Demopolis
City Schools

CODE OF CONDUCT
3RD GRADE THROUGH 5TH GRADE

DEMOPOLIS CITY SCHOOLS

CODE OF CONDUCT

Superintendent of Demopolis City Schools
Dr. Adam Pugh

Principals of Demopolis City Schools
Ms. Brandi Smith, Principal, Westside Elementary School
Ms. Beth Fleming, Principal, U.S. Jones Elementary School
Ms. Allene Jones, Principal, Demopolis Middle School
Mr. Frederick Franklin, Principal, Demopolis High School

Board Members of Demopolis City Schools
Mrs. Betsy Stephens, Chairman
Mr. Bobby Armstead, Vice Chairman
Dr. Aliquippa Allen
Mr. Ben McCurdy
Mr. Lee Jordan

System Goals

SYSTEM GOALS

STRATEGIC OBJECTIVE	Critical Initiatives	Key Performance Indicators
STUDENT OUTCOMES	Develop rigorous lessons that prepare students to solve real-world problems. Develop life skills such as critical thinking, logical thinking, problem-solving skills, basic social skills, living skills, as well as working collaboratively and resolving conflict. Focus on differentiated instruction in the classroom to meet the individual needs of all students. Maintain positive relationship opportunities.	Lesson plans, walk-throughs and observations, PLC collaboration agendas, achievement scores, formative and common summative assessment, student surveys, discipline reports, communication log, diagnostic reports
STAKEHOLDER SATISFACTION	Provide opportunities for parent/guardian and stakeholder involvement at every school. Maintain open communication with all stakeholders. Strengthen positive community supports and partnerships that improve educational outcomes for all students.	# of partnerships, surveys,# of communication distributed, social media analytics, sign-in sheets, meeting agendas, call-logs, civic outreach, participation in civic organizations and activities
EMPLOYEE DEVELOPMENT	1. Recruit people using best practice recruiting techniques and strategies that promote the Demopolis community. 2. Grow employees through leadership opportunities, new teacher mentoring, and providing relevant and on-going professional learning opportunities for all personnel. 3. Develop a Teaching and Training Career Pathway that encourages DCS students to pursue a career in education. **4.** Improve teacher morale through a variety of incentives.	Employee separation/retention data, # of job fairs,# of university partnership, PD log, teacher surveys, mentoring data, new teacher orientation, student enrollment and completion, types of incentives offered
SUPPORT SYSTEMS	**1.** Generate a system of support for the mental health needs of all students. 2. Maintain a positive culture where students feel safe, valued, and connected. 3. Maintenance and operations of non-academic systems creating an environment conducive to student learning. **4.** Cultivate opportunities for students to lead, engage, and serve the community.	Mental health services offered, students served, surveys, health room data, safety plans, non-academic system data,# of hours community service,# of community projects, 5.1.R. data, transition plans, PBIS data
FISCAL SUSTAINABILITY	1. Ensure funding for maintenance and improvement to existing facilities as well as address spatial needs. 2. Continue providing necessary funding to improve safety measures at all campuses. 3. Provide additional resources as needed to provide student and employee support.	Audits, budget reviews, capital plan,# of facility enhancements, percentage of budget devoted to facility enhancements and instructional supports

TABLE OF CONTENTS

Glossary	Page Number
Demopolis City Schools Code of Conduct	1-19
Internet Acceptable Use Policy	20-21
Technology Use Agreement ***** see below	23
Due Process Procedure	24
Student Grievance Procedure	25
Letter to Parents - Parents Right To Know	26
Letter to Parents - Use of Canine Dogs on Campus	27
Valedictorian, Salutatorian, Honor Line	28
Gifted Education Program	29
Public Use of Student Records	30
Notice for Directory Information	31
Notification of Rights for Elementary and Secondary Schools	32
Parents Guide to Section 504 of the Rehabilitation Act	33-35
Suicide Prevention and Mental Health	35
General Health Policies	36
Student Medication Procedures	37-40
Procedures for Non-Residents to Apply for and Receive Permission To Enroll	48
Code of Conduct Signature Page ***** see below	49
Demopolis City Schools Code of Conduct	1-19

***Pages Requiring Signature & Submission**

Technology Use Agreement	23
Procedures for Non-Residents to Apply for and Receive Permission To Enroll	48
Signature Page for Code of Conduct	49

DRAFTED AND ADOPTED 2011, REVISED 2012, REVISED 2013, REVISED 2014, REVISED 2015, REVISED 2016, REVISED 2017, REVISED 2018, REVISED 2019, REVISED 2020, REVISED 2021, REVISED 2022, REVISED 2023, REVISED 2024, REVISED 2025, REVISED 2026

Demopolis City School System does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

DEMOPOLIS CITY SCHOOLS CODE OF CONDUCT

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students, parents, and school personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in the Demopolis City Schools, they will be expected to assume greater responsibility for their actions as they increase in age and maturity. This Student Code of Conduct is issued to each student and teacher, and the procedures will be followed until necessary revisions are approved by the Board of Education.

The Demopolis City Board of Education will comply with Public Law 94-782 which states that 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 this written policy, shall be guilty of a misdemeanor, and, upon conviction, shall be fined not more than one hundred dollar ($100.00) and may also be sentenced to hard labor for the county for not more than ninety (90) days. A Full Attendance Policy is also available with a brief outline of the warning process detailed below.

Students enrolled in the Demopolis City Schools should:

a. Arrive at their designated school at the appropriate time.
b. Report to all classes promptly.
c. Prepare assigned work and participate in all learning activities as directed by teachers.
d. Respect individuals and their property.
e. Refrain from the use of profanity.
f. Abide by rules of good citizenship.
g. Obey the laws of the City/County, State, and Federal governments.
h. Obey all reasonable or proper orders, directives, or instructions of school personnel.
1. Dress appropriately for school (see Dress Code).

ATTENDANCE POLICY

See the Attendance Manual for details.
The following is an outline of the Truancy Early-Warning Flowchart

COMMUNICATIONS

Demopolis City Schools has a new Technology Communication Platform called **ThrillShare.** Within the platform it will contain our website www.dcsedu.com for the district and each school.

Types of communications to ensure your child's success and keep you informed of up-to-date information includes:

- Daily Robo calls when your child is absent
- Robo calls for attendance information
  Robo calls for school information and announcements (such as school events and school closure due to inclement weather)
- DCS Student Code of Conduct **(Issued to students at the start of school)**
- DCS Attendance Manual
- Virtual Pre-Truancy Documentation
- PowerSchool Parent Portal (for viewing attendance and grades daily)
- Schoology (Teacher/Student/Parent) for class assignments, for On Campus student and Virtual Days if needed, and students who may be off campus for extended periods of time.
- Social Media - Facebook, X, (Demopolis City School, Demopolis High School, Demopolis Middle School, U.S. Jones ad Westside Elementary Schools)
- School Status

Paper communications **sent home by the student** include:

- Attendance information (Attendance letters for 2, 3, and 5 unexcused absences). Virtual Pre-Truancy information and Instructions for completion.
- Other weekly information and events
- Progress Reports
- Report Cards

ATHLETIC ELIGIBILITY

Participating in athletics and extra-curricular events is a privilege, not a right. Actions and behaviors inside and outside of school that do not display proper moral or character may result in suspension or removal from participation in athletics or extra-curricular activities.

