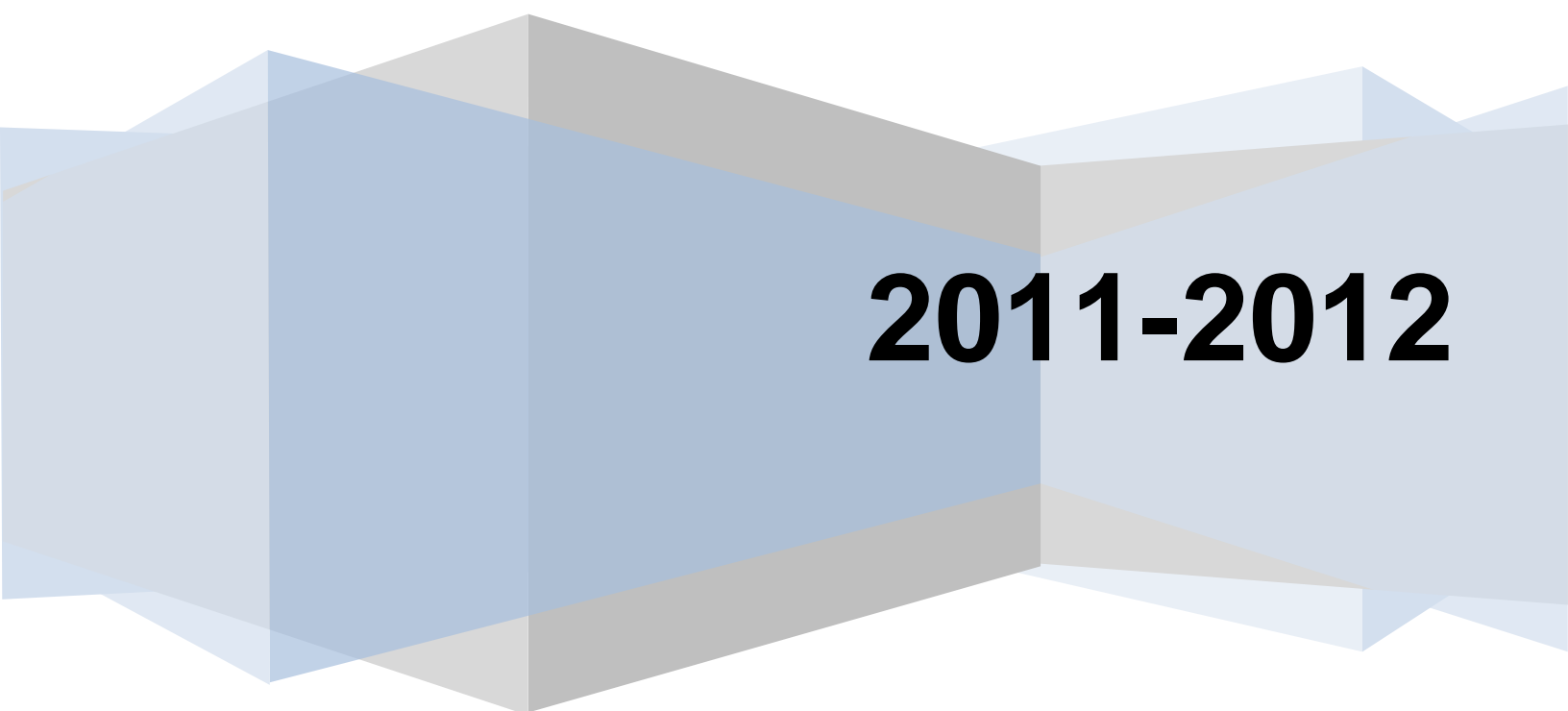


HOOVER CITY SCHOOLS

ELEMENTARY SCHOOL HANDBOOK



2011-2012

**HOOVER CITY SCHOOLS
ELEMENTARY HANDBOOK
2011-2012**

**2810 Metropolitan Way
Hoover, Alabama 35243
205-439-1000**

**BLUFF PARK ELEMENTARY SCHOOL
569 Park Avenue
Hoover, Alabama 35226
439-2800
Principal: Dr. David Fancher
Assistant Principal: Dr. Kara Scholl**

**DEER VALLEY ELEMENTARY SCHOOL
4990 Ross Bridge Parkway
Hoover, Alabama 35226
439-3300
Principal: Dr. Wayne Richardson
Assistant Principal: Mrs. Ami Weems**

**GREEN VALLEY ELEMENTARY SCHOOL
3200 Old Columbiana Road
Hoover, Alabama 35226
439-2500
Principal: Mr. Jeff Singer
Assistant Principal: Mrs. Kathy Paiml**

**GREYSTONE ELEMENTARY SCHOOL
300 Village Street
Hoover, Alabama 35242
439-3200
Principal: Dr. Maurine Black
Assistant Principal: Mr. Roger Torbert**

**GWIN ELEMENTARY SCHOOL
1580 Patton Chapel Road
Hoover, Alabama 35226
439-2600
Principal: Mrs. Linda Joseph
Assistant Principal: Dr. Kimberly White**

**RIVERCHASE ELEMENTARY SCHOOL
1950 Old Montgomery Highway
Hoover, Alabama 35244
439-3400
Principal: Mrs. Dianne Baggett
Assistant Principal: Dr. Alice Turney**

ROCKY RIDGE ELEMENTARY SCHOOL
2876 Old Rocky Ridge Road
Hoover, Alabama 35243
439-2900

Principal: Dr. Sonia Carrington
Assistant Principal: Mrs. Dil Uswatte

SHADES MOUNTAIN ELEMENTARY SCHOOL
2250 Sumpter Street
Hoover, Alabama 35226
439-3100

Principal: Mrs. Juli Feltham

SOUTH SHADES CREST ELEMENTARY SCHOOL
3770 South Shades Crest Road
Hoover, Alabama 35244
439-3000

Principal: Mr. Bob Lawry
Assistant Principal: Mr. Terry Lamar

TRACE CROSSINGS ELEMENTARY SCHOOL
5454 Learning Lane
Hoover, Alabama 35244
439-2700

Principal: Ms. Robin Litaker
Assistant Principal: Mrs. Amanda Stone

HOOVER CITY BOARD OF EDUCATION
Mr. Earl Cooper, President
Mrs. Paulette R. Pearson, Vice President
Dr. Ronald Braswell
Mrs. Donna C. Frazier
Mr. William G. Veitch

Mr. Andy Craig, Superintendent
Mrs. Carol Barber, Assistant Superintendent
Dr. Ron Dodson, Assistant Superintendent of Curriculum and Instruction

EQUAL EDUCATIONAL OPPORTUNITIES

(Board policy, 6.6) No student will be unlawfully excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability.

Dr. Barbara Mayer, IDEA Coordinator
Dr. Tara Ferguson, Section 504 Coordinator
Dr. Deborah Camp, Title II Coordinator
Dr. Barbara Mayer, Title III Coordinator
Mrs. Carol Barber, Title IX Coordinator

Hoover City Schools
2810 Metropolitan Way
Hoover, AL 35243
(205) 439-1000

EQUAL EMPLOYMENT OPPORTUNITY

(Board policy, 5.13.1) The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in 4.6.2, the general complaint (grievance) policy (4.6.1) may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

Mrs. Mary Veal, Equal Opportunity Employment Coordinator
Hoover City Schools
2810 Metropolitan Way
Hoover, AL 35243
(205) 439-1000

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THE MISSION AND PHILOSOPHY OF THE HOOVER CITY SCHOOLS

Hoover City Schools is committed to programs that result in educational excellence for each student. The School Board believes in providing each student with multiple opportunities to learn and experience success. Through these opportunities and experiences, it is our intent to assist each student in discovering and developing that student's unique talents and gifts.

At all times, schools will strive to provide an atmosphere of effective teaching, learning, and growth.

We strongly believe:

- (1) all students are capable of attaining the instructional goals of the school;
- (2) we in the schools, along with parents and community, share responsibility for the success of the student;
- (3) success is enhanced by a positive self-concept which influences learning and behavior;
- (4) learning is enhanced when the curriculum is preplanned, organized around specified learning outcomes, and aligned to instruction;
- (5) learning conditions are enhanced in each school when the instructional staff is organized to provide for appropriate instruction;
- (6) learning is enhanced when a systematic process of instruction is used in all classrooms, engaging each student until appropriate learning outcomes are attained;
- (7) schools can maximize learning outcomes for all students;
- (8) success is enhanced when students exhibit self control and respect for others;
- (9) success is enhanced when school programs assist students in the development of high moral and ethical standards along with good character and citizenship; and
- (10) success is enhanced when the Board of Education and all employees of the schools model appropriate moral and ethical standards, good character, and good citizenship.

This is our commitment to the parents and students of Hoover. In cooperation with parents and community, our students will develop into successful, mature, lifelong learners.

EDUCATIONAL PROGRAM

Hoover City Schools is committed to educating the whole child. Our comprehensive curriculum provides for both mastery of basic academic skills and opportunities for students to discover and develop interest and talents in physical education, the arts, and technology.

The elementary curriculum is centered around the major subject areas of language arts, mathematics, science, and social studies. Language arts instruction includes reading, grammar, spelling, composition, creative writing, and handwriting. Mathematics deals not only with computational skills but also with basic mathematical concepts and techniques for problem solving. Skills necessary for scientific investigation and a balance of life, earth, and physical sciences are taught. The social studies program focuses on people, their ideas, their achievements, their relationships with others, and their impact on the environment. In addition, fine arts, physical education, and other specialized studies are included in the curriculum.

No Child Left Behind

On January 8, 2002, President Bush signed into law the “No Child Left Behind Act”. Under NCLB, parents in schools receiving Title I funding have a right to know the professional qualifications of their children’s teacher(s). This notice is to inform you of your right to ask for the following information about your child’s teacher(s):

- Whether the State of Alabama has licensed or qualified the teacher for the grades she or he teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher’s college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child, and, if they do, their qualifications.
- If you would like to receive specific information about your child’s teacher or paraprofessional, please contact the principal.

SUPPORT SERVICES

Instructional Support

Hoover City Schools provides an organized program of supportive services designed to assure maximum growth and success for each student. Counselors and Instructional Support teachers recognize the uniqueness of each student. It is their responsibility to create a positive learning environment. Each student is given the opportunity to learn responsible goal setting, to develop a positive self-image, and to maximize individual potential in preparation for a lifetime of learning.

Counselors and Instructional Support teachers work with other school personnel to assure success for each student. It is their role to:

1. Teach students the process of goal setting and planning, and assist students in reaching their goals.

2. Monitor student progress and provide support to students and teachers in resolving academic and social/emotional obstacles to student success.
3. Serve as catalysts in helping students to develop into responsible, self-directed learners who can make wise decisions.
4. Assist each student in developing a positive attitude toward learning as well as the skills associated with self-discipline.
5. Focus on maximizing student learning opportunities, encouraging students to constantly strive for more challenging and rewarding learning experiences.
6. Help students meet their needs without hurting themselves or others.
7. Provide a safe, nurturing environment in which students find opportunities for personal, social, educational, and career development.

