MONTGOMERY
PUBLIC SCHOOLS

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2026-2027 STUDENT CONDUCT MANUAL

A Handbook on Student & Parental Responsibilities

MONTGOMERY
PUBLIC SCHOOLS

ACCREDITED
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MONTGOMERY PUBLIC SCHOOLS
632 South Union Street • Montgomery, AL • 36104
Post Office Box 1991 • Montgomery, AL 36102-1991 • (334) 223-6700

MONTGOMERY COUNTY BOARD OF EDUCATION
MPS SUPERINTENDENT
Dr. Zickeyous Byrd

MISSION, PURPOSE & DIRECTION

We will engage, educate and inspire our students to succeed in college, career and beyond.

VISION

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

EQUAL EMPLOYMENT OPPORTUNITY

The Montgomery County Board of Education operates under the following policy: "No person shall be denied employment, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color or age."

IMPORTANT TELEPHONE NUMBERS

Superintendent's Office	(334) 851-4835
Behavior Intervention Center	(334) 851-4823
Transportation Department	(334) 284-2085
Communication Office	(334) 223-6761
Helping Montgomery Families Initiative (HMFI)	(334) 832-1666
Safe Schools Hotline	(888) SAV-KIDS
MPS Homeless/Migrant Services	(334) 223-6901
MPS Student Support Services	(334) 223-6850
MPS Student Social Services	(334) 223-6851

When an explanation is needed for the Student Conduct Manual, contact the school principal.

PARENT/GUARDIAN'S ACKNOWLEDGMENT OF RECEIPT OF STUDENT CONDUCT MANUAL

The school needs your help and cooperation. Your signature on the Acknowledgment Receipt or in the Online Student Enrollment portal indicates that you have received this Student Conduct Manual and you will read and discuss it with your student.

This code has been developed to help your student gain the greatest possible benefit from their school experience. The policies apply to all students and parents/guardians in the Montgomery County Public School System at all school campuses, school buses and school-related activities and events.

Parents/guardians have the responsibility for the actions of their child/children and should be involved in the education of their child/children. The parent/guardian should take special notice of the weapons, controlled substance, suspension and expulsion sections of the Student Conduct Manual.

A parent or guardian's failure to sign the Online Student Enrollment Information will not relieve the student or the parent/guardian from their responsibility to know the contents of the Student Conduct Manual and will not excuse any student's failure to comply with the Student Conduct Manual. The parent/guardian is legally responsible for student's behavior as stated in the Code of Alabama, Section 16-28-12.

_____ _____

Parent/Guardian Signature Date

_____ _____

Student Signature Date

Azzie Oliver

District Attorney
Fifteenth Judicial Circuit of Alabama
100 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667

montgomeryda.com

(334) 832-2550

Dear Parents (s)/Guardian(s):

The Montgomery County District Attorney's Office and Montgomery Public Schools, with the support of the City of Montgomery and Montgomery County Commission, have partnered to continue our efforts through the Helping Montgomery Families Initiative (HMFI) to assist youth and their families.

HMFI's mission is to identify and intervene with youth who are suspended due to their behavior or who are truant from school. Truancy and misconduct at school may lead to juvenile delinquency or worse. The Alabama School Compulsory Attendance Law requires parents/guardians to ensure that their children attend school regularly, and that they behave themselves appropriately in class.

HMFI will coordinate a diverse number of community agencies and organizations that provide services to assist suspended or truant students and their families to address their specific needs that may hinder the student's ability to either behave appropriately or attend school regularly.

At the first suspension, the student's parent(s)/guardian(s) will receive a letter of concern/warning from the Montgomery County District Attorney's Office.

If the student continues to behave inappropriately in school and receives additional suspensions, MPS will refer the family to HMFI's program.

Failure of the student or parent(s)/guardian(s) to fully cooperate may result in taking legal action against the student and/or parent(s)/guardian(s).

Parents of students who are at risk of being considered truant will receive a DA Attendance Alert Letter; continued unexcused absences will require participation in attendance programs; if interventions fail, an affidavit or petition will be filed in Juvenile Court against the parent(s)/guardian(s) and age-appropriate students.

The Montgomery County District Attorney's Office and Montgomery Public Schools want your child to be successful. The Helping Montgomery Families Initiative is a resource for helping suspended or truant youth overcome barriers to success in school and in life.