GROOMING AND DRESS CODE

This policy shall apply to all students, Kindergarten through 12th grade. Age and size appropriateness may be considered when applying this policy to elementary students, especially in grades K-2.
Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students shall dress in such a manner that will ensure health and safety, and not distract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes must be worn at all times by all students.
3. Shirts, blouses, and dresses should have modest and appropriate necklines and closures. Clothing that exposes the bust line, back, or midriff area is not permitted. Halters, spaghetti straps, tank tops, or tube tops should not be worn. Transparent garments are not permitted.
4. Dresses and skirts should not be shorter than 5 inches above the middle of the kneecap.
5. Shorts should not be shorter than 17 inches in length along the outside seam beginning at the waistband or no shorter than 5 inches from the middle of the kneecap.
6. Pants must cover the pelvic girdle (hip bones). Low-riding pants or sagging will not be permitted.
7. Garments must be free of holes, rips, and tears above the knee in cases where skin is seen. Cutoff pants are not permitted.
8. When wearing leggings or jeggings, shirts must be below the buttocks and cover the front area as well. Shirts may not be tucked into leggings or jeggings.
9. Pajama bottoms, pants that are clingy or revealing, and all types of underwear are prohibited as outerwear. Loose fitting sweatpants and joggers are permitted.
10. Coats must not extend below the knee. Coats or bulky outerwear should not be worn indoors, unless otherwise directed by the principal in the event of unusually cold weather conditions.
11. Sunglasses, hats, caps, bandannas, hoodies, or any other head covering may not be worn inside the building. Consideration will be given to extenuating circumstances.
12. Facial jewelry (including tongue jewelry) is prohibited. Pierced ears and earrings are permitted.
13. Clothing or paraphernalia related to or associated with gang affiliation or activity are prohibited. Refer to: More Severe Disciplinary Action.)
14. Belongings and garments must be void of inappropriate writings, drawings, symbols and/or decals. This includes, but is not limited to, those that promote alcoholic beverages, tobacco products, or illegal drugs; those that have lewd, profane, obscene or sexually suggestive statements and/or illustrations; those that contain violent or abusive statements or illustrations; those with racist implications or that portray or symbolize hate groups or extremist groups tending to stigmatize or infringe upon the rights of others; or those which otherwise create a hostile or offensive learning environment or otherwise tend to cause disruption. (Refer to: More Severe Disciplinary Action.)
15. Career technical classes or shops, physical education classes, lab classes, band and choral, and similar classes with special requirements may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
16. With approval of the principal and superintendent, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific co-curricular and extracurricular activities.
17. The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear.

TRANSPORTATION DEPARTMENT CODE OF CONDUCT AND SAFETY RULES

Safe transportation is the responsibility of school officials, parents and students. The authority of school officials extends to and includes transportation of students. All students are expected to conduct themselves as good citizens and abide by the following:

1. Do not stand or play in a public road while waiting for your bus.
2. Be sure the bus is completely stopped before you board or get off your bus.
3. Keep head, arms, and hands inside the bus at all times.
4. Never use the emergency door except in an emergency or without permission from the driver.
5. Participate in no activity that may divert your driver's attention from driving.
6. Always remain in your seat until time to leave the bus.
7. In an emergency, remain in your seat until the driver tells you otherwise.
8. Assist the driver in assuring the safety and comfort of small children.
9. When getting off the bus, be sure the driver can see you at all times. Don't loiter.
10. Never eat or drink on the bus without permission and always clean up afterwards.
11. Absolute quiet is necessary at main intersections and railroad crossings.
12. Live, dead or preserved animals or objects larger than 24" X 24" are not permitted on the bus. Band instruments, sports bags, etc... may be allowed on the bus at the driver's discretion.
13. Be at your designated stop on time.
14. The bus driver is in complete authority; extend to him/her your support and cooperation.
15. Always show courtesy and respect for the rights of others.
16. Do not deface or damage the bus in any manner; assist in keeping it clean.
17. Vulgar language, profanity, or **loud noise** is prohibited.
18. Never throw any object in the bus or from the bus.
19. Students are expected to ride their assigned bus and board or get off at their designated stop, except by permission from the principal.
20. Any activity that is not conducive to good conduct will not be allowed. Students unwilling to conduct themselves as good citizens may forfeit the right to ride a school bus.
21. Failure to identify self may result in suspension from the bus.
22. When a student is assigned to SAP for a bus violation, that student is also suspended from the bus until the completion of their assignment. (Suspension from a bus includes suspension from all Demopolis City route buses).

SEARCHES BY SCHOOL OFFICIALS

School Property

Desks and lockers are public property, and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks. No school official shall inspect or search lockers or desks unless there is a reasonable suspicion and/or cause to believe that articles are kept there that may endanger individuals in the school or that such articles possessed are contrary to law or the regulations of the Board.

Surveillance

Surveillance cameras are used and implemented in the Demopolis City School System on all campuses to assist in the safety, welfare and wellbeing of the staff and students at Demopolis City Schools. As such, students are under surveillance at different times, in different locations, throughout the day on their respective campuses. Results of the surveillance cameras are the proprietary property of the Demopolis City School System, and shall not be disseminated and/or presented to the

students and/or their parent or guardian. Any and all results of surveillance cameras on the campuses of the Demopolis City School System shall be held in proprietary control with the exception of a Court Order and/or request from a law enforcement agency.

Individuals

School officials (school principal or approved designee only) may make searches of a student and/or personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. School officials may collect such articles. If a student is searched, it shall be in private by a school official of the same sex with a professional staff member of the same sex present. In all cases, the principal or his/her designated representative shall make an attempt (if circumstances allow) to notify the student's parent or legal guardian prior to the search.

Automobiles

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

By Law Enforcement Officials

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law. School officials should seek to cooperate with law enforcement officials in their effort to enforce the law; however, school officials must not permit warrantless searches by law officials on school property.

Demopolis City Schools – Cell Phone Policy

Cell phones and/or personal devices are not allowed to be on at any of the DCS schools from arrival on campus until the end of the instructional day. At all Demopolis City Schools campuses, electronic devices are to be kept in personal pouches (Yondr pouches) supplied by the school at all times during the school day.

The following guidelines apply to all students:

- The Yondr pouches are to be locked upon arrival on campus until the end of the instructional day unless pre-approved by the school nurse and the coordinator of health services for required documented health-related reasons or devices are specified in a students' IEP or 504 plan.
- Phones are to be locked in the administrator's office if a student forgets to bring a pouch. This should be taken care of immediately upon arrival to school by the student. The guardian of the student will be responsible to replace a lost or damaged pouch for $40.
- See Class III consequences in the student code of conduct for violations of policy.

"Personal devices" include, but are not limited to, cell phones (including mobile hotspot functionality), smart watches/fitness trackers (i.e. Gizmos, Apple Watches, FitBits, etc…) iPods/tablets, computes, handheld gaming systems, any other devices that connect to a cellular/WiFi network, and earbuds/headphones/speakers (wired or Bluetooth).

Students shall be personally and solely responsible for the security of their cell phones. Demopolis City Schools shall not assume responsibility for theft, loss, or damage of a cell phone. Personal owned technology devices should not be connected to the Demopolis City Schools data network.

Demopolis City Schools is in full compliance with the Alabama FOCUS Act (Freeing Our Classrooms of Unnecessary Screens for Safety Act), a new state law that restrict student use of cell phones and other wireless communication devices during the school day. Signed into law by Governor Kay Ivey on May 14, 2025, this legislation aims to reduce distractions and create a more focused and effective learning environment.

110	Cell Phone Possession	**Step 1:** Parent contact; Parent must pick up one; conference **Step 2:** 1 day of SAP; Student can not bring phone to school for a week. **Step 3:** 2 days SAP; student cannot bring phone to school for remainder of nine weeks or semester, whichever is greater **Step 4:** Any violations after 3rd offense, student will be suspended for each subsequent offense
302	Cell Phone Usage	**Step 1:** 2 days of SAP; parent must pick up phone; conference **Step 2:** 3 days SAP; parent must pick up phone; conference; student cannot bring cell phone to school for a week **Step 3:** 1 day of OSS; conference; student can no bring phone to school for remainder of nine weeks or semester, whichever is greater **Step 4:** Impact 180 referral – 10 days

DEMOPOLIS CITY BOARD OF EDUCATION ALTERNATIVE PROGRAM

The Demopolis City Board of Education Alternative Programs are highly structured punitive programs designed to provide a cohesive learning environment in which students may develop skills necessary for school success. The program seeks to develop positive attitudes and appropriate behaviors. Objectives for the students may include improving attendance, punctuality, and communication skills. Increasing knowledge of consequences of behavior, developing respect for authority, developing skills for conflict resolution, improving self-confidence, and developing the ability to accept responsibility are additional objectives for student growth.

The Demopolis City Alternative Program will make educational opportunities available to Special Education Students to the maximum extent of the law. SAP is not responsible for educational hours when a parent chooses to bring a student late. Educational hours will also be reduced if parents place their child on a bus. When the privilege has been earned. Students riding the bus arrive later and depart earlier than those students being transported by the parent.

A student assigned to the Demopolis City Alternative Program for disciplinary or through and IEP placement will not be allowed to attend or participate in any school related activity. including practices. during his or her assignment.

Students may not receive credit for courses while assigned to SAP that require a significant amount o(lab participation.

In-School Suspension -SAP(Supervised Alternative Program) - The staff will work closely with all base school administrators, teachers, and counselors in order to establish a high level of academic success. SAP Staff will also work with local and county law enforcement to ensure a safe and orderly learning environment.