Special Education

The District provides special education programs for children who have physical, behavioral, language, and/or educational problems who meet federal and state criteria for placement. Some of the special education service deliveries include:

1. Regular classroom placement with teacher consultation.
2. Regular classroom placement with support services.
3. Regular classroom placement with tutorial services.
4. Regular classroom placement with specialized instruction in resource rooms.
5. Self-contained classroom placement.
6. Specialized placement for unique disabilities.

A detailed Individual Education Plan (IEP) is written and followed for each disabled student. Parents help write the plan which specifies annual learning goals, ways to achieve the goals, and a statement of all required services.

What is Enrichment?

Enrichment in Hoover City Schools is one dimension of the basic program offered to all students. The most fundamental belief of the Hoover City Schools is that each student has unique gifts and talents. The goal of enrichment is to discover and to develop those gifts and to encourage students' self-directed learning. The enrichment program consists of all enrichment activities that occur in the classroom, the resource room, and throughout the school at all levels.

At the elementary schools where there is an enrichment teacher, the program is not limited to activities that the enrichment teacher initiates or facilitates. The enrichment teacher's role is primarily: (1) to provide services for students identified for Talent Pool (pull-out) service, and (2) to collaborate with general classroom teachers to enable them to provide enrichment opportunities for all students. Students in grades 3–5 who have exceptional skills and talents in academic and/or creative fields when compared with others of their age, experience, or environment are identified to receive additional opportunities through Talent Pool. Since Talent Pool services begin at third grade, the enrichment teacher assists second grade teachers with State-required screening procedures designed to identify potential candidates. Students identified for Talent Pool display high levels of: (1) task commitment and/or motivation; (2) creative or productive thinking; and/or (3) above average abilities. When a student is recognized as having exceptional ability, this necessitates involvement in experiences not ordinarily provided in the regular classroom. Therefore, the focus of Talent Pool is on concept-based content, not curriculum-based content (i.e., not separate math or reading classes).

How is a child referred for Enrichment Services?

Teachers, parents, or any other individuals with knowledge of the student's abilities may nominate a student in grades 3–5 for Talent Pool (pull-out) services in the enrichment program. The person referring the student completes an *Enrichment/Gifted Screening Nomination Form*. For each student referred information is gathered in the following areas: (1) aptitude; (2) characteristics; and (3) performance. Information such as grades, evidence of out-of-level work, achievement test scores, aptitude scores, product/work samples, evidence of any outstanding skills or abilities, evidence of creativity, and any other relevant information are considered by a team composed of at least three people. Two members of the team must be a regular classroom teacher and a gifted/enrichment teacher. The third member can be an additional staff member, such as an administrator, other general education teacher, special education teacher, art, music, and/or physical education teacher. The team reviews the nomination form and determines whether the student satisfies the criteria for enrichment services in any three of the following areas: creativity, leadership/motivation, achievement test scores, product/portfolio/work samples, ability/aptitude, or any other relevant characteristic that is not covered by other items. Further questions about specific activities in the enrichment program at each elementary school can be addressed by the enrichment teacher.

Problem Solving Team, Response to Instruction, and Positive Behavior Intervention and Support

In keeping with the belief that every student should be provided with every opportunity to be successful, each school in Hoover City Schools provides a Problem Solving Team (PST) designed to assist students who are experiencing academic and/or behavior concerns. The PST is responsible for working with the classroom teacher to make decisions which ensure that students receive instruction and interventions matched to their identified needs. The PST is a component of the Response to Instruction (RtI) which is a general education instructional framework that integrates assessment and intervention within a three-tiered prevention system to maximize student achievement and to reduce behavior problems. One of the core principles of RtI is that the student receive high-quality, research-based instruction by qualified staff in the general education setting. If the general education student is not progressing in the core curriculum at Tier 1, the student may be referred to the problem solving team to determine if interventions are needed. The primary focus of the RtI is designed to facilitate differentiated instruction and to intervene early to prevent long-term academic failure. Positive Behavior Intervention and Support (PBIS) is a behavior component of RTI that focuses on developing respectful, resourceful, responsible, and safe behaviors. The PST meets regularly to review behavior and academic data and monitor the progress of students to determine their response to instruction and intervention. If you have questions about the RtI and the Problem Solving Team, please contact your child's teacher.

SCHOOL WELLNESS POLICY

The Hoover City School District is committed to providing a school environment which enhances learning and development of lifelong wellness practices. The policy contains goals for (1) nutrition standards for all foods available on school campuses during the school day; (2) physical activity; (3) nutrition education and (4) other school-based activities designed to promote wellness. The school district will engage parents, students, child nutrition employees, the school board, school administrators, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity, policy, goals, and guidelines. Individual schools will establish a Wellness Committee/Council, in addition to the

District Committee. Each will be comprised of parents, teachers, staff, and students to plan, implement, and assess on-going activities that promote healthy lifestyles and support the District Wellness Policy. School principals shall direct and supervise the Wellness Program in the school of their assignment. The Superintendent shall have the Wellness Committee establish implementation guidelines for each goal area.

Nutrition Standards

Hoover City School District shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations and Alabama Board of Education requirements. Child Nutrition Programs are accessible to all students. Students shall be encouraged to make nutritious food choices through accessibility and marketing efforts of healthful choices. The district shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs (i.e., a la carte, vending, student stores, classroom rewards, fundraising efforts, after-school childcare programs). Nutrient density and portion size shall be considered before permitting food and beverages to be sold or served to students. The Superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed. The district will establish guidelines for refreshments served at parties, celebrations, and meetings during the school day, which comply with Alabama Board of Education requirements.

Physical Activity

All K-12 students of the district shall have the opportunity to participate regularly in supervised, organized, or unstructured physical activities to maintain physical fitness and to understand the short and long-term benefits of a physically active and healthy lifestyle. Students shall be given opportunities for physical activity during the school day through daily recess periods, physical education classes, walking programs, and the integration of physical activity into the academic curriculum. Students shall be given opportunities for physical activity through a range of after-school programs including intramurals, interscholastic athletics, and physical activity clubs. Schools shall work with the community to create an environment that is safe and supportive of each student's physical activity.

Nutrition Education

All students K-12 shall receive nutrition education that teaches the knowledge and skills needed to adopt healthy eating behaviors aligned with Alabama's Nutrition Health Education Curriculum. Teachers are encouraged to integrate nutrition education into core curriculum areas such as math, science, social studies, and language arts as applicable. Nutrition education is offered in the school dining room with coordination between the foodservice staff and teachers. Professional development for teachers on the importance of nutrition and physical activity will meet the Alabama Board of Education requirements.

Other School-Based Activities Designed To Promote Student Wellness

The school environment is safe, comfortable, and pleasing. Both ample time and space are provided for eating meals. Food and/or physical activities are not used as a reward or punishment. The district may implement other appropriate programs which help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity such as staff wellness programs. Staff wellness shall support employees' efforts to improve their personal health and fitness so they can serve as role models and promote the health of others including students.

GENERAL INFORMATION

REGISTRATION INFORMATION

In an effort to ensure that each student's documentation is up to date and accurate, Hoover City Schools has adopted a yearly procedure for verifying proof of residency. Parents of **all** students will be required to produce a copy of the following documents before students can register:

New Students

1. A current recorded warranty deed or current lease; deed/lease must include parent's name:
AND
2. A current (June or July) utility bill with the name of the parent indicated on the bill

Returning (Continuing) Students

1. Lease or deed in file
AND
2. A current (June or July) utility bill with the name of the parent indicated on the bill.

The utility bill may be an Alabama Power Company, Alabama Gas Corporation, Birmingham Water Works or Shelby Water Works bill. **Telephone bills will NOT be accepted.**

Parents should make arrangements to provide copies of the above documents to school officials **BEFORE** the first day of the 2011-12 school year.

REGISTRATION for KINDERGARTEN AND FIRST GRADE

To be eligible for first grade a student must be six (6) years of age by September 2nd following the opening of school. Kindergarten students must be five (5) years of age by September 2nd following the opening of school. The following documents are required to register in Hoover City Schools:

1. an original birth certificate;
2. proof of Hoover residence by lease or deed in the custodial parent(s) name;
3. the student's valid social security card; and
4. certificate of immunization (can be obtained from the Jefferson or Shelby County Health Department or your physician).

Changes in registration information must be kept current. If any of the above information is unavailable, the district's attendance secretary or the LEA Homeless Liaison will be contacted to assist with registration.

ARRIVALS/DISMISSALS

Children should arrive by 7:40 a.m. The elementary school day begins at 7:45 a.m. Breakfast is served beginning at 7:15 a.m. at a cost of \$1.50 daily. Children eating breakfast at school should arrive by 7:15 a.m. **No checkouts are allowed after 2:15 p.m. Dismissal is at 2:45 p.m.**

EARLY ARRIVAL/LATE DEPARTURE

The safety and care of Hoover students is a primary concern of the Board. In order to assure adequate supervision of students who arrive early, or who are left at school beyond a reasonable time, the following guidelines are established:

1. Students arriving at 7:00 a.m. will be supervised by school personnel in a location inside the school designated by the principal.
2. Students will be permitted to go to their assigned classrooms starting at 7:35.
3. Day care services are provided in all elementary schools from 2:45 p.m. – 6:00 p.m.
4. In some cases students who remain at school past 3:30 p.m. will be placed in the extended day program. Parents will be charged the full weekly fee for the extended day program (55.00).
5. Parents must notify the school, in writing, if the normal departure (bus rider, walker, daycare, etc.) procedure is altered.

ABSENCES AND EXCUSES

The right to attend school includes the responsibility of the student and, in the case of elementary students, the parents to attend school on a regular basis and to arrive on time. Absences hinder the student's ability to be successful. Tardies mean that the student arrives in the middle of an ongoing lesson and creates a disturbance for other students.

All Hoover policies and procedures are in alignment with Alabama State Law. The right to attend school and arrive on time is the responsibility of **both** the student and the parent in the case of children under 17 years of age. Nothing hinders student success more than absences, tardies, and checkouts. The Hoover Board of Education mandates that nine (9) absences per semester is the maximum number of absences a student may have and still pass. The Board recognizes that at times extenuating circumstances may exist that lead to the student missing more than 9 days per semester. Each case will be evaluated on an individual basis with **illness** being the primary mitigating circumstance which requires physician's verification. If you need further explanation of the policies, please contact your school's registrar or principal.

