student in a special education program, with the exception of gifted students, may be based on his/her accomplishments of goals stated in the IEP with consideration given to other regular program requirements. The IEP team will determine if a student will be promoted or retained based upon the decision of what is best for the child. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

*Reference(s): Code of Alabama 16-11-9*

### 5.30 STUDENT CONDUCT AND SUPERVISION

All students enrolled in the Chickasaw City School System shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the Chickasaw City Board of Education and the Code of Student Conduct, and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on Chickasaw City Board of Education premises for school attendance and authorized activities.

The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.

The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

The Code of Student Conduct and any revisions shall be approved and adopted by the Chickasaw City Board of Education. The Code of Student Conduct shall:

- Be developed with input from Chickasaw City Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents;
- State grounds for disciplinary action procedures and the rights of students;

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- Be distributed to all Chickasaw City School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment; and,
- Be filed in the Superintendent's office and in the office of the school principal.

The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the Code of Student Conduct upon enrollment. Parents/guardians and students shall acknowledge receipt of and acceptance of the Code of Student Conduct upon enrollment.

*References: Code of Alabama 16-28a-1, 16-28a-2, 16-28a-3, 16-28a-5*

### 5.30.1 PHYSICAL RESTRAINT AND SECLUSION

**Policy Purpose:** The Chickasaw City School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.

The Chickasaw City School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and staff, as well as the care, safety, and welfare of our students.

#### Definitions:

- **Physical restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.
- **Chemical restraint** is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
- **Mechanical restraint** is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.
- **Seclusion** is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common

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areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.

- **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
  - ) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated, or cooled.
  - ) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
  - ) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
  - ) The time-out space is free of objects that unreasonably expose the student or others to harm.

**Prohibitions:** The use of physical restraint is prohibited in the Chickasaw City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Chickasaw City School System and its educational programs.

The use of chemical restraint, mechanical restraint, and the use of seclusion are prohibited in the Chickasaw City School System and its educational programs.

### **Requirements:**

- Each local school's principal or his/her designee and each educational program of the school system that utilizes physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program that addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.
- Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.

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- Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Chickasaw City Board of Education and to the Alabama Department of Education annually.

The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.

- Each local school's principal or his/her designee and each educational program that utilizes physical restraint shall ensure that following an incident of restraint or seclusion of a student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint.
- Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.
- Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.
- Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the school system's website and student handbook/code of student conduct will contain the following statements:

As a part of the policies and procedures of the Chickasaw City School System, the use of physical restraint is prohibited in the Chickasaw City School System and its educational programs except in those situations in which the student is an immediate danger to him/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Chickasaw City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel that could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

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### Clarifications:

- Nothing in this policy shall be construed to interfere with the school system's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.
- Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
- Nothing in this policy shall be construed to prohibit the school system's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
- Nothing in this policy shall be construed to prohibit the school system or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
- Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
- Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
- Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights of school system personnel to seek assistance from law enforcement and/or emergency medical personnel.

*Reference(s): Code of Alabama 16-28-12, 16-1-14, Alabama Administrative Code §290-3-1-.02(1)(F)*

### 5.31 INTERROGATIONS AND SEARCHES

**Search of Property:** The Chickasaw City Board of Education acknowledges the implications of constitutional law in the area of student privacy. The board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the board.

The board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening of lockers or desks for other reasons, the following shall apply throughout the Chickasaw City School System:

- Desks, lockers and other equipment at school belong to the school board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some object, item, article, substance or other material is contained therein which is illegal, harmful to the safety of the student or the student body as a whole, or significantly disruptive or dangerous.

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- Vehicles driven by students and parked on school property are subject to search with or without the consent of students.
- Any items which are specifically prohibited by law, by board policy, or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items shall include, but not be limited to the following:
  - Any weapons;
  - Drugs of any sort;
  - Alcoholic beverages;
  - Pornographic or otherwise obscene material; or
  - Any other object, controlled substance or material that would be a violation or evidence of a violation of federal or state law, of board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

**Search of a Student's Person:** The board authorizes teachers and administrative personnel who have reasonable belief that a student(s) is in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

- Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;
- Any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s); and,
- Parents/guardians shall be notified of all such searches of a student's person.