Parent/legal guardians must work with SAP Staff to help students improve their behavior and academic skills. Parents/legal guardians must attend conferences, counseling sessions, and parent-training sessions when deemed appropriate. SAP attendance is paramount. Parent/legal guardian must call the school by 9:00 a.m. if a student is absent and must send a signed note explaining the nature of the absence on the day of the student's return.

Impact 180°Program - The Demopolis City Schools Impact 180° Program is an alternative educational setting designed to serve students in grades 5 -12 who have violated the Demopolis Board of Education Code of Conduct and have been deemed to require an alternative educational setting. The Impact 180° Program will be located at Demopolis Middle School and will operate Monday-Friday 8:20 a.m. to 2:10 p.m.

Impact 180°

Mission:
The mission of the 180 program is to help students be successful academically and socially through a program of differentiated instruction and clear behavioral expectations.
School Objectives:

1. Develop in each student a healthy self-esteem that will enable them to re-enter the local school environment interacting positively with his/her peers, teachers, and administrators.

2. Provide an atmosphere that improves academic success and enables each student to develop task-oriented behavior.

3. Create an environment that produces a positive self-concept that aids the student in achieving his/her potential.

Students will follow the Impact 180° Program academic schedule. Classroom time will focus on intensive time on task. Teachers will use the Alabama Courses of Study as well as input from the student's classroom teacher to ascertain the student's present level of performance. Teachers will utilize computer programs, such as Edgenuity to guide instruction for students in the program. Students will complete one assignment for every two days of time served in the core subjects. A student placed in the 180° Program for sixty days or longer will take one elective using Edgenuity. At the high school level if a student has sixty days or longer and enrolled in a CTE class, he/she will be unenrolled and placed in another elective using the Edgenuity. Students will complete a packet of decision-making skills materials and discussions provided by a certified teacher/administrator.

Curriculum

Academics: Students will follow the 180 Program academic schedule. Classroom time will focus on intensive time on task. The Alabama Course of Study will be used, along with input from the student's classroom teacher, to ascertain the student's present level of performance. Teachers will utilize Edgenuity to guide instruction for students in the program. Students will complete one assignment for every two days of time served in the core subjects.

Counseling: Students will complete a packet of decision making skills materials and discussions provided by a certified teacher/administrator.

Placement/Evaluations

Students will be placed in the Demopolis City Schools 180 program based on one or more of the following criteria.

1. Any offense in the Demopolis City Schools Code of Conduct that requires a 15 day placement or longer in SAP will be assigned to the 180 program.
2. No student placement will be less than 15 days.
3. Any student who is facing a 6th suspension (SAP or OSS) during an academic calendar year will be assigned to the 180 program for a minimum of 45 days or at the administrators discretion it may be the duration of the semester. Any student who is referred to Impact 180 for a second time in a calendar year will have a minimum of 45 days
4. Any other violations that the Demopolis City School Board or designees deem reasonable to require placement in the 180 program.
5. A student may only repeat the 180 program two times during an academic school year before possibly being referred to the Board of Education for an expulsion hearing.
6. Any student who did not complete assigned days in the 180 program due to a court order will be required to complete an eight day transition period prior to placement in base school.

Extracurricular Activities

Students are prohibited from entering Demopolis City Schools' property and from attending any school-related activities-(including practices, athletic events, graduation ceremonies, dances, proms, plays, concerts, etc.) while enrolled at the 180 program. Any student on school property outside of the 180 program regular scheduled hours will be considered to be trespassing and the Demopolis Police Department will be called.

School Campus Expectations

a. Students are considered at school upon arrival on campus and must enter the building on the east side (nearest the 6th grade building on Cherry Ave.) immediately. Students should not be on campus before 8:20 am. Daily lessons will begin promptly at 8:30 am.

b. Students should be picked up on the east side (nearest the 6th grade building on Cherry Ave.) no later than 2:10 pm. Any students not picked up by 2:10 pm will have points deducted and possibly days added to their stay at the 180 program.

c. Intake for students entering Impact 180 will begin at 8:10 am and conclude at 8:20 am Monday through Friday of each week. No student will be allowed entry into the program after the 8:30 deadline on that day. A parent MUST accompany any child placed in the 180 program for the intake procedures on day 1. Any exception to this rule will require superintendent approval prior to arrival.

d. Nothing should be brought to school that violates the Demopolis City Schools Code of Conduct. All items in violation will be confiscated by the 180 school staff.

e. Students in the 180 program have been provided a safe, clean, and attractive learning environment. All students are asked to help maintain the room.

Behavior Management Plan

The purpose of the behavior management plan is to assist students, parents, and program staff in maintaining an

environment suitable for learning at the 180 program. The behavior plan also guides students in developing the personal skills which can help them achieve appropriate goals in relationships, education, and employment away from the program.

Students are expected to follow the rules to successfully complete the 180 program. Unless otherwise stated, 180 program students are subject to the same code of conduct as other Demopolis City Schools students.

180 Program Behavior Accountability System
Attendance:
Unexcused absences: 5 additional days
Students are expected to come to the 180 program daily. If a student cannot come to school, the parent/guardian is expected to call 289-4242 or 289-0294 before 8:00 am, and tell why he/she is not coming. If the absence is due to illness, a doctor's excuse is required upon returning to the program. If the absence is due to a legal reason, a document from the court is required upon returning to the program. **Missed school time must be made up.**

Punctuality:
Three tardies in a week will result in an additional day added.
Inappropriate Interaction with Adults:
1st offense- verbal warning
2nd offense- an additional day will be added
a. Arguing
b. Not following instructions
Adults who are staff members of the 180 program, as well as parent/guardians, probation officers, or any other adult who is working with students in the building, shall be treated with respect. Furthermore, students are expected to follow the instructions or directions of adults. Adults will have the final say about the matter.
c. Disrespect
d. **Total Noncompliance (Student will be dismissed for the day. Students will make-up the day and one day will be added.)**

Inappropriate Interaction with Peers

Students are expected to get along with each other during program activities or events. When conflict between students comes up, students will be expected to try to work them out among themselves without getting hostile, verbal, or physical contact. If students cannot work out conflicts on their own, students will be expected to allow adults to take control. Fighting is not considered an acceptable way to work out conflicts. Furthermore, students are expected to treat each other with respect and not engage in horseplay. Program responses to violations of this rule may include parent conferences, referral to Juvenile Court Services, pressing of charges, drug/alcohol screens as appropriate, or possible recommendation of expulsion from Demopolis City Schools.
a. Horseplay
b. Arguing with classmates
c. Disrespect:
d. **Fighting: Students will be referred to the Board of Education for possible expulsion hearing.**

Disrespect for Property:
Minor incidents will result in additional days added
a. Not putting away material
b. Misuse of materials
c. **Major vandalism/major destruction of property (Students may be referred to the Board of Education for an expulsion hearing).**

Dress Code:

Dress Code policies presented in the Demopolis City Schools Code of Conduct will be adhered to strictly.

Transportation:

Students will be picked up by 2:10 pm

Restroom Use:

Students are provided scheduled breaks throughout the day during which bathroom trips should occur. If other breaks are necessary, permission from a staff member must be obtained.

Prohibited Materials and Activities: Students will be referred to the Board of Education for an expulsion hearing.

a. Students are expected to show respect for themselves and others by not having in their possession alcohol, tobacco products, lighters, vapes, matches, drugs, drug paraphernalia, or weapons of any kind within the school zone. Possession of any of these will result in automatic in-school suspension, notification of proper authorities and parents.
b. Prescription and non-prescription medication is to be turned into the Program staff to ensure that it is taken according to schedule. Medication must be picked up within five days of dismissal from the Program. Failure to do so will result in the medication being discarded.
c. Students are prohibited from fighting, criminal, and/or gang related activities talking about such. Besides point loss, program responses to violations of this rule can include parent conferences, referral to Juvenile court Services, pressing of charges, and drug/alcohol screens as appropriate. The rule does not apply to individual or group discussions conducted under the authority of staff.

Failure to comply can result in 5 additional days

a. Electronic devices, cell phones
b. Attending any school-related activities while enrolled at 180 program

Additional Guidelines:

a. Any student who falls asleep at least 3 times in a day will get an additional day added.
b. Any student who refuses to work will get an additional day added..
c. Any student who requires more than 10 days to be added to his/her 180 program stay, can be referred to the Demopolis City Board of Education for further disciplinary action.

<u>Impact 180 Pre-Placement Checklist</u>

The following steps must be completed prior to a student being placed in 180.