Excused Absences

Absences are excused for the following reasons:

1. illness
2. death in the immediate family
3. inclement weather
4. legal quarantine
5. emergency conditions as determined by the Superintendent or principal
6. permission of principal and consent of parent

When a student returns, the student and parent must provide in writing within three (3) days of return to school an excuse which includes the following:

1. a written statement from the parent or doctor stating the reason for the absence
2. the date of the absence(s)
3. the parent's signature

Hoover City Schools will not excuse any absences following 9 days each semester unless verified by physician explanation.

Unexcused Absences

Any absence that does not fall under the category of **Excused Absence** is recorded as an **Unexcused Absence**. Any student with **5 (five) unexcused absences during the school year** may be referred to **Early Warning Court in the court division of the student's school zone**.

Absences are unexcused for the following:

1. the student and parent fail to provide the above **EXCUSED ABSENCE** written statement with required information to the school officials within 3 days (including the return date) of the student's return to school
2. the student has been suspended

The student may not be permitted to receive credit for make-up work due to an unexcused absence.

Excessive Absences

If unexcused absences exceed five (5) days or more during the **school year** (not semester), the student may be referred to the District's Office of Attendance. Hoover's Coordinator of Attendance and the principal will proceed with the following:

1. investigate the reasons for the excessive absences
2. meet with parent(s) and student to resolve the attendance problem
3. refer the parent and student to the **Early Warning Court of Jefferson County** and follow all policies and laws concerning truancy

Once truancy has been filed, all further actions reside with the **Juvenile Court Judge**.

Tardies

Being tardy to school greatly affects student success and routine. Once excessive unexcused tardies have accumulated during the **school year** referral will be made to District Office and the same **Early Warning Court procedures may apply**. **The school may also impose disciplinary procedures for excessive tardies.**

Tardies are considered excused for the same reason(s) as excused student absences.

Excessive absences and tardies will result in a home visit from the school's Student Resource Officer – Hoover Police Department and/or the Coordinator of Student Attendance.

Checkouts

While checkouts from school are discouraged by the Board, necessary checkouts must be processed by the parent through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. **Checkouts are considered excused for the same reasons as excused absences. An unexcused checkout will be considered a tardy.**

Please make every attempt to ensure children are at school every day and on time. Questions should be directed to the school's principal or the Coordinator of Attendance at Central Office.

For safety reasons, no student checkouts are allowed after 2:15 PM.

When severe weather conditions exist, parents are asked to comply with emergency school dismissal procedures established by building level administrators.

What to Expect for Excessive Absences and Tardies

- A warning letter will be sent from the student's school.
- A home visit will be made by a Student Resources Officer-Hoover Police Department and/or the Coordinator of Student Attendance.
- If a parent nor legal custodian are not at home at the time of this visit, a certified letter will be mailed to the student's home address.
- Continued excessive absences and/or tardies will result in parent/legal custodian, along with the student, to attend Early Warning Court in that school's jurisdiction.
- After attending Early Warning Court, if excessive absences and/or tardies continue, a petition for Educational Neglect and/or Truancy will be issued to the courts.

Educational Neglect

- Warrant issued for parent/legal custodian's arrest
- Parent/legal custodian will be arrested and taken to jail. There will be a \$2,500 bond.
- Parent/legal custodian will appear for a court hearing.
- If found guilty, you will be given a 90-day jail sentence – suspended.
- Court ordered to make sure your child is in school every day – on time.
- If your child has unexcused absences, you could be ordered to spend 30 days in jail.
- If there continues to be unexcused absences, you could be ordered to spend the remainder of your jail sentence.
- You could lose custody of your children.
- DHR could be involved in your case.

Mandatory Reporters of Child Abuse/Neglect

By law, all school personnel are designated as “mandatory reporters” for any types of suspected child abuse and/or child neglect. When a school employee suspects any type of abuse and/or neglect regarding a child in the school, the employee is required by law to make a report to the Department of Human Resources. Personnel from the Department of Human Resources make the determination if the report merits follow up with the parent/guardian.

EXTENDED DAY PROGRAMS

Extended day programs are provided for all elementary students. The school office will provide you with specific hours and fees. Operational guidelines for the Extended Day program are detailed in the Extended Day Handbook which is available at each elementary school.

DRESS CODE

The Hoover City Board of Education recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate.

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Hoover City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of any Hoover City School.
2. Students are to wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, suspenders undone, are not allowed. Specifically, pants, worn too low (low riders), too long, or excessively large clothing are not permitted.
3. Students are not to wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops, and off-the-shoulder tops, low-cut front or back tops, sheer or see-through clothing, etc.). Undergarments should be worn in an appropriate manner and should not be visible.
4. All clothes should be in a state of good repair.
- *5. Students may wear shorts to school under the following stipulations: Shorts must be hemmed. Old worn/torn, or other type cut-offs, athletic (gym), "umbro" or other nylon type, spandex, sweat type, tennis, or swim suit type shorts are not allowed.

- *6. Length of shorts, dresses, skirts, etc., is required to be at least mid-thigh in front and back or 5 inches from mid-knee. Length must be appropriate whether the student is standing or sitting. Long T-shirts are not allowed.
7. Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment; excessively noisy jewelry and/or belts. Males may not wear earrings. Facial and/or tongue jewelry is not allowed for males and females. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
8. T-shirts or any other type clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being "off-color," suggestive, obscene, or offensive, or relating to, death, the occult, Satanism, etc. are not permitted.
9. Clothing and/or accessories which are disruptive or distracting to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will be not be allowed.
- *10. Tops, blouses, shirts, and coordinated outfits may be worn "untucked" if bottom of the shirt does not go below bottom opening of side pants pocket.
11. During the school day, students are not to wear or carry caps, hats, bandannas, sunglasses, or other headwear.
12. Outerwear (coats, gloves, etc.) are not to be worn in the building during normal school time (unless temperature or individual medical problems dictate this to be appropriate).
13. All students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or impairing vision. Students are not to wear hair dyed in unusual colors, spiked hair, shaven head areas (including eyebrows), shaven head patterns (numbers, names, symbols, designs, etc.).
14. Students are not to wear extreme facial make-up.
15. Students are not to wear heavy metal chains, metal spiked apparel, or accessories, etc.
16. Students are required to wear appropriate shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
17. Cheerleader, dance team, etc., uniforms are not to be worn to class (middle school only).
- *18. Gym style sweat pants are not to be worn except in physical education. (Sweatshirts are allowed.) Nylon warm-up suits that are loose fitting are acceptable.
19. Clothing & accessories designed for concealment is prohibited. Such items may include but not limited to, knives imbedded in belt buckles, flasks hidden in shoes.

*These items will have variances for grades K-3 which are appropriate to students in this age range.

NOTE:

- (1) The privileges offered under the school Dress Code may be withdrawn from any student who fails to meet the Code of Conduct in general.
- (2) Students who violate the rules and/or intent of the Dress Code will be subject to consequences as well as having privileges allowed under the Dress Code withdrawn.
- (3) If any aspect of the Dress Code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation. For instance, if students consistently fail to meet the guidelines under which they are allowed to wear shorts to school, then that privilege can be revoked for all students.

MESSAGES

Parents should be sure that their children are aware of any changes in after-school plans **BEFORE** the student comes to school. Naturally, emergencies arise from time to time which necessitates a message to or from a parent or the delivery of an item to a child. The school is happy to assist, but your cooperation in keeping these calls to a minimum is appreciated.

A student must have permission from the student's teacher and the principal or secretary before making a telephone call.

HOMELESS INFORMATION

The Board recognizes its responsibility in ensuring homeless children open and immediate access to school. There are to be no barriers to the homeless child's enrollment. Homeless children are to be offered the same educational benefits and services offered to all students in the System and for which they are eligible. The system will provide the homeless student with economic assistance including, but not limited to, free and reduced lunch and school supplies.

SAFETY PATROL

Students in the either fourth or fifth grade level (depending on your particular school) are eligible for membership on the school safety patrol based upon their grades, citizenship, and their ability to accept responsibility.

Patrol members' duties include:

1. opening car doors for children when arriving at or leaving school;
2. asking drivers to move cars up when needed;
3. keeping students off the curb, grass, and out of danger while waiting to be picked up; and
4. other duties as assigned by the safety patrol sponsor.

PROCEDURES FOR MEDICATION IN SCHOOLS

Every effort should be made for medication to be administered at home. If medication is to be administered at school, we must have written permission from the student's parent or legal guardian requesting that the school comply with a physician's order.

1. The authority to administer medication to a student must come from the prescriber (physician) and the parent/guardian. A signed parent/prescriber authorization is required before any medication can be given at school. If the medication order is changed (e.g. dosage change) during the school year, an additional consent form is required. No medication may be given without parent authorization, a healthcare provider order, and a pharmacy label.
2. All medications (prescription and over-the-counter) must be in the original pharmacy container or manufacturer's labeled container with specific instructions as to when or why such medicines may be necessary. Any over-the-counter container must be unopened when delivered to the school.
3. All medications must be delivered to the school office/ health room by an adult.
4. Physician authorization will be required for any non-prescription medication to be given for more than ten (10) calendar days. Any medication remaining in the health room over two (2) weeks past the 10-day period, without a physician's signature, will be discarded.
5. Any medication given must be recorded on a medication administration record, which includes date, time and signature of person giving the medication.
6. Medications must be stored in a securely locked container or cabinet at all times.

The school nurse will be notified when a student is receiving medication at school.

MEDICAL PREPAREDNESS

To standardize emergency care, the information provided by the parent/ legal guardian on the Student Health Room Information Card will be held confidential. Faculty, staff, and local emergency personnel will be advised of this information on a need-to-know basis. In the event your child requires an emergency transport to a health care facility, all efforts will be made to honor parental choice.

Medical Conditions Requiring Parental Involvement

Parents/Guardians will be contacted if school personnel determine a student is too ill to attend class or need additional medical documentation supporting the student's ability to remain at school.

Parents/Guardians will be contacted should a student have a contagious medical condition to include, but not limited to the following: live head lice or nits, pink eye, ringworm, impetigo, or pinworms.

Parents/Guardians will be contacted when a student has a fever of 100 degrees or higher. If it is determined the fever is due to a contagious illness or causes the student to be physically ill, a parent/ guardian will need to take their child home. It is an expectation that a student is non-medicated fever free for 24 hours prior to returning to school.

SPECIAL SAFETY SITUATIONS INFORMATION

Special precautions which are required for the safety and well-being of individual students should be clearly stated, in writing, to the school principal at the opening of school. Examples of such situations include custody rulings, medical procedures/ precautions, or other potentially critical conditions. Medications (including Tylenol) may be administered ONLY when the approved medication form with required signatures has been received by the principal and/or school nurse. Medication forms are available in the school office. Medications must be brought to the school office in a properly labeled container.