The search of a student's person shall be with the knowledge, and under the supervision, of the principal or his/her designee. Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher shall be present throughout the search. Documentation and notification of the search, witness, and circumstances shall be maintained according to established procedures.

**Interrogation:** A student enrolled in the Chickasaw City School System shall not be interrogated by any non-school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three (3) choices:

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.
- He/she may talk with the officers either in or outside the presence of a school official.

No student shall be removed from the school without a warrant or petition being officially served.

*Reference(s): Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.06*

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### 5.31.1 USE OF VIDEO SURVEILLANCE EQUIPMENT

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Chickasaw City Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Chickasaw City School System.

Video surveillance equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, and private offices. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and surveillance data, and on applicable laws related to the use of surveillance equipment. Equipment may be used in classrooms with the written request of the teacher.

Individual schools shall establish a system for maintenance and storage of equipment and surveillance data. Equipment and surveillance data shall be stored in secure places with access by authorized persons only.

All Chickasaw City School System personnel, students, and parents shall be informed that they are subject to being video-recorded while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

*References: Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.02*

### 5.31.2 USE OF METAL DETECTORS

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Chickasaw City Board of Education may employ the use of hand-held metal detectors. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

In implementing the use of metal detectors, the following guidelines will be followed:

- All metal detector searches shall be conducted by school board employees only.
- Any information obtained through the use of metal detectors will be used only for school disciplinary or law enforcement purposes.
- The metal detectors will be used by authorized personnel at any time there is reasonable suspicion that the student being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the board's policy on student searches (Policy 5.31 Interrogations and Searches).

Prior to implementing the use of metal detectors by authorized City of Chickasaw Board of Education employees, this policy will be communicated to all affected school personnel, students, parents, and the community at-large.

*References: Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.02*

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### 5.31.3 UNANNOUNCED VISITS BY LAW ENFORCEMENT

To provide and maintain a safe and secure environment for students, staff, and visitors, the Chickasaw City Board of Education supports the requirement of the Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or warrants. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to the visitation.

In accordance with the Code of Alabama, §16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

*Reference(s): Code of Alabama 16-1-24.1, Alabama Administrative Code §290-030-010-.06*

### 5.31.4 USE OF CANINE LAW ENFORCEMENT

In order to maintain drug-free schools and deal with problems associated with illegal drug use and drug trafficking, the Chickasaw City Board of Education allows law enforcement officials to make periodic, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

In implementing the use of drug detection dogs, the following guidelines will be followed:

- Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.
- Only the principal or designee with approval from the superintendent or designee shall implement the use of drug detection dogs in schools.
- In the search for drugs, drug detection dogs will be handled by trained dog-handlers under the supervision of the principal or designee and appropriate law enforcement official.
- Dogs will not be allowed to sniff students or employees.
- Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

*References: Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.02*

### 5.32 STUDENT POSSESSION OF DEADLY WEAPONS

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a Class C felony. All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property, and specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed.

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The Chickasaw City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend any student found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

A student determined to have brought to school or have in his/her possession a firearm defined in Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of one (1) year. The board and the Superintendent may modify or extend the expulsion requirement on a case-by-case basis.

The Chickasaw City Board of Education directs the Superintendent to provide the State Department of Education a description of the circumstances surrounding each expulsion pursuant to this policy. This description shall include:

- The name of the school concerned.
- The number of students expelled.
- The types of weapons concerned.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the board that the person does not represent a threat to the safety of any student or employee of the school system.

Discipline of Chickasaw City School System students with disabilities who violate this deadly weapons policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

If pursuant to a Chickasaw City Board of Education hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities and such violator(s) have satisfied all other requirements imposed by the board as a condition for readmission.

*Reference(s): Code of Alabama 16-1-24.3, 16-28-6, 16-28-40, Alabama Legislative Acts 94-820 and 94-817*

### 5.33 EXPULSION

The school principal may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.

Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:

- Written copy of the charges against the student;

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- The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
- The right to cross-examine witnesses;
- The right to defend the student's actions;
- Legal counsel at the student's expense to assist the student in presenting a defense; and,
- A written copy of the Chickasaw City Board of Education's findings or action.

Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Chickasaw City School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

*References: Code of Alabama 16-11-9, 16-12-3, 16-28a-3*

### 5.33.1 STUDENT GRIEVANCES

Whenever a Chickasaw City School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

#### Definitions:

- **Complaint** shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. Complaint shall not apply to any matter in which the method of review is prescribed by law. Complaints are objections to a specific act or condition.
- **Complainant** shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
- **Faculty/Staff and Administration** shall mean the employees of the Chickasaw City Board of Education or representatives under the direct supervision of an employee of the school board.
- **Day** shall mean a school/academic day.
- **Time Limits:** The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- **Released Time:** The complaint procedure will normally be carried out during non-instructional time. If, however, the board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

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### Complaint Procedure

- **Informal Discussion:** If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee, in which case the complainant shall report to a person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- **Level One:** If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.
- **Level Two:** If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.
- **Board Appeal:** If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Chickasaw City Board of Education, provided request for placement on board agenda is filed within ten (10) days.

Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

*References: Code of Alabama 16-1-30, 16-12-3(C)*

### 5.34 STUDENT CHECK OUTS

No student shall be permitted to leave the Chickasaw City school grounds during the school day for school business/activities without the principal's/designee's prior approval or consent from the student's parent(s)/legal guardian provided an acceptable reason is established.

The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

*References: Code of Alabama 16-11-9*

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### 5.40 STUDENT ATTENDANCE

All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility. Alabama State law requires that every child between the ages of six (6) and seventeen (17) years be in attendance at school. It shall be the policy of the Chickasaw City Schools to enforce this law (Policy 5.41 Compulsory School Attendance Age). Student attendance will be monitored on a daily basis and parents contacted as required by law. Student attendance for driver's license purposes shall be processed as prescribed by law (Policy 5.42 Revocation of Driver's License/Permit). Each Chickasaw City school and the Chickasaw City School System shall take appropriate action, including court referrals, as required by Alabama statutes when a student has excessive absences or is truant.

Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's/designee's approval shall have his/her parent(s)/legal guardian provide written reasons for such absences or tardies to the school in the manner prescribed by the Chickasaw City School System attendance policies and procedures as described in the Code of Student Conduct.

Any Chickasaw City student whose parents are employed by the military may be granted up to five (5) days of excused absence if either parent is experiencing a deployment of active duty. The conditions under which these absences may be excused are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has had a prior record of good attendance; (4) missed work is completed and returned in a timely fashion; and, (5) the absence is not during standardized testing dates.

#### Excused/Unexcused Absences

If any child fails to attend school without a legal excuse, that child and the person having custody of that child, shall be referred to the juvenile court. Absences are excused for the following reasons:

- ) Illness
- ) Death in the immediate family
- ) Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
- ) Legal quarantine
- ) Emergency conditions as determined by the principal and/or Superintendent
- ) Prior permission of the principal with the consent of the parent or legal guardian.

Schoolwork missed due to excused absences may be made up and a grade shall be awarded. Excessive zeroes shall result in failure of a subject or grade.

#### Excessive Absences

Students who are absent from school or class more than ten (10) days per year without just cause may not receive credit for course work. The student and his/her parent/guardian may appeal to an attendance committee at the local school to show cause why credit should not be denied.

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### 5.41 COMPULSORY SCHOOL ATTENDANCE AGE

Every student residing in the area served by the Chickasaw City School System between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

*References: Code of Alabama 16-28-3, 16-28-4, 16-28-12, 16-28-2.2*

### 5.42 REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

In order to qualify for and maintain an Alabama Driver's License or Learner's Permit, a student under the age of nineteen (19) must be either enrolled in a public school, enrolled in a GED program, enrolled in a job-training program approved by the State Superintendent of Education, or exempted for circumstances beyond the control of the student as defined by the State Department of Education guidelines.

The Chickasaw City Board of Education will verify the enrollment status of a student aged 15 to 19 upon request.

The Chickasaw City Board of Education will notify the Department of Public Safety when a student aged 16 to 19 has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single term. Students aged 16 to 19 with more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences shall be considered withdrawn.