1. Parent conference by school administration must be held on the day of the intake meeting.
2. Proper dress code requirements must be met.
3. A discipline form must precede the student's arrival to the program (see school administrator)
4. Students will complete all instructional activities and assessments through Edgenuity.
5. The student must be accompanied by a parent/guardian to the intake meeting.
6. The student and parent/guardian must arrive for the intake meeting between 8:10 am and 8:20 am on the assigned entrance date. Any arrival after 8:20 am on the assigned entrance date will not count as a day served.
7. If a student qualifies for special education services, a manifestation hearing must be convened at the base school before placement can be considered.

Impact 180 Director should be made aware and have access to the students IEP or 504 prior to placement.
Access to student securely account needs to be arranged by classroom teacher.

Code of Conduct Offenses and Consequences Third through Fifth Grades

Under no circumstance will academic grades be used as a means of maintaining order in a classroom. All academic grades should reflect the teachers most objective assessment of the students academic achievement.

The Demopolis City Board of Education, superintendent, principals, and administrators do reserve the right to deviate from the discipline procedures and the following clarifications of offenses and punishments for unusual circumstances. No punishment for an offense as classified will be greater than that which is listed herein.

Class I offenses and consequences are administered by the classroom teacher according to the approved individual classroom discipline policy.

Procedures for any or all Class I Violations:
Step 1: Documented Student warning
Step 2: Minimum of one documented parent/guardian contact
Step 3: Documented parent/guardian Conference
Step 4: Referral to administration as Class II

Code	Offense	Possible Consequences
Class I Offenses		
101	Teacher/Administration Discretion	
102	Excessive Distraction of Others	Parent notified on first offense
103	Unauthorized selling	Second Offense is Class II
104	Failure to follow directions	
105	Bodily Contact	Second offense is Class II
106	Littering of school property	
107	Cheating	
108	Non-conformity to Dress Code	
110	Cell Phone Possession	**Step 1:** Parent contact; Parent must pick up one; conference **Step 2:** 1 day of SAP; Student can not bring phone to school for a week. **Step 3:** 2 days SAP; student cannot bring phone to school for remainder of nine weeks or semester, whichever is greater **Step 4:** Any violations after 3rd offense, student will be suspended for each subsequent offense

Class II Offenses Possible Consequences: 1st Offense- Parent Contact and/or Up to 2 Days SAP 2nd Offense- Up to 5 days of SAP 3rd Offense- Up to 10 days of SAP or OSS		
201	Administration Discretion	
202	Habitual Class I Offenses	
203	Repeated classroom disruptions or general misbehavior	
204	Defiance of Authority	
205	Physical Contact	
206	Property Damage	
207	Stealing-Larceny-petty theft	
208	Possession of Stolen Property-Up to $100.00	
209	Threats	
210	Extortion	
211	Possession of an explosive or incendiary charge	
212	Offensive touching	
213	Obscene or profane language or gestures. The administration has discretion on the implementation of punishment.	
214	Unauthorized absences	
215	Participation in Gambling	
216	Intentionally providing false information to school personnel	
217	Inciting student disorder	
218	Possession of Medication	
219	Computer Misuse	
220	Unlawful Harassment (Racial and Sexual)	
221	Sexually Explicit Material	
222	Trespassing without intent	

223	Inappropriate Public Display of Affection	
224	Possession of Toy Weapons	
225	Non-conformity to Dress Code	
Class III Offenses		
302	Cell Phone Usage	**Step 1:** 2 days of SAP; parent must pick up phone; conference **Step 2:** 3 days SAP; parent must pick up phone; conference; student cannot bring cell phone to school for a week **Step 3:** 1 day of OSS; conference; student can no bring phone to school for remainder of nine weeks or semester, whichever is greater **Step 4:** Impact 180 referral – 10 days
Class IV Offenses Possible Consequences: 401-413 1st Offense- up to 10 days of SAP 2nd Offense- up to 5 days of OSS 3rd Offense- up to 10 days of OSS/SAP combination 414 - 427 (Possible Impact 180 for 5th grade) Start with 2nd offense consequences from above		
401	Any violation which the principal may deem reasonable to fall within this category	
402	Stealing-Larceny-Grand Theft	
404	Directing profane, obscene language or gesture to a school board employee or visitor	
405	Unjustified activation of Fire Alarm, Fire extinguishers, false electronic alert, making false report to law enforcement/emergency responders or tampering with an emergency exit on a school bus.	
406	Trespassing	
407	Pantsing or Depantsing/causing exposure	
408	Misuse of Electronic Devices	

409	Distribution of Medication (Over the Counter medications)	
410	Indecent or Lewd Acts	
411	Bullying	
412	Possession/Use of Tobacco or Vaping device	
413	Possession of Alcohol	
414	Fighting	

415	Consumption and/or Distribution of Alcohol	
416	Threatening a school board employee	
417	Life Threats	
418	Possession of weapons	
419	Disruptive Threats	
420	Inciting or participating in a major student disorder and/or refusing to disperse.	
421	Igniting Fireworks	
422	Gang Activity	
423	Aggravated Battery upon students	
424	Disruptive Behavior	
425	Sexual Misconduct	
426	Possession, Distribution or use of Controlled substance	
427	Possession Distribution, or Use of an Illegal Substance	
Class V MAJOR Offenses Possible Long term suspension or expulsion		
501	Any violation the principal may deem reasonable to fall within this category	
502	Possession of Firearms	
503	Explosives	
504	Illegal Organization	
505	Battery Upon Board Employees	
506	Burglary of School Property	
507	Malicious Battery	
508	Intercourse	
509	Arson	
510	Robbery	

Corporal Punishment

Corporal punishment will not be used as a form of discipline in Demopolis City Schools.

SUSPENSION

The Board recognizes its authority to maintain good order and discipline within the schools of the School System; therefore, the Board gives the school administrator the discretion to suspend a student for good cause based on the following procedures:

Grades K-12

1. An administrator or his/her designee may suspend a student from regular classes from to 5 days, pending assignment to SAP. In addition, the administrator or his/her designee may suspend a student from regular classes from 1 to 5 days without recommending the student for assignment to SAP.

2. If an incident or violation or series of incidents or violations are serious enough to warrant suspension with an expulsion recommendation, a principal may, after consultation with the Superintendent or his designee, suspend a student for up to ten (10) complete school days pending Board action on the expulsion recommendation. The administrator, after expulsion recommendation consideration, may readmit the student to school within the ten school day period based on mutual agreement of the administrator and Superintendent. In such case, the administrator and Superintendent will have decided not to recommend expulsion.

3. An administrator may suspend a student from regular classes following procedures as outlined above.

Terms; Grades K-12

1. While suspended, 111 SAP, a student may not attend or participate in school functions or enter school property for any reason during or after the school day.

2. When a student is suspended, his/her teachers must be notified immediately concerning the dates and duration of the suspension. Students will have 3 days to make-up any missed assignments due to suspension.

3. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

4. A suspended student shall not be eligible to enroll in a school in another school system until such time as he/she was eligible to be reinstated in the Demopolis City School from which he/she was suspended without the approval of such school system's Board of Education.

5. A student attending SAP can make up work and assignments.

Special Education Students

School personnel may remove a student for not more than 10 school days and provide no service unless services are provided to nondisabled students, following regular education guidelines.

A change of placement occurs if the removal is for more than 10 consecutive school days or if the

student is subjected to a series of removals that constitute a pattern because they accumulate to more than 10 school days in a school year because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removal to one another. A change of placement requires the IEP team to convene and follow due process.

In reviewing a pending suspension of more than 10 days of a child with a disability from the regular route school bus, the following guidelines will be used: A manifestation hearing will be conducted to determine whether the behavior on the bus is similar to behavior in a classroom that is addressed in an IEP and whether bus behavior should be addressed in the IEP or behavioral intervention plan for the child. If the result of the manifestation review was that the behavior of the child with a disability was not a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities. If the bus transportation is not part of the child's IEP, a bus suspension would not be a suspension. In those cases, the child and his/her parents would have the same obligations to get the child to and from school as a nondisabled child who had been suspended from the bus.
[Special Education Services Supp. No. 00-4,290-8-9-.09(14)]
[Special Education Services Supp. No. 99-4,290-8-9-.09(6)(c)]

Re-admission

When a student returns to school after any suspension in an academic year, the re-admission must be preceded by a conference with the administrator or designee. The conference must include the parents or guardians, unless otherwise approved by the administrator.