EMERGENCY EVENTS and SCHOOL SAFETY

In the event that an emergency should occur at this school, the following procedures will be implemented:

- Parents/legal guardians will be notified by the district rapid phone communication system (School Messenger) using the current local phone number provided by the parents/legal guardians to the school. **It is imperative that parent contact information including telephone numbers and email addresses be kept current.**
- The Hoover City Schools Superintendent will notify the media when emergency information needs to be broadcast.

Parents must provide information, in writing, to school personnel when the preferred mode of transportation for the student changes or if the typical procedure upon dismissal changes. If school officials are uncertain about dismissal arrangements for a student, the student will be retained at school until a parent arrives to pick up the student.

STUDENT LUNCHES

Meals served in the school lunchroom are carefully planned to be well balanced, nutritious, tasty, and attractive. Students are encouraged to participate in the school lunch program. Cost of a student lunch is \$2.00.

Students may bring their own lunches to school. However, bottles, carbonated drinks, and breakable thermos bottles are not permitted.

Neither “fast foods” nor soft drinks may be brought into the lunchroom by parents, students, or teachers.

The child who comes to school without money or lunch from home is:

1. given an opportunity to call his/her parents so that they may make provisions for the child's meal; or
2. given an alternate meal consisting of a sandwich (if provision is not made by the child's parents).

RETURNED CHECK PROCEDURE

Checks in Payment to Cafeteria

Returned checks are sent directly to a third party check recovery company. The check will be re-presented to the bank three more times for payment, if need be. They will draft from the check endorser's account a one-time returned check fee of \$30.00. If the check has been presented a third time without collection, the check is returned to the school to which the check was written. Upon receipt of the check, The CNP Manager will call the issuer of the check informing them that they presented a returned check and have 15 days to replace the returned check with cash, money order or cashier's check. The issuer will be informed that Hoover City Schools will not accept personal checks (only cash, money orders or cashier's check) from the issuer for the remainder of the school year. The CNP Bookkeeper will put a "checks not accepted" on the appropriate CNP account(s). After the 15 days, if funds have not been collected on the returned check a certified letter return receipt requested should be mailed to the issuer of the check. This letter should notify the issuer that if reimbursement is not made within ten days the check will be turned over to the District Attorney's office for collection.

Checks in Payment for All Other School Functions/Activities

If a check is returned to Greystone and Riverchase for insufficient funds, the check will be presented for payment a second time. Should the check be returned again, a letter from the school's principal will be mailed to the check writer requesting payment be made to the school's bookkeeper in the form of cash, cashier's check, or money order. The school may or may not charge a service fee in addition to the original check amount. This fee will be stated in the principal's letter.

If a check is returned to any other school for insufficient funds, the check is sent directly by the bank to Check-Redi, a company which handles returned checks. All future communications/contracts regarding this check will be between the check writer and Check-Redi. The school is no longer involved. The check writer's signature on the check gives the signer's implicit permission to Check-Redi to possibly debit the check writer's bank account for the check amount plus applicable service charge automatically. Check-Redi charges the maximum service fee allowed by law.

All schools reserve the right to refuse to accept future checks from any check writer whose check has been returned to the school after all presentments.

Parents will be notified by School Messenger when a child's lunch account needs additional funds

TOBACCO USE/SMOKING

Students shall not be allowed to smoke, possess, or use tobacco in any form on the school grounds, in school buildings during, before, or after the school day, at or around any school-sponsored activities, or when riding school buses. Adults are not allowed to use tobacco products on school grounds or at school events.

VISITATIONS TO SCHOOL

Parents are welcome visitors in our schools! For the security of our students and to minimize interruptions in the instructional program, all visitors should report to the school office. A State ID must be presented to be scanned into the Raptor program. This system will compare the ID to a sex offender database. It will then print a badge that must be worn during the school visit. If a conference with a teacher is desired, please be sure to make an appointment in advance through the school secretary. This will help avoid conflicts and assure you the private conference needed.

CARPOOL RIDES

When a student is picked up in the afternoon, please follow the directions of the safety patrol members. Safety patrol members will open and close the doors for students and indicate when they are ready for traffic to proceed. Should a student not be ready for pickup, the patrol student will indicate where drivers should park to wait so that the traffic is not blocked. No car should ever pass a bus when the stop sign is out. This includes loading zones at any school. **Please do not block the loading zones.**

CUSTODIAL INFORMATION

It is the responsibility of the parent to notify school personnel about custodial issues that may need attention at the school level. Conflict with custodial matters should be resolved by the individuals involved in the conflict. At no time should school personnel be expected to arbitrate or resolve conflicting opinions that might arise from differences of opinions between family members.

STUDENT DISCIPLINE POLICIES

A safe, orderly, and supportive school environment is a major goal of the Hoover City School District. To that end, student policies that set expectations for behavior in the school community have been developed. All rules and regulations governing Hoover City Schools are based upon the policies adopted by the Hoover City Board of Education. A copy of those policies that define student rights and responsibilities is included in this handbook for the convenience of parents and students.

Student Rights and Responsibilities

The Board views the school as a place where students have the opportunity to experience academic and social success. Success contributes to positive student self-esteem, which, in turn, translates into positive student behavior. By providing opportunities for students to learn concepts, practice skills, and reinforce learning, a positive environment shall be created which promotes academic and social success.

The total school program focuses on developing each student into a competent, self-disciplined and self-directed learner of good character. Thus, emphasis is placed on teaching responsibility for one's behavior, modeling the behaviors desired of students, and identifying and resolving inappropriate behaviors. At all times, discipline is built within an atmosphere of self-respect, respect for others, and respect for the learning environment.

School policies are intended to allow for opportunities for students to develop self-discipline while providing boundaries within which individuals find emotional and physical security. It is essential that all persons (students, school personnel, and parents) accept responsibility for their actions. It is equally important that inappropriate behaviors be skillfully confronted and redirected. Students must understand that, while these policies provide a means for resolving misconduct or inappropriate behaviors, certain violations will result in removal from the regular instructional program. In all such cases, and throughout all other phases of school activities, students and parents have a right to expect assistance from and professional involvement with school personnel.

Students, parents, and staff must work cooperatively to support the rights of students while helping students accept responsibility for their academic and social growth.

Discipline

Discipline (rules and regulations) shall at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded students prior to imposition of consequences. Due process afforded shall be commensurate both with the gravity of the offense and with the severity of the contemplated penalty.

The Board expects all school personnel, including bus drivers, lunchroom personnel, custodians, and secretaries in the schools to be treated with respect and dignity just as the student should receive the respect of staff members. It is imperative that the teacher be in charge of the class; anything less would lead to a poor educational opportunity for all. All schools in the Hoover School System operate on a "closed campus" policy. This means students must stay in the school building or on the campus from the time they arrive, even if the daily schedule has not begun, until they are dismissed. Staff members are responsible for the supervision of students anywhere on school property as well as at any school activities away from school property. Students who fail to follow the discipline policy will be subject to the discipline process.

Discipline Process: Classroom Level

The greatest opportunity for students to learn self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. Teachers shall plan and implement effective personal and instructional strategies which are designed to encourage self-respect and respect for others and to prevent and manage student misbehavior.

When a student shows a lack of respect for established rules, teachers shall assist the student in recognizing the inappropriate actions, identifying the rule the student is breaking, and developing a plan for making more appropriate choices. Teacher/student conferences, teacher/parent/guardian conferences, teacher/student/parent/guardian conferences, counseling services, and instructional support will be used in an attempt to redirect students before situations warrant punitive measures.

Teachers shall apply logical, appropriate consequences for student misbehavior, including, but not limited to, immediate intervention, student conferences, parent/guardian conferences, loss of free time, and before and after school detention. Student misconduct which is serious or frequent enough to cause significant disruption in the instructional program shall be referred to an administrator for appropriate disciplinary action.

Discipline Process: Administrative Level

The principal is ultimately responsible for the orderly operation of the school program. The principal, with the assistance of his/her staff, will maintain an atmosphere or climate within each school that will support and allow for a strong teaching/learning environment. Failure of any student to adhere to classroom or school rules may result in the imposition of appropriate consequences by the principal/ designee. Consequences which require students to attend school during non-school hours will be assigned with adequate student/parent/guardian notification prior to the consequence, and transportation will be the responsibility of the parent/guardian or student. Individual schools will develop specific rules and guidelines for the administration of consequences. Such consequences may include but are not limited to the following:

1. Supervised Plan for Correction of Misbehavior;
2. Detention;
3. Bus Suspension;
4. Saturday School;
5. Work/Clean Up Program;
6. Restitution for Damages;
7. Supervised Time Out;
8. Required Parent Conference;
9. Intensive School Supervision (ISS);
10. Out of School Suspension (OSS);
11. Alternative School Placement (Crossroads);
12. Recommendation for Long-Term Suspension or Expulsion.

DESCRIPTIONS OF CONSEQUENCES

Supervised Plan for Correction of Misbehavior

A supervised plan for correction of misbehavior may be designed to address persistent, disruptive, or continued disregard for general school rules.

Detention

A student may be detained for disciplinary purposes before, during, or after school and will be under the supervision of a school staff member.

Bus Suspension

A student who misbehaves on the bus or one who demonstrates misbehavior at the bus stop may lose the privilege of riding the bus for a period of time. The period of time that a student is suspended from riding the bus may range from one day to removal for the remainder of the school year.

Saturday School

A student may be assigned Saturday School for a duration of from one to four hours and will be under the supervision of a school staff member.

Work\Clean-up Program

A student may be assigned to a school work\clean-up program for disciplinary purposes and will be supervised by a staff member.

Restitution for Damages

A student or his/her parent may be assessed the exact amount of replacement/ repair/service costs which result from damage to school property or the property of others caused by the student. In addition, disciplinary action may be taken. A parent/guardian contact will be made and a payment schedule determined by the student, parent/guardian, administrator, and other appropriate persons.

Supervised Time-Out

A student may be temporarily denied attendance in regular classes for disciplinary purposes. The student will have the opportunity to complete missed work.

Required Parent Conference

A student whose behavior requires parental/guardian intervention may be asked to remain at home until a conference is convened with the student, a parent/guardian, and an administrator.

Intensive School Supervision (ISS)

A student may be temporarily denied attendance in regular classes for disciplinary purposes. A student assigned to ISS will continue to come to school and receive credit for completed assigned work; however, he/she will be isolated from the school's student population. While in ISS, a student may not attend school activities or enroll in another Hoover City school until the ISS assignment is completed. Parent/guardian notification of the ISS placement will be made.