Sincerely,

AZZIE OLIVER
DISTRICT ATTORNEY

Dr. Zickeyous Byrd

DR. ZICKEYOUS BYRD
SUPERINTENDENT

MONTGOMERY
PUBLIC SCHOOLS

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INTRODUCTION

Montgomery Public Schools (MPS) is committed to creating a safe, positive learning environment for students and all members of the school community, and has adopted the Student Conduct Manual. The purpose of the Student Conduct Manual is as follows:

1. Create a consistent set of expectations for student behavior in Montgomery Public Schools.
2. Reinforce positive behavior and provide students with opportunities to develop appropriate social skills.
3. Outline interventions, consequences or disciplinary procedures for students who engage in inappropriate behavior. Interventions, consequences or disciplinary procedures mean actions taken by teachers, administrators, support staff and parents to teach students the skills necessary for success.

The Student Conduct Manual applies to any student behavior that occurs on school property, while riding in a school-owned or operated vehicle, at school-sponsored events on or off campus, at designated bus stops, and at any time the student is under school jurisdiction. The Student Conduct Manual also applies to behavior off campus that significantly impacts the educational environment, including the use of social media and electronic communications, etc. School administrators have the authority to question students enrolled with MPS during an investigation and/or incident without permission or presence of a parent or legal guardian.

The parent/guardian is responsible for the actions of their child/children and should be involved in their education. The parent/guardian should take special notice of the weapons and controlled substance sections of this Student Conduct Manual, as well as the suspension and expulsion provisions.

Failure to sign the acknowledgment section will not relieve the student or the parent/guardian from their responsibility to know the contents of the Student Conduct Manual and will not excuse any student's noncompliance with the Student Conduct Manual.

The Montgomery County Board of Education may take all necessary actions to ensure that its facilities, personnel and students are safe and secure, and that the Student Conduct Manual is enforced. Such action may include the inspection and search of MPS facilities and property brought onto MPS facilities. Students and others may be asked to walk through a metal detection device or to allow a search of personal property when at any school-related event or when entering MPS property. Any person who refuses to be searched will be denied admission to the MPS event or facility and will be required to leave the premises immediately.

It shall be the policy of the Montgomery County Board of Education to permit law enforcement agencies to make periodic visits to MPS schools for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to visitation. The Board will also utilize a narcotics detection dog to deter individuals from bringing illegal narcotics onto school property. The dog will be utilized to conduct random searches on school property, including, but not limited to, school lockers, school classrooms, and school parking areas. Anything on MPS property is subject to inspection to enforce the Student Conduct Manual and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state, or local law.

Additionally, parents/guardians should be aware of the following law:

Section 16-28-12 - Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for no more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

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

(School Code 1927,§305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess. No. 94-782, p. 70, §1.)

SCHOOL VISITOR POLICY

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or at- tempt to have a conference with the teacher during instructional time. The school may have a designated area in the classroom for visitors. All visitors are required to present a valid form of identification, which will be processed through the District's visitor management system to screen for safety and security purposes. Upon approval, visitors will be issued a visitor badge that must be worn and visible at all times while on campus.

2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.

3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.

4. Students from other schools will be allowed on campus only with the permission of school administration.

5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner. The parent or guardian must be present in order for a conference to take place.

a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.

b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate. Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.

6. **Disruptive Visitors** — Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school-sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. **The superintendent or designee may issue a No Trespassing (Ban) Letter to any person who is deemed to have created a disruption while on school property or at a school-sponsored event.** The No Trespassing (Ban) Letter shall be enforced until such time as the superintendent deems appropriate to lift that order. Once security asks the visitor to leave, and they refuse, it becomes a trespassing charge.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students. Any electronic devices should be left in their car or placed in designated magnetic pouches. No airpods are permitted. Any electronics that can record are prohibited to include META Glasses.

(8)To maintain a safe and healthy school environment, MPS requests that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS-sponsored events.

9. In order to protect the safety of all students, parents, guardians or visitors should refrain from including other students in pictures that are taken at any school-sponsored events (on or off campus). Furthermore, parents, guardians or visitors are prohibited from posting pictures of any other student on any non-MPS media platform. This includes any live videos.

STUDENT DRESS CODE POLICY

Attire that is considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate in an educational setting. Attire does include, but is not limited to, hairstyles or color. With this in mind, the following rules concerning backpacks, dress and grooming are mandatory for all students attending Montgomery Public Schools.

1. MPS is dedicated to providing a safe and conducive learning environment for all students. As part of our commitment to safety and security, we will implement a clear backpack policy for all K-12 students attending schools within our district. The clear backpack policy requires all students to utilize clear backpacks for transporting their belongings to and from school. This policy is in place to enhance safety measures within our school premises by allowing school staff to easily inspect the contents of students' bags for prohibited items.