The student is re-admitted on approval of the administrator or designee and is given an admission slip to return to class.

Notification

The parents or guardians of students to be suspended shall be notified of such suspension by telephone or written or personal communication in a timely manner, preferably prior to the suspension. Upon request, all parents or guardians shall be furnished a written statement outlining the reasons for and circumstances surrounding any suspensions.

A student suspended from school for disciplinary reasons will not be allowed to attend or to pailicipate in any school related activity during their suspension.

The following are considered inappropriate disciplinary actions:

Punishment of the group for the actions of a few.
Students shall not receive physical punishment except as outlined previously in procedures for corporal punishment.

Teachers will not isolate students in closets, cloakrooms, or hallways. Isolation from the group will only be for the purpose of prompt and private attention to the problem.

Verbal abuse, humiliation, and embarrassment of students by school personnel are prohibited.

LEGAL REFERENCE

Senate bills addressing violence in public schools, which passed, are as follows:

S.70 - makes provisions for the suspension of driver's license for persons under the age of 19 who are convicted of the possession of a pistol on school premises.

S.71 - requires local boards of education to develop and distribute school behavior policies to parents.

S.72 - provides for a Class C felony charge against certain persons in possession of a weapon while on the premises of a public school.

S.73 - makes parents liable for damages to school property caused by children less than 18 years of age.

S.74 - subjects a person who unlawfully sells or furnishes a controlled substance to minors to civil liability.

S.75 - requires local boards of education to establish disciplinary school programs for disruptive students

S.77- amends Section 16-1.24.1, Code of Alabama 1975, to provide further for discipline in the schools and the establishment of school discipline plans.

S.78 - amends Section 16-1-14, Code of Alabama 1975, to reguire local boards of education to promulgate rules and regulations concerning behavior and discipline.

S.79 - amends Section 13-A-6-21, Code of Alabama 1975, to make it a felony to assault teachers or employees of public education institutions or peace officers.

State Department of Education proposed model policy Title 13 A, Code of Alabama 1975, defines "fight."

Act 94-784 - contains reference to "physical harm."

DEMOPOLIS CITY BOARD OF EDUCATION
INTERNET ACCEPTABLE USEPOLICY

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Demopolis City Schools (DCS) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. DCS electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks. Online communication is critical for Millennial Learners to apply 21st Century Skills and employ tools such as interactive websites, biogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy (AUP) is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Policy is written for all those who use school provided Network connections. These connections may be used for classroom biogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space. The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what acceptable behavior with the use of technology is. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the DCS community (students and staff) will be held accountable.

USAGE GUIDELINE

DCS provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. DCS uses content filtering technology in compliance with the CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is I 00% safe. DCS realizes this fact and takes every effort to monitor on line activity.

Student Safety - Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/school/classroom websites without identifying captions unless the site is password protected.

Extended Safety K-5 - Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades *3-S* may not attempt to access any Internet resource without the prior consent of the teacher.

Password Protection - Internet, e-mail, and computer passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the technology director. As words and phrases are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of at least eight upper and lowercase letters, numbers, and symbols.

Privacy - E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational

purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of 'seven years'.

Online Etiquette - Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school on line access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Messaging - Teachers may incorporate: email, biogs, podcasts, video conferencing, online collaborations, PDAs, instant messaging, texting, Virtual Leaming Environments and other forms of direct electronic communications (i.e. PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Blogging/Podcasting - Uses of biogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of biogs, podcasts, or other Web 2.0 tools. Students using biogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related biogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to websites from a blog without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing - Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the Unites States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies - The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activities - Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

TERMS OFAGREEMENT

The Demopolis City Schools reserve the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Demopolis City School District's Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

DEMOPOLIS CITY BOARD OF EDUCATION
TECHNOLOGY USE AGREEMENT

Paren/Student:
Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the District Technology Coordinator. The complete text of the Demopolis City Schools' Internet Acceptable Use Policy can be found in the Code of Conduct.

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Demopolis City Schools' Internet server. A student's personal information will NOT be published on the Demopolis City Schools' websites. Pictures used on the Demopolis City Schools' websites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition. Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

Students:
I acknowledge that I have read, understand, and agree to all terms in the Demopolis City Schools' Technology Usage Policy as outlined in the Demopolis City Schools' Policy Manual. I further understand that, as a user on the Demopolis City Schools' network, I am responsible for appropriate behavior when using any Demopolis City Schools' technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

Loss of access to any technology resources such as but not limited to computers, printers, the internet, and/or video equipment;
Additional disciplinary action determined as appropriate at a specific school by school staff; and/or
Legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school.

Student Name: (Please Print): _____

Student Signature: _____

Parent/Guardian: (please check appropriate boxes)

My child may use the internet while at school according to the rules outlined in the Demopolis City Schools' Technology Usage Policy

My child's picture may be published on the internet and/or school and District TV channels.

My child's first name and last initial may be published on the internet.

My child's selected school materials may be published on the internet and/or school and District TV channels.

Parent's Name (please print): _____

Parent's Signature: _____ Date: _____

---Cut line with scissors---

DEMOPOLIS CITY BOARD OF EDUCATION
DUE PROCESS PROCEDURE

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short and long term suspension, or expulsion are applied. Before punishing students for violation of a Board Policy or local school rule and regulation, the local school principal or designee shall ensure that students are accorded appropriate due process.

PURPOSE:

The purpose of this procedure shall be to settle equitably, at the lowest possible administration level, differences and issues relating to discrimination against employees and/or students based on Education Amendments of 1972 or the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

DEFINITIONS:

A grievance is a complaint by any member of the professional staff, the non-professional staff, or the student body. A grievance procedure is a description of the systematic process by which a person may seek to correct what a person considers to be an injustice or inconsistency.

PROCEDURE:

Each level of the procedure shall be observed and used with normal order of proper channels. If the time limits specified in each level of the procedure are not met, the grievance shall not be considered.

A student shall have the right of the following due process procedures:

1. The student shall be given oral or written notice of the charges against him;
2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

For any Class IV or multiple Class III Offenses, which could result in expulsion, a Student shall receive the following due process procedures:

1. The right of a hearing before the Board of Education;
2. The right to be represented by counsel;
3. The opportunity for cross-examination of witnesses; and
4. A written record of the decision.

DEMOPOLIS CITY BOARD OF EDUCATION
STUDENT GRIEVANCE

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

I. Definitions

A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.

B. *Complainant* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.

C. *Faculty/Staff and Administration* shall mean the employees of the Demopolis City Board of Education or representatives under the direct supervision of an employee of the school board.

D. *Day* shall mean a school/academic day.

TI. Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Released Time - The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

IV. Complaint Procedure

A. Informal Discussion - If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the designated School System Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

B. Level One - If the complainant is not satisfied with the informal resolution he/she may, within ten (1 0) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

C. Level Two - If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.

D. Board Appeal - If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Demopolis City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.

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

Demopolis City Board of Education

Post Office Drawer 759
609 South Cedar Avenue
Demopolis, Alabama 36732-0759

Dr. Adam Pugh
Superintendent

Phone: (334)289-1670
Fax: (334)289-1689

Dear Parent:

We are pleased to notify you that you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject matter areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification degree.
- Whether or not the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on your child's level of achievement in each of the State academic assessments.

If you would like to request any of the above information, please submit a letter to **Ms. Spring Pacheco, Federal Programs Coordinator,** at the following address: **P.O. Box 759, Demopolis, Alabama 36732.**

Sincerely,

Dr. Adam Pugh
Superintendent

Demopolis City Board of Education

Post Office Drawer 759
609 South Cedar Avenue
Demopolis, Alabama 36732-0759

Dr. Adam Pugh
Superintendent

www.dcsedu.com

Phone: (334)289-1670
Fax: (334)289-1689

TO: Parents and Faculty

FROM: School Board/School Principals/Superintendent

The Demopolis City School Board Trustees recently entered into an agreement with the Demopolis Police Department to provide a trained detection canine to conduct random, unannounced inspections of all campus locations in the district. This canine is trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. If detected and found, the district will initiate the appropriate disciplinary action.

This canine is trained to discriminate specific "scents" of contraband items and indicate the area where the scent is detected. The canine will be muzzled when searching the campus. With the recent publicity concerning the dramatic increase in teenage drug use, Demopolis City School District is taking every reasonable precaution to insure a safe and healthy learning environment for all concerned.