Exemptions are allowed for a person who:

- ) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate
- ) is enrolled in a secondary school of this state or any other state and has not at the time of application accumulated disciplinary points while a student in school that would extend the age of eligibility for the student to apply for a driver's license
- ) is participating in a job training program approved by the State Superintendent of Education
- ) is gainfully and substantially employed
- ) is a parent with the care and custody of a minor or unborn child
- ) has a physician certify that the parents of the person depend on him or her as their sole source of transportation
- ) is exempted from this requirement due to circumstances beyond his or her control as provided in Chapter 16-28 of the Code of Alabama

The superintendent or his/her designee is the sole judge of whether or not the evidence presented satisfies legal requirements for exemption.

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A student may appeal the board's determination of his enrollment status by providing written notification to the appropriate school principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within five (5) days of the board's issuance of enrollment status. Except as stated herein, the board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student.

*Reference(s): Code of Alabama 16-28-40(b) to -45, Alabama Legislative Acts 93-368 and 94-820*

### 5.48 HEALTH SERVICES

The Health Services Division of the Chickasaw City Schools provides highly specialized services contributing to the health and educational experience of the student. The services are based upon evidence-based practice in school nursing and educationally sound principles that contribute to the student's growth and development as an educated person. The Chickasaw City School System follows all recommendations and protocols set forth within the Chickasaw City School System Health Services Division Policy/Protocol Manual and Alabama State Department of Education Resource Guidelines Manual.

*References: Code of Alabama 16-11-9*

### 5.60 STUDENT ILLNESS OR INJURY

The teacher, principal or nurse shall isolate a student who becomes ill while at a Chickasaw City school until the student can be removed. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.

No internal medicine of any kind may be given to a student without the written permission of the parent(s)/legal guardian(s). (See Policy 5.61 Administration of Medication.)

The following procedures shall be followed when a student is injured at a Chickasaw City school:

- First aid shall be administered by the nearest person with first aid training and 911 Emergency will be called if the situation is threatening.
- The school shall attempt to notify the student's parent(s)/legal guardian immediately.
- A student shall be taken to the emergency room of a hospital when a threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
- A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent or designee.
- An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.

*References: Code of Alabama 16-11-9*

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### **5.61 ADMINISTRATION OF MEDICATION**

In order for a medication or special nursing procedure to be given at school, a Prescriber/Parent Authorization (PPA) form must be completed. The form must be completed in full with the parent and physician's signature. Non-prescription (over the counter medications) also require a Parent Authorization form.

New forms must be renewed at the beginning of every school year and any time there is a change to the prescribed medication or procedure. Chickasaw City School System follows the Health Services Division medication protocol and procedure for administration of medication.

The school nurse is responsible for the administration of medications for students at school. In the event the nurse is unavailable, unlicensed medication personnel (medication assistants) will administer medications. The unlicensed medication employee shall be trained annually with the approved curriculum set by the Alabama State Board of Education and Alabama Board of Nursing by the Registered Nurse. The unlicensed medication assistant will be updated and monitored annually, this documentation is maintained by the Supervisor of Health Services.

*Reference(s): Code of Alabama 16-11-9*

### **5.62 EYE PROTECTION DEVICES**

Some instructional programs require the use of eye protection devices. The principal shall direct such teachers to continuously follow procedures without exceptions.

The Chickasaw City Board of Education shall provide protective devices for board employees, students, and visitors during activities that require eye protection.

The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.

Any Chickasaw City School System teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

*References: Code of Alabama 16-1-7, 16-11-9, Alabama Administrative Code §290-3-1-.02(A)*

### **5.63 DIABETES EDUCATION**

The Chickasaw City School System has implemented the Alabama Safe at School Act for Diabetes Education, awareness, and levels of training. All standards of practice and guidelines set forth from the Alabama State Department of Education are followed within Chickasaw City Schools. Appropriate documentation of the program is kept with the Supervisor of Health Services.