Out of School Suspension (OSS)

A student may be temporarily denied attendance at school for disciplinary purposes. A school administrator may assign short-term suspensions not to exceed the number of days allowed by law. A suspended student shall not attend school or any school-related activities during the suspension nor enroll in another Hoover City school until the suspension is completed. A suspended student will not return to regular classes on the day of the suspension but will leave school only when the parent/guardian or other proper authority assumes responsibility for the student. A school conference shall be convened prior to the student returning to classes and will include the student, a parent/guardian, an administrator, and other appropriate persons.

Alternative School Placement (Second Chance-2C)

Under certain conditions, the Board authorizes the placement of students in the Hoover City Schools' Crossroads School, an alternative school program that is housed in a facility separated from any of the regular school programs.

Second Chance is a program designed for students who violate Hoover City Schools' Student Discipline Code of Conduct. Placement in the Second Chance Program may be offered in lieu of long-term suspension or expulsion from Hoover City Schools. Parents/guardians of all students placed in the Second Chance Program will be given written information regarding the placement at the required Intake Conference with designated Crossroads personnel. While assigned to the program, students are not allowed to return to their base school or any Hoover school, nor are they allowed to participate in any extra-curricular activities involving Hoover schools. A student who has successfully completed assignment to the Second Chance Program and is re-enrolled at the regularly assigned school may participate in all school activities.

Recommendation for Long Term Suspension/Expulsion

Serious misconduct or continuing misconduct of any student may be referred to the Superintendent with a recommendation for a long-term suspension (more than ten {10} days) or

possible expulsion. After review of the case, the Superintendent may (1) uphold the long term suspension, (2) make a recommendation for expulsion to the Board, or (3) refer the case back to the principal for reconsideration.

The Board has the exclusive authority to expel a student from school. The Board shall convene a hearing and shall render a decision within ten (10) days of the Superintendent's recommended expulsion. A student shall remain suspended from school pending the decision. The Superintendent shall notify the parent/guardian, in writing, of action taken by the Board.

Appeals

Students charged with and disciplined under Minor and Intermediate Offenses will not have the right to appeal any decision beyond the local school level.

Major Offense consequences may be appealed to the Board of Education. (See page 37 for description of Appeals Process.)

Misconduct

Violations of the Hoover City Board of Education's Code of Student Conduct are generally grouped into three classes – Minor Offenses, Intermediate Offenses, and Major Offenses. The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken.

Some problems are best handled by classroom personnel. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians, and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the principal or his or her designee.

When a student is referred to the principal or his or her designee, the principal will have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed to provide an explanation – to admit or refute any charges – prior to any final disciplinary action taken.

For any offense for which an in-school parent conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. No student will be allowed to return to school until the parent or guardian conference is held (administrative exception may be made on individual basis).

For offenses which are being investigated as a major offense, the principal or designee should apprise the student of the suspected or pending charges and should provide the student with an opportunity to admit or refute those charges. Any charges involving alcohol, drugs, weapons, aggressive behavior, or a suspected crime may result in intervention by law enforcement authorities. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

Student misbehaviors that occur during school, on school property, or on school buses, or at school-sponsored or related events are serious and require administrative intervention. While some misconduct would require repeated violations to be considered "serious," a single incident of

other misconduct may warrant serious consequences. Students who break the law may also be reported to the police. Law enforcement action or the lack thereof does not dictate or govern school disciplinary action. The following list of misbehavior is not all inclusive.

MINOR OFFENSES

- **EXCESSIVE DISTRACTION OF OTHER STUDENTS** - Any conduct and/or behaviors which are disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management.
- **UNEXCUSED TARDIES** - Reporting late to or departing early from class a total of five (5) times per semester.
- **EXCESSIVE UNEXCUSED ABSENCES**
- **NONCOMPLIANCE TO DRESS CODE**
- **MINOR BUS INFRACTIONS**
- **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**
- **HORSEPLAY/SHOVING/RUNNING/MINOR DISRUPTION**
- **CONTINUED FAILURE TO BRING MATERIALS TO CLASS**
- **UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGICAL DEVICES/MATERIALS**
- **POSSESSION OF A LASER POINTER OR OTHER SIMILAR DEVICES**
- **LITTERING OF SCHOOL PROPERTY, SCHOOL BUSES, OR OTHER SITES OF SCHOOL ACTIVITY**
- **ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

INTERMEDIATE OFFENSES

- **DEFIANCE OF SCHOOL BOARD EMPLOYEE'S AUTHORITY** - Any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a school board employee or any other adult at the school.
- **POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS AND MATCHES**
- **FIGHTING** - Physical conflict (e.g., fisticuffs) between two or more individuals.
- **VANDALISM** - Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real estate or personal property of another. Restitution will be required.

- **THEFT** - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
- **POSSESSION OF STOLEN OR LOST PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN OR LOST**
- **FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, SATURDAY SCHOOL, ETC.**
- **TRESPASSING** - Willfully entering or remaining in any Hoover City Board of Education structure, school vehicles, or on Hoover City Board of Education property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- **POSSESSION OF FIREWORKS, FIRECRACKERS, STINK BOMBS OR OTHER SIMILAR DEVICES**
- **SEXUAL HARRASSMENT** – Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility, or to a Hoover student.
- **USE OF PROFANE OR OBSCENE LANGUAGE OR DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD ANOTHER STUDENT**
- **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**
- **BEING TRUANT FROM CLASS OR SCHOOL**
- **DISRESPECT** - Any verbal or nonverbal conduct of a rude or discourteous nature directed toward a School Board employee or any other adult at the school.
- **FALSE INFORMATION** - Intentionally providing false information to a School Board employee or any other adult at the school including giving false student information or concealment of information directly relating to school business. This includes forgery of school notes, readmittance slips, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.
- **UNAUTHORIZED ORGANIZATION** – Participation at school or school-sponsored activities in, with or related to unapproved, prohibited or secret groups, gangs, clubs or sororities which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not be limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of a gang.
- **BULLYING, HARASSMENT, OR INTIMIDATION OF A STUDENT OR ADULT** – Verbal or nonviolent behavior that causes physical and/or emotional harm to another. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing or destroying personal property. Harassing behavior will include unwanted, unwelcome and uninvited

behavior, including cyberbullying, that demeans, threatens or offends the victim and results in a hostile school environment for the victim. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student. Bullying behavior is when someone, or a group of people, upset or create a risk to another person's health and safety – either emotionally, psychologically or physically – or their property, reputation or social acceptance on more than one occasion. Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated.

- **VERBAL ABUSE** - Speech or other expression which insults, degrades, demeans, or stigmatizes others.
- **THE WEARING OF CLOTHING, POSSESSION OF WRITINGS OR DRAWINGS, OR THE USE OF GESTURES OR SIGNALS WHICH INDICATE GANG AFFILIATION**
- **ANY VIOLATION OF THE STUDENT NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT** (This agreement will be provided for each student and parent to sign at the beginning of the school year.)
- **POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL**
- **THE UNAUTHORIZED USE OF A LASER POINTER OR OTHER SIMILAR DEVICES**
- **CHEATING** - Copying another's work; using unauthorized materials on quizzes/tests, etc.
- **UNAUTHORIZED USE OF WIRELESS/ ELECTRONIC DEVICES** - Students are not permitted to use wireless/electronic devices such as cellular telephones, gaming devices, etc., during school hours or while being transported on a school bus without express permission from the school principal or his/her designee. Circumstances arising from the unauthorized use of wireless/electronic devices may result in a Major offense.
- **GAMBLING** - Any participation in games of chance, such as flipping coins, matching, etc., for money and/or other items of value. Unauthorized possession of cards and/or dice or any participation in games involving these items.
- **INTERMEDIATE BUS INFRACTIONS LISTED ON PAGE 33.**
- **DISRUPTIVE BEHAVIOR** - Any act which substantially disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others. This includes, but is not limited to, students who make unreasonable noises, use obscene language or gestures, disrupt any lawful assembly or meeting, or obstruct vehicular or pedestrian traffic, or fight.

- **ACTUAL AND INTENTIONAL PHYSICAL AGGRESSION**
- **POSSESSION OF A POCKETKNIFE (SMALL OR KEY CHAIN VARIETY), OR SIMILAR INSTRUMENTS THAT WOULD NOT NORMALLY BE CONSIDERED A WEAPON.**
- **MULTIPLE MINOR OFFENSES**
- **ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

MAJOR OFFENSES

- **ALCOHOL** - Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages, being under the influence of alcoholic beverages.
- **DRUGS** - Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia (including, but not limited to, water pipes, roach clips, pot pipes, bongos, rolling papers), intent to use, buy, or sell drugs; being under the influence of drugs. "Drugs" also includes all illegal controlled substances, prescription drugs, and over-the-counter medications. Any other substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited.
- **ARSON** - The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school buses.
- **BATTERY UPON A SCHOOL BOARD EMPLOYEE** - The intentional touching or striking of a School Board employee or any other adult at the school against his/her will or the intentional causing of bodily harm to a School Board employee or any other adult at the school.
- **ROBBERY** - The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of same. Restitution will be required.
- **STEALING, LARCENY, GRAND THEFT** - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required.
- **CRIMINAL MISCHIEF** - Willful and malicious injury or damage to public property, or to real or personal property belonging to another. Restitution will be required.
- **ILLEGAL SCHOOL ENTRY** - Breaking, entering or remaining in a Hoover School structure or school vehicles without permission or justification during the hours the premises are closed to the public.
- **POSSESSION OF FIREARMS** - Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; the frame silencer; any similar destructive device. Using a firearms facsimile in manner which is perceived as threatening or capable of inflicting physical harm. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons,

any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, and flare gun.

AI Code 16-1-24.3 – *All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions...*

- **POSSESSION OR USE OF A KNIFE** - Possession of a knife including but not limited to: Pocket knives, switchblades, hunting knives, razor blades, or box cutters. Possession of any knife or other object which is used in a threatening manner and which is perceived by the individual being threatened as capable of inflicting physical harm.
- **POSSESSION OR USE OF PROHIBITED OBJECTS** - Possession or use of a gun, other than a firearm (including a starter gun, “BB” gun, pellet gun, or paint ball gun/marker), metallic knuckles, tear gas gun, chemical weapon or device, martial arts weapon, projectile device, included but not limited to, sling shot, cross bow or any other similar object. Possession or use of any other object to be used as a weapon or dangerous instrument.
- **BOMB THREATS** – Any such communication(s) which has the effect of interrupting the educational environment.
- **EXPLOSIVES** – Preparing, possessing, or igniting on School Board property, explosives (including live projectiles) which have the potential to cause bodily injury or property damage.
- **POSSESSION OF FIREARMS FACSIMILES** - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.
- **SEXUAL OR LEWD ACTS** – Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.
- **AGGRAVATED BATTERY** – Intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrumentality causing physical harm.
- **INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER** – Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others or causing major disruption.
- **UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM**
- **ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS**
- **AGGRAVATED THREAT, HARASSMENT, BULLYING, OR INTIMIDATION OF A STUDENT OR ADULT** - A threat to do bodily harm or violence to another student by word or act; a threat

to kill, maim or inflict bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm; any threat in the form of a “hit list”, writing, statement, cyberbullying, or communication evidencing a plan or intent to do violence to another. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student. Bullying behavior is when someone, or a group of people, upset or create a risk to another person’s health and safety – either emotionally, psychologically or physically – or their property, reputation or social acceptance on more than one occasion. Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated.