Sincerely,

Dr. Adam Pugh
Superintendent

DEMOPOLIS CITY BOARD OF EDUCATION
VALEDICTORIAN, SALUTATORIAN, HONOR LINE

1. Beginning with students entering the 9th grade class for the first time in 2023-2024, the following are the criteria in determining who may be eligible for Valedictorian, Salutatorian, and Honor Line in the Demopolis City School System.

   The student must be a candidate for the Alabama High School Diploma with Advanced Placement Endorsement.

2. At the end of the first semester of the senior year, candidates' numerical report card grades in academic core and foreign language courses taken in grades 9-12 shall be averaged. The average shall be calculated to the fourth decimal place and shall not be rounded. Grades in AP courses shall be weighted at 110%. Starting with the class of 2026, grades in core academic dual enrollment courses shall be weighted at 105%.

3. The candidate with the highest numerical average shall be named Valedictorian. The candidate with the second highest numerical average shall be named Salutatorian. The remaining candidates with averages of 90 and above shall be named as members of the Honor Line.

4. Candidates for Valedictorian and Salutatorian must be enrolled at Demopolis High School for two (2) full academic years preceding the date of graduation. Honor Line members must be enrolled at Demopolis High School for one (1) full year preceding graduation. A transfer student who enters Demopolis High School after the beginning of the student's junior year, who is a candidate for the Alabama High School Diploma with Advanced Placement Endorsement, and whose numeric grade average ties or exceeds that of the Valedictorian or Salutatorian, may serve as Co-Valedictorian or Co-Salutatorian.

5. The standing of the candidates must be computed on a numerical basis including the first semester of the senior year. ff any letter grades are present on the report card of a transfer student, the candidate must have the respective school(s) attended submit the grades in numerical form, or the grades will be computed according to the following scale:

A+=99	8+=89	C+=79	0+=69	F=59
A= 95	B= 85	C= 75	D= 65	
A-= 90	B-=80	C-= 70	D-= 60	

6. Any extraordinary situation or circumstances that may arise will be resolved by the following committee: Principal, Librarian, Counselor, and Grade Committee Chairman.

REFERENCE(S): **CODE OF ALABAMA 16-11-9**

HISTORY: **ADOPTED: 1985**
REVISED: 1994; AUGUST8,2005; APRIL 18, 2011; JULY 22, 2013; 2021; MARCH 14, 2022

DEMOPOLIS CITY BOARD OF EDUCATION
GIFTED EDUCATION PROGRAM

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

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individual with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas:

1. **Aptitude,** assessed through an individual or group test of intelligence or creativity.

2. **Characteristics,** a behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.

3. **Performance,** at least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information contact:

Yolanda Samuel
Special Education Coordinator
Demopolis City Board of Education
P.O. Box759
Demopolis, AL 36732
Phone: (334) 289-1670

CHILD FIND

CHILD FIND is a statewide effort by the State Department of Education to locate, identify and evaluate children with disabilities. Alabama is required by federal law to make CHILD FIND available for children from birth to age 21. For more information about these services, please contact: Yolanda Samuel, Special Education Coordinator, Demopolis City Board of Education, P.0. Box 759, Demopolis, Alabama, Phone: (334) 289-1670.

DEMOPOLIS CITY BOARD OF EDUCATION
PUBLIC USE OF STUDENT RECORDS

Students and parents or legal guardians shall be provided access to official records directly related to students and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Personal identifiable information shall not be released from student records without the written consent of the parent or legal guardian and student when the student is over eighteen years of age. Students and parents or legal guardians are hereby notified of the above policy through this presentation. Access to student records shall be handled in accordance with Title 45, Code of Federal Regulations (1974).

DEMOPOLIS CITY BOARD OF EDUCATION
NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Demopolis City School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Demopolis City School System may disclose appropriately designated **"directory information"** without written consent, unless you have advised the Demopolis City School System to the contrary in accordance with the Demopolis City School System's procedures. The primary purpose of directory information is to allow the Demopolis City School System 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; video production;
- 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 parents/guardian'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 Demopolis City School System that they do not want their student's information disclosed without their prior written consent.

If you do not want the Demopolis City School System to disclose directory information from your child's education records without your prior written consent, you must notify the Demopolis City Board of Education in writing by December 7, 2025. The Demopolis City School System has designated the following information as directory information: [Note: An LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- 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

The name and address of the person administering the Notice for Directory Information for the Demopolis City School System:

Lydia Randall, Administrative Assistant, Demopolis City Board of Education, P.O. Drawer 759, Demopolis, Alabama 36732 - Phone: (334) 289-1670

Legal Reference: 20U.S.C. 7908 P.L. 107-110, 10 U.S.C. 503, P.L 107-107

DEMOPOLIS CITY BOARD OF EDUCATION
NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians 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 within 45 days of the day the Demopolis City School System receives a request for access. Parents/guardians or eligible students should submit to the appropriate school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parents/guardians or the eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents/guardians or eligible students believe they are inaccurate or misleading. Parents/guardians or eligible students may ask the Demopolis City School System to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Demopolis City School System decides not to amend the record as requested by the parents/guardians or eligible students based on a decision, then the parent, guardian or student may request to appear before the Board to address said concerns. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible students when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Demopolis City School System as an administrator, supervisor, instructor, staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Demopolis City School Board; or a person or company with whom the Demopolis City School System has contracted to perform a special task (such as an attorney, auditor, medical consultant, school psychometrist, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Demopolis City School System discloses education records without consent to officials of another district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district (LEA) to make a reasonable attempt to notify the parents/guardians or eligible student of the records request unless it states in its annual notification that it intends to forward records on request]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Demopolis City School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

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

Lydia Randall, Administrative Assistant
Demopolis City Board of Education
P.O. Drawer 759
Demopolis, AL 36732
(334) 289-1670

Legal Reference:
20 U.S.C. S. 1232G. s. 1232G

DEMOPOLIS CITY BOARD OF EDUCATION
PARENTS GUIDE TO SECTION 504 OF THE REHABILITATION ACT

What is Section 504?

Section 504 of the Rehabilitation Act is a civil right act prohibiting discrimination based on disability. It was enacted to eliminate barriers that exclude persons with disabilities. Section 504 applies to all agencies that receive federal funds, including public schools, federal agencies, and places of public accommodation. In the Demopolis City School System, all staff and administrators have the responsibility of insuring that all students with disabilities are identified, evaluated and provided with needed accommodation and services, resulting in a free appropriate public education (FAPE). Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights.

Public school districts have the duty to provide a free appropriate public education to all qualified disabled students. A FAPE must include an education designed to provide educational benefit despite the child's disability; it must be at no cost to the parent; and it must be provided in an environment that affords the greatest exposure to non- disabled peers.

What is the difference between eligibility for IDEA and Section 504?

Section 504 is a civil rights act, mandating equal access, whereas the Individuals with Disabilities Education Act (IDEA), commonly referred to as special education, is an education law which provides individualized educational programs and additional services beyond what is available to persons without disabilities. IDEA covers children within specific groups of disabilities and degrees of impairment that adversely affect their educational progress. Unlike services offered through IDEA, school districts receive no additional federal or state funding under the Section 504 mandate.

Who is a student with a disability under 504?

Section 504 protects an individual who has, had, or is perceived as having physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, reading, concentrating, thinking, or communicating. It protects students when their disabilities limit their ability to attend, participate in, or receive benefit from their education. These provisions protect individuals with disabilities far beyond those covered by lDEA, and they also protect every student who is eligible for IDEA.

Section 504 does not specifically list qualifying disabilities although it does list examples. These include: diseases and conditions involving orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism. HIV/AIDS, learning disabilities, ADD/ADHD, cystic fibrosis, severe allergies and asthma, among others, have also been recognized. In all cases the focus is on the extent to which the impairment limits a major life activity and whether the individual is unable to perform an activity that the average person in the general population can perform. Some students with these disabilities may be covered by IDEA, but only if they meet certain criteria.

What are some examples of discriminatory practices prohibited by Section 504 In **a school setting?**

- Penalizing a student whose absenteeism is related to disability.
- Not providing accessible transportation for a student who uses a wheelchair for field trips and school sponsored activities.
- Expelling a child for behavior related to a disability.

- Not permitting a student with a disability to participate in intramural or other non-academic activities.
- Not providing interpreters for deaf students who want to participate in school activities.
- Refusing to allow a child with a disability the opportunity to audition for athletic teams or other extracurricular activities.
- Not providing an interpreter for a deaf parent to attend a school meeting.