*Reference(s): Alabama Legislative Act 2014-437*

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### 5.64 ANAPHYLAXIS PREPAREDNESS PROGRAM

Anaphylaxis is a severe allergic reaction that is rapid in onset and may cause death. Allergic reactions to foods have become the most common cause of anaphylaxis in community health settings. Studies indicate that anaphylactic events related to the accidental consumption of food allergens in school settings are not rare. In addition, severe and potentially life-threatening reactions (anaphylaxis) can occur in schools when children with no previous diagnosis of food allergies are exposed to allergens at school and have an initial anaphylactic event. It is the policy of the Chickasaw City School System that an Anaphylaxis Preparedness Program be implemented as part of the school health services. The program shall incorporate three levels of preparedness:

- Level I, Primary Prevention: Education programs that address food allergies and anaphylaxis through both classroom and individual instruction for staff and students.
- Level II, Secondary Prevention: Identification and management of chronic illness which could lead to anaphylaxis.
- Level III, Tertiary Prevention: The development of a planned response to anaphylaxis-related emergency in the school setting.

Each school campus, in collaboration with a supervising physician, shall develop and maintain a protocol for emergency response that shall include a supply of premeasured auto-injectable epinephrine to treat potentially life threatening allergic reactions.

*References: Code of Alabama 16-1-48(D), Alabama Legislative Act 2014-405*

### 5.68 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

In order to maintain the health and safety of all Chickasaw City School students and employees, the following policy is adopted by the Board with appropriate training and procedures to be delivered to school system personnel.

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. AED units at elementary schools shall have adult pads/electrodes and child pads/electrodes. The lead school nurse will be responsible for coordinating the AED program and communicating with the medical director for revision of this policy as needed.

The medical advisor of the AED program shall be a licensed physician selected by the Superintendent. The medical advisor will be responsible for providing medical direction, writing prescriptions for AEDs, reviewing/approving guidelines for emergency procedures related to cardio-pulmonary resuscitation (CPR) and use of AEDs, and evaluation of post-event review forms.

The lead nurse for the School System shall train personnel in the use of AED equipment and appropriate emergency medical procedures. The lead nurse shall maintain appropriate reporting procedures and record-keeping to monitor personnel training, use of AED equipment and response to medical emergencies.

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All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

- ) The school nurse will be responsible for informing the office personnel as well as ERT members of changes in the availability of emergency medical response equipment.
- ) The school nurse will be responsible for performing regular equipment maintenance. All maintenance tasks shall be performed according to equipment procedures as outlined by the manufacturer.
- ) Following use of emergency equipment, all equipment shall be cleaned and/or decontaminated as required. The AED will be checked and put back in readiness state.

*Reference(s): Code of Alabama 16-1-45, Alabama Legislative Act 2009-75*

### 5.70 STUDENT RECORDS

Chickasaw City Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and communicating rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

*References: Code of Alabama 16-11-9, Family Educational Rights and Privacy Act of 1974*

### 5.71 DIRECTORY INFORMATION

Students' parent(s)/legal guardian(s) shall be notified annually that the Chickasaw City Board of Education may release "directory information" to the general public.

Directory information may include the following data about a student:

- ) Name;
- ) Address;
  - Telephone number, if listed;
  - Participation in officially recognized activities and sports;
  - Weight and height, if an athletic team member;
  - Name of the most recent school or program attended;
  - Dates of attendance at schools in the system and degrees and awards received.

Information such as name, participation in officially recognized activities and sports, weight and height (if an athletic team member), and name of the most recent school attended may be published routinely by the Chickasaw City Board of Education in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.

Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal during school registration each school year. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

*References: Code of Alabama 16-11-9, Family Educational Rights and Privacy Act of 1974, Section 99.37*

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### 5.72 PARENT NOTIFICATION

In compliance with federal regulations, Chickasaw City School System employees will notify the parents of each student attending any school receiving funds under Title I, Part A, Section 1111(h)(6), Section

1112(g) and Title III, Section 3302, upon request, regarding the professional qualifications of the student's classroom teachers. The information will include, at a minimum, the following:

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

The Chickasaw City School System will provide information to the parents of each child on the child's level of performance on the state assessments. This information will be provided in a timely manner, in an understandable and uniform format, and to the extent practicable, in a language that the parents can understand.