- **THREATS TO EXTORT** - Any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.
- **EXTORTION** – Compelling someone to do an act or refrain from doing an act against his/her will.
- **UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:**
 - (a) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
 - (b) Computer usage or tampering which causes a major disruption in the educational or administrative process. Student must also pay restitution for the cost of repairs.
 - (c) Distribution of restricted computer passwords.
 - (d) Unauthorized access to computer sites.
 - (e) Other computer violations as defined by the school administration.
- **REFUSAL BY STUDENTS TO HONOR A REASONABLE REQUEST MADE BY ANY HOOVER BOARD EMPLOYEE.**
- **LIGHTING OR OTHERWISE DISCHARGING FIREWORKS, FIRECRACKERS, OR ACTIVATING STINK BOMBS OR OTHER SIMILAR DEVICES**
- **DIRECTING OR USING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL**
- **HAZING AT SCHOOL OR AT SCHOOL SANCTIONED EVENTS, WHICH IS DEFINED AS FOLLOWS:**
 - (a) Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student.
 - (b) Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim or to do or seriously offer, threaten or attempt to do physical violence to any student of

any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.

- (c) The term hazing as defined herein does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with an initiation into or affiliation with or compelling membership into any organization.

- **DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL**
- **IMITATION CONTROLLED SUBSTANCES** – Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings), and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
- **ANY ACT ON A SCHOOL BUS THAT HAS THE POTENTIAL TO CAUSE HARM TO THE PASSENGERS, DRIVER, OR PROPERTY SURROUNDING THE BUS**
- **SEXUAL HARRASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS TO ENGAGE IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON**
- **CONTINUED ACTIVITIES THAT INDICATE GANG INVOLVEMENT AND WHICH CAUSE DISRUPTION ON THE SCHOOL CAMPUS, THE SCHOOL BUS, AND/OR AT SCHOOL-SPONSORED ACTIVITIES**
- **MULTIPLE INTERMEDIATE OFFENSES**
- **ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

TRANSPORTATION

SCHOOL BUS CODE OF CONDUCT

Responsibilities of Transported Students

The School Bus Code of Conduct is a part of the Board's Disciplinary Code and has been adopted to enhance safety for all students, staff, and general public. The school bus is considered an extension of the classroom, and all Hoover City School Board of Education rules apply while being transported or while waiting at a bus stop. When a student does not maintain appropriate conduct on a bus, such instances shall be brought to the attention of the principal or the principal's designee by the bus driver. Should misconduct on a Hoover school bus create a danger to the driver or students, the bus driver is authorized to drive immediately to the nearest school for removal of the student(s) creating the danger. The violation of any school bus rule may result in suspension from the bus in addition to any other disciplinary action prescribed in the Code of Student Conduct.

1. Transportation services are a privilege, not a right.
2. Bus drivers are in charge of their buses at all times. Students will respectfully follow the directions of the bus driver.
3. Students must conduct themselves at all times in a manner which shows respect for property and consideration for others while riding the bus.
4. Transportation is available to all Hoover City students who live beyond the legally prescribed two (2) mile walking distance from their zoned school or those students with authorized exception.
5. Students are assigned to a particular school bus by the appropriate transportation personnel. Students are not permitted to ride any other bus than their regularly assigned bus without written permission from a school administrator in coordination with the Transportation Department.
6. Each student will ordinarily be transported to or from a bus stop in proximity to their home residence. If a student is to be transported from school to an address other than their home residence, they must go to the same address every day.
7. There will be no transportation provided for students wishing to go to another address except upon written request by the student's parent or guardian and specific written permission from a school administrator in coordination with the Transportation Department. This special authorization only covers students authorized to ride a bus and will not displace any other student from their assigned bus. Administrators will make decisions based upon available seats on the bus.
8. The location of all bus stops shall be determined at the sole discretion of the Transportation Department. All requests for a new/change bus stop location must be made to the Transportation Department. The Transportation Department will make the final decision applying already established guidelines.
9. Only students currently living along a bus route will be assigned to the bus serving that route.
10. Transportation is not provided for in-district or out-of-district transfer students.

Video cameras are placed on all school buses as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Conduct and this School Bus Code of Conduct.

Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fund raiser items, personal items, etc.) must be held by the student owner and must not interfere with either the seating or the safety of other students on the bus (i.e., block any emergency exits).

DISCIPLINARY INFRACTIONS PERTAINING TO TRANSPORTED STUDENTS

Every student who utilizes transportation services is subject to the Hoover City Schools Code of Student Conduct. Failure to comply with the following rules may result in an office referral and may result in permanent removal from the bus. Exceptional Education students will be disciplined according to current policies for students with disabilities. Infractions are grouped according to the seriousness of the violations.

Expectations for Student Behavior on Hoover School Buses

- Always follow the bus driver's/aide's instructions.
- Show respect for everyone.

- Remain seated in your assigned seat, always facing forward.
- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc. to yourself.
- Talk in an inside voice using appropriate language.
- No eating or drinking on the bus without driver permission.

MINOR BUS INFRACTIONS

1. Failing to follow proper procedures at bus stops, including but not limited to the failure to do any of the following:
 - a. Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus
 - b. Be at the bus stop a minimum of five (5) minutes ahead of the scheduled bus arrival time
 - c. Be properly attired, including shoes; shoes with spikes or metal cleats shall not be worn
 - d. Wait until the bus comes to a COMPLETE stop before attempting to get on or off
 - e. Cross the roadway, if necessary, after leaving the bus in the following manner:
 - i. Make certain that the bus is stationary.
 - ii. Upon alighting from the bus, stand on the side of the road at a point 10 feet in front of the bus and wait for the proper signal to cross.
 - iii. Upon signal from the driver, look to both the right and left and proceed across the roadway in front of the bus; never cross behind the bus!
2. Using profane, offensive, disrespectful, or indecent language or gestures.
3. Changing seats or standing while the bus is in motion; removing seat belts before coming to a complete stop on buses for exceptional education students.
4. Bringing prohibited items aboard the bus including, but not limited to gum, candy, drink, audio and/or video devices, laser pointers or other similar devices; exceptions are made for medically documented conditions.
5. Moving from assigned seat; seats are assigned and may be reassigned at any time; students will remain seated facing forward with feet on the floor and legs out of the aisle from the time they board the bus until they arrive at their destination, and the bus door is opened.
6. Yelling or speaking in a loud or disruptive manner.
7. Speaking when approaching or crossing railroad tracks.
8. Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits.
9. Failing to secure all items such as book bags, backpacks, or cases.
10. Using a cell phone or other electronic communication device on the bus without express permission of school principal or his/her designee.
11. Any other violation which the principal may reasonably deem falls in this class.

INTERMEDIATE BUS INFRACTIONS

1. Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency
2. Fighting or striking another student
3. Bringing prohibited objects on the bus
4. Using tobacco in any form on the bus or while at a bus stop
5. Throwing or expelling anything such as objects, liquids, paper, or any other material, in or out or within the bus at any time
6. Failing to keep head and/or hands inside the bus at all times

7. Entering or leaving the bus without the consent of the driver
8. Tampering with door handles and/or other safety equipment at any time unless directed to do so by the driver or the aide
9. Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required. Any other violation which the principal may reasonably deem falls in this class.
10. Any verbal or non-verbal refusal to comply with a lawful and reasonable direction or order of a school board employee or any other adult representing the school.

If a student is to be removed from the bus for more than three (3) weeks, parents may request a hearing with the school principal or their designee.

MAJOR BUS INFRACTIONS

Major infractions listed in the Code of Conduct apply to school grounds and when a child is being transported.

Students referred to the school administrator for offenses listed under Major Bus Infractions will be disciplined according to the Code of Student Conduct and may be removed permanently from the school bus.

The Principal or his/her designee has the authority to suspend a student from riding a bus if the behavior of the student represents a danger to the health, welfare or safety of others riding the bus.

IT'S THE LAW!

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

(Ref: Code of Alabama 16-1-14, 16-1-15, 16-1-16. Goss v. Lopez, 95S.Ct. 729 (1973). Hoover City Board of Education)

Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12)

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

Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21)

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

Drug Dealing (Act 94-783) (Ala. Code § 6-5-72)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapon, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72)

No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

Vandalism (Act 94-819) (Ala. Code §16-5-380)

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

Pistol Possession/Driver’s License (Act 94-820) (Ala. Code §16-28-40)

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

Drop-Out/Driver’s License (Act 94-820 which amended Act 93-368 as codified in -16-28-40, Ala. Code, 1975) (Ala. Code §16-8-40)

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

Possession of Firearms—Expulsion Recommendation: (Al Code 16-1-24)

All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions...

Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205)

Theft of lost property – Definition

A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature of the amount of the property, and with

intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

Theft of lost property in the first degree (Section 13A-8-7)

- (a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.
- (b) Theft of lost property in the first degree is a Class B felony.

Theft of lost property in the second degree (Section 13A-8-8)

- (a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.
- (b) Theft of lost property in the second degree is a Class C felony.

Theft of lost property in the third degree (Section 13A-8-9)

- (a) The theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree.
- (b) Theft of lost property in the third degree is a Class A misdemeanor.

Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-3(f))

According to Alabama laws, all ... nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.

STUDENTS WITH DISABILITIES AND DISCIPLINE

Students with disabilities, as defined by I.D.E.A. and the Americans with Disabilities Act, shall be subject to imposition of reasonable disciplinary measures in maintaining order and harmony and in providing an atmosphere conducive to learning for all students. However, disciplinary decisions affecting disabled students shall be made with reference to and in compliance with state and federal laws, rules, and regulations governing disciplinary practices and procedures. The following factors shall also be considered in determining disciplinary measures for students with disabilities:

- a. The nature of the student's disabling condition and the appropriateness of the discipline contemplated in light of that condition;
- b. the student's Individual Education Program (IEP);
- c. the cause or causes of the disciplinary problem;
- d. the disciplinary history of the student;
- e. the student's behavior intervention plan (if applicable);
- f. the availability and advisability of alternative disciplinary responses to traditional ones;
- g. recommendations, if any, from teachers and appropriate special education staff;
- h. environmental and other circumstances ordinarily taken into account in determining appropriate discipline for non-disabled students.