Identification of Students Eligible under Section 504

If, as parents/guardians, your child has a chronic condition or you suspect he/she may have a disability, you should inform your child's teacher, principal, or local school 504 coordinator. Following the referral, the school's 504 team will convene to implement the eligibility process. If a child is experiencing chronic problems at school, and if interventions which have been implemented have been unsuccessful, and the school or parent suspects a disability, the school has an obligation to refer the child for an evaluation.

What is an evaluation under Section 504?

Evaluations to determine 504 eligibility are different than evaluations required by Special Education. For purposes of Section 504, an evaluation means reviewing information from a variety of sources. This typically includes teacher reports, grades, standardized test scores, attendance and discipline reports, information from parents and medical providers, etc. The 504 team must include individuals who are knowledgeable about the child, the type of disability, the evaluative data being reviewed, and accommodation options. Obviously, parents should play an important role in the process. Parents are always notified when a referral for evaluation is made on a child. If the 504 team determines that there is not sufficient information to make a determination, or the team believes the child may be eligible for services under IDEA, a referral for an evaluation through Special Education is made.

It is not uncommon for a school to receive a doctor's letter stating that a student has a disability and needs certain accommodations. While the school always considers the recommendations of doctors or other professionals who work with the child, it remains the school's responsibility to review multiple sources of information to determine 504 eligibility and to implement any necessary accommodations for the student. Simply having an impairment does not automatically qualify a student under Section 504.

If a student is found to have a disability under Section 504, the team will make an individualized determination of the student's educational needs, and an accommodation plan will be developed. Section 504 mandates services and placement in the least restrictive environment and most accommodations are provided in the regular classroom. Eligibility status and 504 plans are generally reviewed annually.

What are some examples of accommodations?

Accommodations are adjustments that are designed to minimize the impact of a disability and meet the unique needs of the student. There is no one list of approved accommodations. They are determined individually for each child. Examples might include preferential seating to minimize distractions for children with attention/concentration difficulties; assisting a student with diabetes in monitoring his/her blood sugar levels; providing extra time or a quiet setting for exams; providing extensions on assignments; changes in attendance requirements for children with chronic health problems; or substituting physical education requirements for children whose physical impairments impact their ability to participate.

When is a 504 Plan inappropriate?

- When a student has a diagnosed disorder but is functioning well academically and is making adequate progress without accommodations, the student does not meet the criteria for *S04* eligibility. This might include a student who is doing well in school but may not be working to potential; a student who a parent feels could be making A's rather than B's; or a student who only experiences difficulty in one subject area.
- When a plan is created only to support a request for extended time on College Board exams (SAT's, ACTs).
- When a student is eligible for services under IDEA but parents prefer Section *S04* services.

What rights do you have under Section 504?

You have the right to:

- Have your child take part in, and receive benefit from, public education programs without discrimination based on disability.
- Have the school advise you of your rights under federal law.
- Receive notice and examine records with respect to identification, evaluation, programming, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educatyd with other children to the maximum extent appropriate. It also includes the right to have the schools make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided to children without disabilities
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), or to receive accommodations under Section *S04* of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by individuals who know the child, disability, evaluation data, and placement options.
- File a local grievance with your school if you feel your child is being discriminated against based on disability.
- Request a due process hearing and/or the assistance of a mediator to help resolve issues with the school.
- File a formal complaint with the Regional Office for Civil Rights.

What can I do if I have a complaint regarding Section 504 Implementation?

Most concerns and complaints parents may have can be resolved within the school by working with the principal, local school 504 Coordinator and other school staff to reach a joint resolution of the issue(s). Should the issue(s) not be resolved and you wish to file a 504 complaint, follow the guidelines outlined in the Demopolis City Board of Education's Section 504 and ADA manual. Copies of these procedures are available at each school, the ADN504 Coordinator for the Demopolis City Board of Education, and on the website for Demopolis City Schools. Complaints can also be filed directly with the Office of Civil Rights.

Who is my school contact for information about Section 504?

A local Section 504 Coordinator has been assigned at each school to address your questions and concerns about Section 504. There is also a Demopolis City Board of Education ADA/504 Coordinator who is available to provide assistance and information.

The Demopolis City School System does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. The Demopolis City School System will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, sexual orientation, age, disability or religion.

Questions, complaints, or requests for additional information regarding the district's nondiscrimination policy should be forwarded to your local school's 504 Coordinator:

Yolanda Samuel
Special Education Coordinator
Demopolis City Board of Education
P.O. Drawer 759
Demopolis, AL 36732
Phone: (334) 289-1670

Suicide Prevention and Mental Health

It is the responsibility of Demopolis City Schools to address suicide prevention and respond when students are experiencing a mental health crisis. If a student on campus has expressed suicidal thoughts, behaviors, or ideations (written, verbal, electronic, drawings, sayings, or any other form of communication) a suicide protocol will be enacted and a student crisis referral form will be completed. Parents/guardians will be required to follow the suicide protocol policy in order for student to return to school.

Demopolis City Schools has a school-based collaboration with West Alabama Mental Health in which students are able to receive counseling services through West Alabama Mental Health in the school setting. In order for student to receive these services, a school-based mental health services referral form must be completed and parent/guardian must take student to West Alabama Mental Health for an intake appointment before they can receive services at school. These services are voluntary and DCS is not responsible for rendering any payment associated with the service. For additional information, please contact your school’s counselor or DCS mental health services coordinator.

Demopolis City Schools
Student Illness Policy

The goal of Demopolis City Schools is to provide a safe and healthy environment for learning to the best of our ability. In order to achieve this, the standard precaution guidelines set by the Alabama State Department of Education will be followed.

Students who become sick during the school day will be sent to the nurse's office to be evaluated. Upon assessment, students will be required to check out for:

- Vomiting
- Acute Diarrhea
- Fever of 100º F or above
- Suspected contagious virus/infection

Students should remain home from school for the following:
Fever- (100ºF or higher) Remain home until he/she is fever-free for 24 hours without fever reducing medications (Tylenol, Ibuprofen).
Vomiting-Remain home until he/she is symptom free for 24 hours without antiemetic medications (Phenergan, Zofran, Emetrol, etc…)
Diarrhea – Remain home until he/she is symptom free for 24 hours without antidiarrheal medications (Imodium, Kaopectate, Pepto-Bismol, etc…)
Conjunctivitis (Pink Eye) – Remain home until treatment has been in effect for at least 24 hours
Impetigo – Remain at home until treatment has been effective for 24 hours.
Ringworm – Infected area(s) must be covered and treated. Treatment must be in effect for at least 24 hours before returning to school.
Lice – May return after treatment begins, and no live lice present.
Scabies – May return once treatment has been in effect for at least 24 hours.
Pertussis (Whooping Cough) – Remain home for the first 5 days of a 14-day treatment with antibiotics.
Chickenpox – Remain home for 5 days from onset of rash, or until blisters become dry.
Strep Throat – Remain home until 24 hours after antibiotic treatment and no fever present.
Measles – Remain home at least 4 days after rash onset.
Flu-like Illness – Remain home until fever-free for 24 hours.
Hand, Foot, Mouth – Remain home until fever-free for 24 hours and sores have crusted over.
Mononucleosis – May attend school once diagnosed as long as no fever is present, and student should feel well enough to participate in school activities.

RSV – Remain home until fever-free for 24 hours without fever-reducing medications.
COVID-19 – *Policies pertaining to COVID-19 will be updated based on CDC, Alabama Department of Public Health and Demopolis City Schools recommendations.*

Parents/Guardians should contact and share with the health office any treatment, medications, or diagnoses related to their student so that illnesses occurring in the district may be tracked at any given time.

Demopolis City Schools
Administration of Medicine

The goal of Demopolis City Schools regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. The school district encourages parents to give the student their medication at home whenever possible. For example, once or twice a day medications should be given at home. Medication prescribed three times a day should be given before school, after school, and at bedtime. The Alabama Board of Nursing, Alabama State Department of Education, and Demopolis City Schools have strict guidelines regarding medications in the school setting.

Parent Responsibility

The parent/ guardian and physician must sign the Alabama State Department of Education School Medication Prescriber/parent Authorization Form granting permission for a child to receive prescription or non-prescription medications at school.

The parent/guardian must deliver the medication to the school nurse or designated school personnel in a correctly labeled prescription container (which includes student's name, licensed prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable). All non-prescription medication must be in an original unopened, sealed container of the drug identifying the medication, the entire manufacturer's labeling, and the student's name (written legibly on the container). Medication in any other form than the above will not be accepted.