*References: Code of Alabama 16-11-9, 16-12-3, Every Student Succeeds Act of 2015*

### 5.73 PARENT INVOLVEMENT

It shall be the policy of the City of Chickasaw Board of Education to promote the active involvement of parents in their child's education through two-way and meaningful communication as well as other school and system wide activities designed to:

- ) Ensure that parents play an integral role in their child's learning. Promote family literacy and parenting skills.
- ) Ensure that parents are included, as appropriate, in decision-making and serve on advisory committees that promote parent input into the process of program review, planning, and improvement.
- ) Assist parents in helping their child meet challenging state and local student content standards and achievement standards.
- ) Assist schools in planning and implementing effective parent involvement activities.
- ) Involve parents in the annual evaluation and possible revision of the content and effectiveness of the Parent Involvement Policy in improving the quality of the systems schools.

It is the policy of this School Board that all provisions of federal law and regulations are adhered to in all of our schools. This includes the provisions that involve parent involvement, parent's right-to-know, and parental notification. It also includes involving parents in an organized, ongoing, and timely way, in the planning, review, and improvement of federal programs.

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Affording parents substantial and meaningful opportunities to participate in the education of their children shall be assured by and through the use of advisory committees, opportunities to volunteer, parent involvement meetings, parent-teacher conference days, reasonable access to staff, written resource materials, community and system wide surveys, as well as needs assessments.

*References: Code of Alabama 16-11-9, 16-12-3*

### **5.74 STUDENT PUBLICATIONS**

Chickasaw City School System school principals may approve establishment of a school newspaper or magazine for students.

The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.

The principal shall not allow advertisements of intoxicants or tobacco products or other products that would be inappropriate for the intended audience.

*Reference(s): Code of Alabama 16-11-9*

### **5.80 EXTRACURRICULAR ACTIVITIES**

All extracurricular activities within a Chickasaw City School System school shall be teacher and school-sponsored. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate.

Academic eligibility requirements shall be as listed in the Alabama Administrative Procedure Act §290-3-1-.02(17).

An extracurricular activity shall be defined as all activities recognized and sanctioned by the Alabama High School Athletic Association and other extracurricular activities that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, half time, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms.

Appropriate adult supervision consistent with Alabama statutes and Chickasaw City Board of Education policies shall be provided for all students. Students may be suspended from extracurricular activities, which include, but are not limited to school sponsored athletic events as either a participant or spectator, cheerleading, band, dances, prom, field trips, graduation exercises, based on procedures established by the Superintendent. If a student is charged with an on- or off-campus Class A misdemeanor which involves drugs, violence, any type of weapon, physical harm to a person or threatened physical harm to a person, or any class of felony or a delinquent act which would have been a felony if committed

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by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities may be suspended for the balance of the school year. A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his parent(s)/legal guardian shall be notified in writing of the suspension from school-sponsored extracurricular activities.

*References: Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-3-1-.02(17)*

### 5.81 ATHLETICS

All Chickasaw City School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Chickasaw City Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.

Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s)/legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.

No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.

Pursuant to Alabama statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

All athletic programs of the Chickasaw City Schools shall abide by AHSAA rules and legislative acts regarding athletes who sustain concussions, including annually providing information to parents and students regarding concussions, training coaches annually, and holding students suspected of having a concussion out of competition.

All students shall be subject to all Chickasaw City Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.

Conduct of student athletes and coaches during all athletic events shall be governed by the AHSAA rules and regulations and shall reflect good sportsmanship and respectful conduct toward officials, opponents, teammates, and visitors. Any Chickasaw City School System student athlete or coach ejected from a game or sporting event due to violation of AHSAA rules may be subject to pay any assessed fine and may be suspended from participation until such fine is paid.

*References: Code of Alabama 16-11-9, 16-11-15, Alabama High School Athletic Association Guidelines*

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### 5.82 NON-FACULTY COACHES

All non-faculty coaches shall work under the direct supervision of a certified Chickasaw City Board of Education employee. The conduct of each non-faculty coach is the responsibility of the school principal and the athletic director. Any violation of Alabama High School Athletic Association (AHSAA) guidelines by a non-faculty coach is subject to disciplinary action by the Chickasaw City Board of Education.