STUDENT ENTERTAINMENT ITEMS

Students are not permitted to bring to school toys or other entertainment items which may lead to the disruption of the educational process or which are potentially dangerous or damaging to students, staff, or school property. Items which are expressly prohibited include, but are not limited to:

1. electronic devices (I Pods, MP3, radios, voice recorders, headset, CD players, paging equipment, electronic games, computers, etc.);
2. skateboards;
3. cameras;
4. fireworks

School principals, for specific instructional or extracurricular activities, may authorize exceptions to the stated policy.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students may possess a cell phone or other electronic communication device on school property, but use of devices during the school day or while being transported on the school bus is prohibited except with express permission from the school principal or his/her designee. Cell phones or electronic communication devices must remain turned off during the school day and while being transported.

COMPLAINTS, GRIEVANCES AND APPEALS

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances. These procedures can also be used by students for complaints on the basis of sex or disability.

Students charged with and disciplined under Minor and Intermediate Offenses will not have the right to appeal any decision beyond the local school level.

Major Offense consequences may be appealed to the Board of Education. Procedures for appealing Major Offense consequences are as follows:

Level One – The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal in writing with the Superintendent or his designee. Within ten (10) days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision.

Level Three – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his designee to schedule a brief hearing before the Board of Education at its next regular meeting.

Due to this not being a civil proceeding, the parent may/may not select a representative to accompany him at each level, may ask such representative to state the facts in written form, and may request a written decision at each level outlined above.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials.

For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school-related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

CLOSED CAMPUS

All schools in the Hoover School System are to operate on a “closed campus” policy. This means students must stay in the school building or facilities from the time they arrive, even if the daily schedule has not begun, until dismissal. Students violating this policy will be subject to suspension from the regular school program.

DAMAGE TO SCHOOL PROPERTY

The school principal is authorized to collect from the student or his parent(s) the exact amount of replacement/repair/service costs which result from damage to school property caused by the student. In addition, appropriate disciplinary action will be taken.

SEARCH OF PROPERTY

Desks, lockers, and other equipment at any school belong to the Board of Education. Any school property may be searched by school officials. Law enforcement agencies are allowed to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs or other justifiable reasons. These visits may be unannounced to anyone except the local Superintendent and building principal. Further, school property may be examined by the school officials for other justifiable reasons. Students’ property such as backpacks, handbags, electronic devices, etc., may be entered and searched by school officials whenever there is reasonable belief that some substance or material is contained therein which is illegal, harmful to the safety of students, or significantly disruptive to the overall discipline of the school or is evidence of a crime or violation of this code. Any items which are specifically prohibited by law or by Board policy may be impounded by school officials. Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, (7) property that is alleged to belong to another party.

SEARCH OF A STUDENT’S PERSON

When reasonable suspicion exists, an administrator has the authority to conduct a search of a student’s person, including the check of coats, jackets, and other outerwear, shirt and pants pockets, purses and wallets, shoes, caps and hats, and other such items. An appropriate law enforcement officer may be called to conduct the search of a student’s person when an administrator has reasonable suspicion that the student is in possession of contraband, other items harmful to the health and safety of students and staff, or evidence of a crime or a violation of this code. The search shall be conducted in private by the police officer and in the presence of a school administrator or by a school administrator with another school employee present. Should items which are illegal or contrary to Board policy be found, the board’s discipline process will be followed.

UNLAWFUL CONDUCT

Misconduct which violates local, state, or federal laws and which occurs at school, on a school bus, or at a school-sponsored activity may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct which violates local, state, or federal laws. If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related mis-demeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented. This applies whether or not the incident leading to the arrest is school-related.

Unless otherwise modified in connection with Alabama Code 16-1-24.3, the Superintendent will recommend expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

Firearms, as defined by Alabama State Department of Education Prevention and Support Services, is as follows: A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun.

INAPPROPRIATE DISCIPLINE

At any point in the discipline process, actions which are designed to control behavior through the use of humiliation, degradation, or verbal abuse of students shall not be tolerated. Any form of corporal punishment, including punitive physical contact, is prohibited.

BULLYING POLICY FOR HOOVER CITY SCHOOLS

Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Definitions

The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

- **Place a student in reasonable fear of harm to his or her person or damage to his or her property.**

- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- a. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
 - b. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
 - c. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
 - d. The term “student” as used in this policy means a student who is enrolled in the Hoover City school system.

Description of Behavior Expected of Students

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- b. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
 - The student’s race;
 - The student’s sex;
 - The student’s religion;
 - The student’s national origin; or
 - The student’s disability.

Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct.

Reporting, Investigation, and Complaint Resolution Procedures

- a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.**
- b. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.**
- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.**
- d. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.**

Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Hoover City Schools website. Copies of the reporting form are available in the offices of each Hoover school.

Construction of Policy

This policy is supplemental to other Board policies and procedures and does not repeal ,

replace, or supersede any other prohibition on harassment, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action on accordance with the Code of Student Conduct.

SEXUAL HARASSMENT

Prohibited Conduct

Students shall not engage in conduct constituting sexual harassment as defined hereafter. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. Administrators will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

Definition

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

Complaint Procedure

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school counselor, principal, or the Superintendent. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s)/guardian of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s)/guardian of the student and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s)/guardian of the student may appeal the decision within ten (10) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s)/guardian of the student in writing of the Board's decision.

Protection of Complainant

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

SAFE AND DRUG FREE SCHOOLS

Hoover City Schools is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons. The Code of Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments/weapons will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsions for students. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, personal items such as purses or backpacks, or otherwise in the actual possession of any person. Any violations regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system.

THREAT ASSESSMENT PROTOCOL

The purpose of this protocol is to establish a procedure for members of the Hoover School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred.

Threatened Act of Violence: Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.

Procedure: The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

1. Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume the threat is serious;
 - Immediately report the threat to a school administrator or law enforcement officer;
 - Take measures to preserve the evidence;
 - Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.
2. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume the threat is serious;
 - Cause the student making the threat, if said student is on campus, to be removed from the classroom and segregated into a secured area pending further investigation;
 - If a threat is deemed to be credible, immediately notify a School Resource Officer (SRO) or the police department and school system intervention counselor and provide complete information regarding the threat;
 - Arrange for the threat assessment interview to be conducted.

3. The SRO/police officer, upon receiving information that a person is threatening to commit an act of violence or upon notification from a school administrator that a threat to commit an act of violence has occurred, shall;
 - Assume the threat is serious;
 - Immediately notify a school administrator and provide complete information;
 - Work with school administrators to make arrangements for the threat assessment interview to be completed.

Conduct an assessment interview of the subject making the threat.

Note: The primary purpose of the interview is to engage in an assessment of the available information in an attempt to determine the veracity of the threat in order to decide what level of follow-up action is needed and appropriate.

- The school administrator will make arrangements for the threat assessment interview to be conducted at the time of the threat or as closely to the time of the threat as possible.
 - Administrators will work with law enforcement personnel to determine an appropriate time to conduct the assessment if law enforcement determines there is need/cause for immediate removal of the student from the school campus.
4. Once the assessment is complete, the SRO/police officer and school administrator shall convene privately to discuss the threat and consider options for further assessment and follow-up action. If it is agreed that the threat is credible, the school administrator shall immediately contact the superintendent. The SRO/police officer will follow standard operating procedures. Hoover City Schools will cooperate with law enforcement and diligently seek criminal prosecution for any incident involving threats of violence.

If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary. The school administrator shall contact parents of the students involved in the incident.

Follow-up: Following an incident and completion of the above procedures, the school administrator or his/her designee shall:

Within a month of the incident, meet with SRO/police officer and others involved in the investigation to debrief, share information regarding outcomes for the student/ subject, and evaluate the effectiveness of the response to the threat and the threat assessment protocol.

COMPUTER ACCESS AND USE BY STUDENTS

Hoover City Schools provide a wide variety of computer equipment for student use. When a student uses this equipment, he/she assumes the responsibility to avoid acts which may interfere with use of the information systems.

Each student is allowed to use school-installed programs to access, modify, and delete his/her own data and documents in his/her assigned area assigned by the network manager. All other forms of access or use are prohibited.

Violation of the following will be considered Intermediate offenses.

1. Students must not access or attempt to access any program, data, or user area not assigned by the network manager.

2. Students must not install or download a computer program from any source outside the school without written authorization from the principal/instructor.
3. Students must not use the "message" capabilities of the network without written authorization from the principal.

Violation of the following will be considered Major offenses.

1. Students must not use or possess, on or off school property, a computer program capable of modifying or destroying other school programs or school data. Prohibited programs include but are not limited to "Virus," "Trojan Horse," and the like.
2. Students must not use or possess, on or off school property, a computer program designed to access, read, or modify the security system installed on the information networks of Hoover City Schools.
3. Students must not modify or attempt to modify any program or data other than their own.
4. Students must not delete or attempt to delete any program or data other than their own.
5. Students must not attempt to disrupt the networks through vandalism. Vandalism includes the destruction and/or theft of hardware, software, data, or files of another user.
6. Malicious attempts to harm, modify, or destroy technology resources could result in suspension, expulsion, legal action, restitution, and prosecution by authorities.

ACCEPTABLE USE POLICY

Policy Statement

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Hoover City Schools. Use of any and all technology resources is a privilege and not a right.

Introduction

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Hoover City Schools to provide all students and employees with access to a variety of technology resources. All Hoover students and staff must acknowledge and adhere to this policy.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Hoover City Schools. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge.

Thus, it is the intention of the Hoover City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Hoover City Schools will use the

provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

Some of these policies pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any Hoover campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Hoover City Schools campus is subject to all school system policies and guidelines, as well as local, state, and federal laws.

Employees are prohibited from emailing outside the school system or storing/ saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to, data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding.

Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

Hoover Schools Technology department issues further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation, and the publication of student work. These guidelines are updated as best practices dictate and as case law emerges. These guidelines are considered appendices of Hoover City Board of Education Technology Usage Policy. Students and staff are expected to be aware of and follow the guidelines which are updated annually on the Hoover City Schools web site Technology page and referenced in the teacher handbook and the Code of Student Conduct booklet. Additionally, training will be provided to staff and students.

I. ACCESS

- A. The use of all Hoover City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of Hoover City Schools' technology must be aware that Hoover City Schools cannot assume any liability out of the illegal or inappropriate use of technology resources.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the technology staff. Regardless of purchase date, location or funding source, all personnel should adhere to the *Electronics Purchasing and Disposal Guidelines* in regard to all purchases and disposals.
- C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/ her.
- D. Individuals identified as a real or suspected security risk will be denied access.
- E. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.

- F. Individuals must not attempt to disrupt any computer services or data by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure.
- G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.
- H. Personal technology-related devices such as, but not limited to, laptops, PEDs, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The user should not access local area network or wide area network resources without the explicit permission of the technology staff. Public Internet access is available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.
- I. The district Technology Director, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred; and they have the right to deny, revoke, or suspend specific user accounts.