The parent/guardian must provide the school with a new signed prescriber/parent authorization form at the beginning of each school year and/or before any medication can be given at school. This consent form authorizes school personnel to assist students with medication. If the medication order is changed during the school year (change in dosage), an additional prescriber authorization/order is necessary.

Unused portions of medication must be picked up from school by the parent/guardian by the last day of school. Unused portions not picked up will be disposed of by school personnel in the presence of a witness and documented in the Medication Administration Record.

Medication delivered to the school nurse without proper forms/documentation should be picked up by the parent/guardian immediately. The school nurse will attempt to contact the parent/guardian. If the medication is not picked up after three (3) days, the medication will be disposed of by school personnel in the presence of a witness and documented.

The parent/guardian shall give the first dose of a new medication or a change in dosage of a current medication at home, with the exception of emergency medications.

All supplies/food items needed with medication administration (special cups/utensils, applesauce, pudding, juice, crackers) must be provided by the parent.

The parent/guardian is responsible for providing refills to medication and supplies pertaining to certain health care needs. An attempt to contact the guardian will be made to notify a refill is needed on a student's medication or supplies.

It is the parent/guardian's responsibility to replace expired medications and supplies in a timely manner as to not interrupt the student's medical treatment. It is recommended that no more than a 30-day supply of any medication be stored at school.

School Responsibility

The following criteria must be met before a Demopolis City Schools employee can assist with medication administration in the school setting:

1. The employee must have successfully completed the Alabama State Department of Education and the Alabama Board of Nursing *"Curriculum to Teach Unlicensed School Personnel How to Assist with Medications in the School Setting"* (Ala. Admin. Code r. 610-X-7-02).
2. The employee must have successfully completed the *Alabama Health Services Diabetic Curriculum Training* in order to become an Unlicensed Diabetic Assistant (UDA). The UDA will assist the school nurse with the care needed to support students with diabetic medical needs, according to the student's IHP and medical authorizations up to and including the administration of injectable medications specific to the student's diabetes (Alabama Safe at Schools Act, 2014-57).
3. The employee must have successfully completed the *Alabama Health Safe Schools Seizure Curriculum* in order to become an Unlicensed Seizure Medication Assistant (USMA). The USMA will assist the school nurse in administering pre-measured intranasal emergency seizure medication, when appropriate, to help support students with epilepsy (Alabama Seizure Safe Schools Act, 2021-76).
4. The school nurse must possess an active Alabama license to practice as a Registered Nurse or Licensed Practical Nurse.

The school personnel and parent/guardian must count all medication upon delivery to school and sign the Medication Administration Record (MAR).

Medication will not be accepted if the medication appears to be altered or tampered with.

School personnel will refuse to administer medication when there is a discrepancy (label different from instructions or contents, label is unclear or label is torn). The medication will not be given until clarification is obtained.

All medication must be stored in the original pharmacy's or manufacturer's labeled containers in such a manner as to render them safe and effective.

All medications will be stored in a securely locked, clean and organized container or cabinet in the school nurse's offices.

Student Responsibility:

Students must have a signed order/authorization from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medications on themselves.

No student will be permitted to carry or possess any type of medication, whether prescription or over-the-counter, on his/her person at any time (except emergency medications and approved medications prescribed for self-administration). Emergency medications and approved medications must have a current pharmacy label which includes the student's name, licensed prescriber's name, name of medication, strength, dosage, time interval, route, and date of drugs discontinuation when applicable. All asthma inhalers must have the prescription label either on the canister or prescription box (Act 2007-463).

Upon obtaining permission to self-administer approved medication, a student shall be permitted to self-carry or possess and/or self-administer approved medication (usually emergency medications), according to the order of the prescriber, at any time while on school property or while attending a school-sponsored event (Kyle Graddy Act, 2019)

For students who have met the criteria to self-medicate, Demopolis City Schools nurses must be reasonably assured that the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication ordered, and follows the school's self-medication procedures (e.g., safety and security precautions, proper labeling).

A student is not permitted to possess a controlled substance, as defined in the Medication Curriculum, on school property.

Students are not allowed to transport any type of medication to and from school. Medication must be transported by the parent/guardian.

Students will notify their teacher/nurse at the onset of any distress or allergic reaction.

Sunscreen:

If a parent is requesting a school board employee to apply sunscreen, the parent must present to the school nurse a Parent Prescriber Authorization Form containing a parent or guardian/s signature. A licensed prescriber signature is not required (Act 2017-278).

The first application of a sunscreen product is recommended to be applied at home prior to school when an outdoor activity is planned. Sun protective clothing is also recommended.

Field Trip Procedures for Medication Administration:

The goal of Demopolis City Schools is to facilitate students with special medical needs to be allowed to participate in all school activities. It is especially important to plan ahead for any student with a chronic

health condition who may be going on a day or overnight field trip, as the student may need medications given that he/she normally takes at home. Therefore, Demopolis City Schools will follow guidelines from the Alabama State Department of Education and the Alabama Board of Nursing.

If a student requires medication to be administered during a field trip the following procedure must be implemented:

1) The student must have a completed *ALSDE School Medication Prescriber/Parent Authorization Form* on file in the nurse's office for each medication being administered. A copy of the form will accompany the student on the field trip as well as the student's Medication Administration Record (MAR).
2) An Unlicensed Medication Assistant (UMA) must accompany the student on the field trip unless the School Nurse or parent/guardian is going on the field trip.
3) The medication must be kept safely with the UMA, in its original container with pharmacy label intact, and stored in a medication lock box.
4) If the trip extends overnight, parents/guardians are responsible to obtain another *ALSDE School Medication/Parent Authorization Form* with specific instructions for the administration of the medication for the extended hours.
5) If a student is incapable of self-administering his/her medication per the medication authorization form, a plan of action should be developed to meet the needs of the student.
6) If the parent/guardian cannot accompany the child on the field trip or off campus event, and the student requires medication administration, the principal or teacher is responsible for notifying their school nurse or the lead nurse. **Health Services should be notified <u>at least two weeks</u> before the date of the field trip or off-campus school event.**
7) The principal will be responsible for ensuring that an actively licensed individual or trained medication assistant will be available when the needs of the children necessitates.

Return to School:

The UMA will return medication, verify count with the school nurse, and sign medication in documenting with both signatures. Medication will be placed back in the locked medication cabinet or drawer. Medication Authorization Form and the Medication Administration Record (MAR) will also be returned at this time.

Demopolis City Board of Education

Post Office Drawer 759
Demopolis, Alabama 36732-0759

Dr. Adam Pugh
Superintendent

www.dcsedu.com

Phone: (334)289-1670
Fax: (334)289-1689

Procedures for Non-Residents Students to Apply for and Receive Permission to Enroll

Student .....School ..... Grade

1. Non-resident students and parents/guardians must meet with the school principal prior to enrolling in the Demopolis City School System.
2. Non-resident students must maintain a **95% attendance rate,** a minimum of a **C average or 2.5 grade point average,** and have **limited discipline infractions.**
3. **Attendance, grades,** and **discipline** will be monitored and reviewed regularly. The superintendent reserves the right to withdraw the student at any time in which attendance, grades, or discipline become an issue.
4. The Demopolis City School System is **not responsible for providing transportation** for non-resident students.
5. Non-resident student enrollment is contingent upon available space in programs or classes.
6. Application fee of **$100.00 per student** will be required upon admission and each year thereafter.
   ***Discounts** with more than one child will be: **2 students - $175** **3 or more - $250**

Student Signature and Date----------

Parent/Guardian Signature and Date ----------

Principal Signature and Date. ----------

Superintendent Signature and Date----------

For Office Use

$100.00 Noll-Refundable Application Fee (caslt or money order only)
Attacit** copy **of receipt to tit** is **form

Revised June 13, 2022

PARENT'S SIGNATURE PAGE

After carefully reading the contents of the Demopolis City Board of Education Handbook and Code of Conduct information, please sign the verification statement below. Return the signed Parent's Signature Page to your child's teacher within 5 days of the beginning of school.

I have read and understand all of the contents of the Demopolis City Board of Education and Code of Conduct. I have covered this handbook with my child. By signing this signature page I am acknowledging that my child is subject to all pertinent discipline for violations of the Code of Conduct. My child is aware that he/she is responsible for his/her conduct at all times.

Student's Printed Name Student Signature

Parent's Printed Name Parent's Signature

Date:_____