All non-faculty coaches must complete the course or courses required by the Alabama High School Athletic Association (AHSAA). All non-faculty coaches must be fingerprinted and must undergo a background check at their own expense prior to participation in coaching. In addition, all non-faculty coaches must be recommended by the principal to the Superintendent and must be approved by the Board of Education prior to beginning coaching duties.

Only individuals who have fulfilled the requirements stated above and who have signed a release stating that the Chickasaw City Board of Education is not responsible for any injury or problem that may result from his/her work as a non-faculty coach may serve as a non-faculty coach in a Chickasaw City school.

*References: Code of Alabama 16-11-9*

### 5.83 STUDENT DRUG TESTING PROGRAM

**Competitive Extracurricular Activities:** It is the objective of the Chickasaw City Board of Education to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school system, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the board reserves the right to require any student desiring to participate in competitive extracurricular groups or clubs, practices, competitions, or at any other time while under the supervision of the school system, to be subject to a random unannounced drug screening.

The board has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular groups or clubs, as well as the right to conduct specific drug screening of students whenever an administrator, a coach, assistant coach, teacher, sponsor, band director, observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies. Furthermore, the board grants the coach of any team or the sponsor of any official school group the right to have the entire team/group tested during the season for their particular sport.

**Student Privileges:** It is the objective of the Chickasaw City Board of Education to assure that all students who wish to take advantage of the privilege of driving a vehicle on school property and/or parking a vehicle on school property, be given the opportunity to do so in a safe, drug free environment, and that all students exercising the privilege of driving and parking on school property, be completely free of the effects of alcohol and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the board reserves the right to require any student desiring to drive a vehicle on school property and/or park on school property, be subject to and submit to random drug tests at any time while on school property, or participating in school sponsored events.

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The board will allow local principals to designate such other and additional requirements for the privilege of driving a vehicle on school property and/or parking a vehicle on school property including, but not limited to, academic standards, attendance standards, and the payment of fees. The local school principals may also establish the priority for issuance of parking permits.

The board also has the right to require the passing of a drug test as a condition to granting such privileges, the right to conduct random unannounced drug screening for students taking advantage of student parking privileges, as well as the right to conduct specific drug screening of students whenever a school official observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

The Superintendent shall prepare procedures for implementing this policy consistent with local, state, and federal laws.

*References: Code of Alabama 16-11-9*

### 5.90 ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES

To facilitate achieving a quality education for its students, it is the policy of the Chickasaw City Board of Education to provide all students and employees with opportunities to access a variety of technological resources. A large and varied technological environment requires that technology use by employees and students be legal, ethical, and safe. Technology use must be consistent with the educational vision, mission, and goals of the school system.

**Copyright Law:** It is the obligation and intent of the board to comply with the copyright laws of the United States. Chickasaw City School System employees and students shall use technology resources in accordance with board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.

**Electronic Mail:** The board provides access to electronic mail for employees whose normal work activity requires access. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity. Board policies and procedures shall apply to the use of electronic mail. The board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The board will use a filtering service to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the board.

**Social Media:** Any social media account or page that uses the official name of the Chickasaw City Board of Education; its logo or mark that purports to officially represent the board, the school system, a board facility, local school, school-sponsored activity or any other group or organization officially affiliated with the school system must be created and administered by a board employee who has been authorized by the Superintendent or designee to take such action. Social media are defined but not limited to: websites, blogs, wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube, etc.). The Superintendent is authorized to develop such procedures as may be necessary to implement this policy. The board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere

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should be reported to the Director of Technology. Teachers may also request that sites be opened for periods of research.

**The Internet:** The intent of the Chickasaw City School System is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties.

- Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents, a signed copy of permission to use Internet resources for each student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.
- The board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers will screen resources that will be used in the classroom for content prior to their introduction, and shall observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere are to be reported to the Technology Coordinator. Teachers may also request specific sites to be opened for the purposes of research.
- Network users are prohibited from accessing external networks or alternate Internet service providers within Chickasaw City school's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.
- All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
- Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names, social security numbers, pictures, etc. The board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

**System, school, and school-sponsored activity web sites:** Because any school system web sites can be globally available and represent the community at large, the designated school system webmaster will review all web sites and/or new features and links before adding them to the system's web site. Only the designated school system webmaster may place web sites, features, or links on the web server. The webmaster may reject all or part of proposed home pages and/or new features and links for any reasons. The legal and ethical practices and responsibilities of appropriate use of technology resources shall be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc.).