II. PRIVACY

- A. To maintain network integrity and to insure that the network is being used responsibly, local school Technology Coaches, Technicians and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the Hoover City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.
- C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. Hoover City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet,

an email facility, telephone, or otherwise.
- E. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technology resources.

III. DATA SECURITY

- A. Students and staff are expected to follow all local, state, and federal laws and system policy regarding the protection of student and staff confidential data.
- B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but Hoover City Schools cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Hoover City Schools. Any such unauthorized usage shall be reported immediately to the local school Technology Coach, Technician, and/or the district Chief Technology Officer.

- D. All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft or devices or failures of technical security measures.
- E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.
- F. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure offsite storage.
- G. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT

- A. Illegal copies of software may not be created or used on school equipment
- B. Any questions about copyright provisions should be directed to the district Chief Technology Officer, local school Technology Coach, or local school media specialist.
- C. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc.). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coach and/or district Chief Technology Officer.
- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not “borrow” icons, sounds, or graphics from other pages without documented permission. It is the student’s or employee’s responsibility to secure proper usage permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.
- F. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- G. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- H. For security and insurance purposes, the local school Technology Coordinators, technology aides, and/or the district level technology staff will be the only people with access to original software disks at a given school location, with the exception of CD-ROMs required when accessing the program. System-wide software originals will be housed at the district Chief Technology Officer’s office.
- I. In almost every case, if a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or “loading the contents of one disk onto multiple computers,” (1987 Statement on Software Copyright) is NOT allowed.
- J. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The district Chief Technology Officer and/or local Technology Coach and the person requesting the software will be responsible for determining how many copies should be purchased.

- K. Either the district Chief Technology Officer or the local school Technology Coach is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the district Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.
- L. The district technology staff or local Technology Coach is responsible for installation of all software in use on the wide area network, local area network and/or individual workstations/laptops/PEDs within the Hoover City Schools. Technology lab aides or other designated staff may install software on local workstations with permission by the district Chief Technology Officer and/or local school Technology Coach.
- M. Written permission to post student work on the Internet is obtained through the ***Hoover City Schools' Technology Usage Agreement***.

V. EMAIL

- A. Hoover City Schools provide access to email accounts for all employees, long-term substitutes, and, on a limited basis, for students. Email accounts may be granted for school-related organizations or classes with designated employee sponsors.
- B. Hoover City Schools make a reasonable effort to maintain (backup) email for normal business operations. Backups are maintained for a maximum of 13 days.
- C. Technical support is provided for Hoover City Schools email accounts used to conduct educational and/or instructional business.
- D. Personal use of email is permitted as long as it does not violate Hoover City Schools' policy and/or adversely affect others or the speed of the network.
- E. Use of Hoover City Schools' email accounts for harassing or threatening is strictly prohibited.
- F. Hoover City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- G. When employing email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.
- H. Hoover City Schools' email accounts may not be used for attempting to send or sending anonymous messages.
- I. Hoover City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.
- J. Hoover City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- K. Because email is not securely transmitted, discretion must be used when sending or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- L. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails.
- M. Users required to maintain email for more than 180 days should print said emails.
- N. The technology staff, Hoover City Schools' administrative staff, or Hoover City Board of Education do not support or advocate the use of email archives.
- O. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Hoover City Schools cannot assume any liability for such breaches of the filter.
- P. Email accounts will automatically expire on the last full day of employment.

- Q. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

VI. INTERNET USE

- A. The intent of the Hoover City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Teachers should screen all Internet resources before projecting them in the classroom.
- D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- E. Students are allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
- F. Permission is not transferable and, therefore, may not be shared. Existing permission forms are valid until new forms are received. Students are required to have new forms signed when changing schools.
- G. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened.
- H. Internet activity can and will be monitored, along with other aspects of technology usage.
- I. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword.
- J. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer.
- K. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.
- L. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

VII. WEB PUBLISHING

- A. The Hoover City Schools' web site is limited to usage associated with activities of Hoover City Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- B. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.
- C. All pages posted on the Hoover City Schools' web site must be designed/ written with approved software.
- D. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on the Hoover City Schools' website.
- E. A staff member's primary web page should be housed on the Hoover City Schools' web site.
- F. Links from pages housed on the Hoover City Schools' web site to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- G. Student pictures or other personally identifiable information can be used in accordance with the signed "Hoover City Schools Technology Usage Agreement" and in accordance with FERPA guidelines.
- H. Student posting of personal identifying information of any kind on the Hoover City Schools' website or linking to personal information from the Hoover City School's website is prohibited. Personally identifying information includes home and/or school address,

work address, home and/or school phone numbers, full name, social security number, etc.

- I. Individual students may be identified by first name and first letter of last name unless permission to do so is denied by the parent or guardian in writing on the *Technology Resource Agreement* form. Full names, for secondary students only, may only be used in reporting student participation in school-sponsored extracurricular activities, achievements, and other positive recognitions.
- J. Caution should be used when photographs for any students are included on web pages. Group photographs without names are preferred for all students. In some cases, use of first names, last initial is appropriate for secondary students. Photographs of individual secondary students, with full names, may be used to recognize student achievements and other positive recognitions.
- K. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.).
- L. Permission for publishing employee photographs on the Hoover City Schools' website is assumed unless the employee specifies otherwise, in writing, to his or her direct supervisor.
- M. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

VIII. MICROSOFT LIVE@EDU USAGE

The basic purpose for you to use Microsoft Live@EDU is for education. This agreement states Hoover City Schools' students and employees will not use Microsoft Live@EDU for personal emails and social networking. Also, this agreement states that Hoover City Schools' students and employees will be polite and respectful of other students, teachers, staff and administrators. You will also respect students' privacy and security when using Microsoft Live@EDU.

- A. **Personal Responsibility:** Hoover City Schools' students and employees will accept personal responsibility for reporting any misuse of Microsoft Live@EDU to a school administrator.
- B. **Acceptable Use:** The use of an assigned account will be in support of education and research and will support the educational goals and objectives of the Hoover City Schools. Hoover City Schools' students and employees are personally responsible for this provision at all times when using Microsoft Live@EDU and will abide by the following:
 - WILL NOT USE Microsoft Live@EDU to post any web pages for commercial activities, product advertisement, or political advocacy.
 - WILL NOT USE Microsoft Live@EDU to post any obscene, discriminatory or offensive material. All material posted will be in keeping with school assignments.
 - UNDERSTAND that school administration has the right to monitor all postings including emails.
- C. **Privileges:** Hoover City Schools' students and employees understand that the use Microsoft Live@EDU is a privilege, not a right, and that inappropriate use will result in a cancellation of those privileges and possible disciplinary action in accordance with school policy. The system administrator(s) may close an account at any time deemed necessary.
- D. **Network Etiquette and Privacy:** Hoover City Schools' students and employees understand and will abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
 - **BEING POLITE:** Never sending or encouraging others to send abusive messages.

- **USING APPROPRIATE LANGUAGE:** Hoover City Schools' students and employees understand that they are a representative of our schools and district on the Internet and will use polite and appropriate language.
 - **PRIVACY:** Hoover City Schools' students and employees will not reveal their home address or personal phone number(s) or the addresses and phone numbers of other students. While using Internet services through Microsoft Live@EDU, Hoover City Schools' students and employees will not reveal their email address or the email address of others.
 - **ELECTRONIC MAIL:** Inappropriate language or harassment will result in loss of system privileges and/or other disciplinary measures. By signing this agreement, Hoover City Schools' students and employees affirm the following:
 - a) Hoover City Schools' students and employees understand that email sent via Microsoft Live@EDU must be school related and must abide by the guidelines outlined here. Hoover City Schools' students and employees will immediately report any threatening, obscene, or harassing email to a teacher and/or administrator.
 - b) Hoover City Schools' students and employees understand that they will not share their Microsoft Live@EDU password with others and that they are responsible for all email sent through their account.
 - c) Hoover City Schools' students and employees understand that email sent through this account may be scanned for content violating the terms of this agreement and that suspect email may be reviewed by school administration.
- E. Vandalism: Any attempt to harm or destroy data of another user or student will result in disciplinary action and the loss of computer services.

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. Information such as, but not limited to, STI data accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Hoover City Schools' network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- E. Downloading, installing, or copying software of any kind onto a work-station, laptop, home directory, or any network drive (except for approved updates)
- F. Harassing, insulting, embarrassing, or attacking others via technology resources
- G. Damaging any technology resources including, but not limited to, printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- H. Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity
- I. Accessing inappropriate material such as, but not limited to, digital cameras, flash drives, iPods, cell phones, web sites, etc.
- J. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent, illegal,

- satanic, sexual, demeaning, racist, inflammatory, and/or categorized as a social networking, blogging, or journaling site, etc.)
- K. Sending, displaying, or downloading offensive messages or pictures
 - L. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
 - M. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate embarrassing pictures
 - N. Editing or modifying digital pictures with the intent to embarrass, harass or bully is prohibited
 - O. Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member
 - P. Posting any false or damaging information about other people, the school system, or other organizations
 - Q. Posting of any personal information
 - R. Broadcasting network messages or participating in sending/perpetuating chain letters
 - S. Violating copyright laws
 - T. Plagiarism of materials that are found on the Internet
 - U. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
 - V. Use of any Hoover City Schools' technology resource for personal gain, commercial or political purposes
 - W. Accessing any website or other resources by falsifying information
 - X. Downloading games or playing games on-line
 - Y. Streaming video or audio not related to the core business of the School System

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Act 99-34)

The Family Educational Rights and Privacy Act (**FERPA**), a Federal law, requires that Hoover City Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hoover City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Hoover City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If you **do not want** Hoover City Schools to disclose directory information from your child's records without your prior written consent, you must notify your child's school in writing by August 24 of the current school year or no later than two weeks after enrollment. Hoover City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone Listing
- Weight and height of members of athletic teams
- Electronic mail address (email)
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

- (1) The right to inspect and review the student's education records;
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate;
- (3) The right to consent to release of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent (i.e. directory information);
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hoover City Schools to comply with the requirements of **FERPA**. The name and address of the Office that administers **FERPA** are:

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

Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

For more information, contact your school principal or visit the FERPA Web Site at: www.FERPA@ED.Gov

HANDBOOK ACKNOWLEDGEMENT FORM

Date: _____ School: _____

Student's Name (Please Print): _____

Parent/Guardian Name (Please Print): _____

The above parent(s)/guardian(s) hereby acknowledge by our signatures that we have received and read the local school's handbook. We understand that these policies apply to all students and parents in the Hoover schools including activities planned for school campus, school buses and school-related activities and events.

Parent/Guardian Signature