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**Student-Owned Devices (BYOD):** In an effort to expand students' 21st century learning opportunities, Chickasaw City Schools has implemented an initiative that allows students to bring their own digital devices on campus for educational purposes. It is imperative that these devices be used appropriately. Rules governing the use of student-owned digital devices in our schools include the following:

**Devices Allowed:** Student-owned devices, unless expressly prohibited by the principal and/or Technology Coordinator, shall be allowed.

**Student Responsibilities:** Students will abide by all school/system rules and policies, including this policy and Code of Student Conduct. Use of the device will only be allowed when permissible according to a school administrator or designee. Students are not permitted to transmit or post any photographic images or videos of any person on campus on any public and/or social networking sites without prior approval from a school official.

Students will only be allowed access to websites and resources which are relevant to the curriculum and content in the classroom. Students must understand that infecting the network with any virus designed to damage, alter, destroy or limit the network's effectiveness is a violation of the Acceptable Use Agreement and this policy, which will result in disciplinary actions. The school/system has the right to confiscate and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

**Network Access:** Students will only use the school's wireless guest network. This network is controlled by the system's technology department and is filtered according to Children's Internet Protection Act (CIPA) guidelines. At no time will the guest network settings be altered for device specific needs. The school system's guest network, while reliable and stable, will, at times, experience outages. No guarantee will be made that it will always be available.

Additionally, signal strength could vary depending on the number of devices connected and the proximity to an access point. There will be no expectation of access to electrical outlets for charging purposes. Students must bring devices that are fully charged to school. The Chickasaw City School System will not be responsible for any loss of data resulting from connecting to the network. The Chickasaw City School System does not provide troubleshooting assistance or repair for student owned devices. Teachers are not responsible for student connectivity or for helping students who experience trouble connecting to the guest network.

**Theft/Damage of Devices:** The schools/system will not be responsible for lost or stolen devices. Physical damage or loss of data is not the responsibility of the school or the school system. As with any items on school campuses, school officials may inspect any personal device when there is reasonable suspicion that contents are a violation of policies, or of any local, state, or federal laws.

**Violations:** Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the principal and/or Technology Coordinator.

All school system technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.

Students who misuse the school system's technology will be subject to consequences as specified in the Code of Student Conduct. Employees who misuse the school system's technology may be subject to

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appropriate consequences, up to and including possible termination. Violation of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.

*References: Code of Alabama 16-11-9, Child Internet Protection Act*

### **5.91 INFORMATION MANAGEMENT SYSTEM AND STUDENT DATA**

The Chickasaw City School System shall develop and maintain an integrated information system for educational data management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met. In addition, the Superintendent is authorized by the board to develop plans and procedures to maintain data security.

The Chickasaw City School System adheres to all aspects of the Family Educational Rights and Privacy Act (FERPA) as it implements programs and procedures for collecting, managing, storing, transmitting, using, securing, reporting, and destroying data and student information. Appropriate use of data is essential to student achievement, planning, and school system program effectiveness.

School system data collection, management, and reporting is implemented according to Alabama State Department of Education guidelines and in a manner designed to preserve and protect individual and collective privacy rights and to ensure confidentiality and security of collected data. Local school and system student data is transmitted daily to the Alabama State Department of Education data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of each student and his or her parents/guardians. No personally-identifiable individual student data is shared in either state or federally-required reporting.

Data collected by the school system is maintained within a secure infrastructure. Access to data is limited to staff whose job responsibilities include required data collection, analysis, reporting, and management. Training in data security and student privacy laws is provided to these individuals on a regular basis to ensure compliance with school system policies and state and federal privacy laws.

*References: Code of Alabama 16-11-9, Family Educational Rights and Privacy Act of 1974; Alabama State Board of Education Data Use and Governance Policy (Oct 10, 2013)*