2. All MPS students are required to wear uniforms. Students are required to have their student ID badge worn on a lanyard. School uniform colors (top and bottom) will be determined by each school. Only one belt may be worn with attire. Standard belt buckles only. Oversized belt buckles and belts with metal studs, spikes or similar embellishments are prohibited.

3. Shorts, skirts and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee length regulation. No cargo pants or cargo shorts are permitted.

4. Students must wear shoes that cover their feet. Athletic shoes in the colors white, black, or a combination of white and black are preferred. Each school may permit other shoe colors as deemed appropriate. No bedroom slippers, Crocs, flip flops, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh high boots or athletic slides will be allowed.

5. On special occasions, principals may designate days when dress for students may be adjusted. Hats, caps, sweatbands, bandannas, visors, sunglasses and hoodies should not be worn to school. If worn, the student will be required to take such items off before they enter the school building.

6. Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment. Hair length should not be longer than the middle of the back unless natural. Facial and or tongue jewelry is not allowed for males or females. For safety reasons, visual piercing jewelry is limited to ears only. Hoops larger than one inch will not be allowed. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets and large finger rings will not be allowed.

7. Students must wear clothing that fits properly and is clean. Pants must be worn at the waist, and may not be sagging. Oversized or undersized clothing, including pants, skirts, blouses, dresses, pants, or shirts, will not be allowed. Pant legs must be uniform length and may not drag on the floor. No pajamas or sleepwear are allowed.

8. Clothing may not be shredded or with open holes. No clothing shall be worn inside out. Suspenders/braces shall be fastened and belts buckled.

9. Students are not to wear clothing that reveals the body in an inappropriate manner. Examples include clothing which is too tight, too short and bare at the midriff. Undergarments must be worn in an appropriate manner and not be visible.

10. All students are expected to be well groomed and exhibit proper hygiene at all times in efforts to promote and maintain a clean and sanitary learning environment. All hair must be pulled away from the face.

11. Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons may not be worn at school.

12. Students shall not be permitted to wear clothing, accessories or regalia that conveys membership or affiliation with a "gang" or other similarly oriented group or association prone to violence or criminal acts.

Consequences

Consequences will vary by school age (i.e. More leniency will be shown to an elementary student versus a high school student.

First Violation: Parent/guardian will be contacted and required to take corrective action. The parent will be asked to bring appropriate apparel/shoes or ID card to school

Second Violation: Student will receive a one-day detention and/or in-school suspension. The parent/guardian will be asked to bring appropriate apparel/shoes or ID card to school

Third or Subsequent Violations: will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

OPT-OUT PROVISION- If a sincerely held religious belief, disability or medical condition, financial hardship, or other special extenuating circumstance prevents a child from following the dress code policy, the parent/guardian shall seek an exemption from the Associate Superintendent of Student Services. The school principal may also give students permission not to wear uniforms for curricular and extracurricular purposes. However, student ID cards are mandatory every school day and at all school-sponsored events.

RIGHTS AND RESPONSIBILITIES

- ADMINISTRATORS -

Administrators should foster the teaching/learning process. Administrators should:

• Be guided by professional ethics in relationships with employees of the Montgomery County Public School System, parents/guardians, students, and citizens of the community.

• Ensure teachers keep accurate daily records in PowerSchool on students, attendance, behavior/conduct, work study skills, and academic progress.

• Follow the policies of the Student Conduct Manual regarding discipline for students and handle each case of student misconduct fairly and consistently, including documentation in PowerSchool.

• Promote effective discipline based upon fair and impartial treatment of all students.

• Develop a school-wide discipline plan.

• Implement (RTI) and Multi-Tiered System of Supports (MTSS) protocols consistently.

• Request a conference with the parent/guardian to discuss a student's behavior problem before the problem develops to the point where severe action is necessary.

• Request a parent/guardian conference without depriving a student of the opportunity to attend school.

• Encourage the parent/guardian to maintain regular communication with school personnel.

• Maintain a safe atmosphere that promotes good behavior and allows a flexible curriculum to meet the needs of all students.

• Encourage the school staff, parents/guardians, and students to use the services of community agencies.

• Publicize local school rules, regulations, and procedures and distribute them annually.

• Involve students and the community in developing policies that will improve the quality of life within the school.

- TEACHERS -

Teachers should recognize the magnitude of their individual responsibilities as educators. Teachers should:

• Be guided by professional ethics in their relationship with students, parents/guardians, the community, and other school personnel.

• Keep accurate daily records in PowerSchool on students' attendance, behavior/conduct, work study skills, and academic progress.

• Be respectful to all individuals, providing a caring, supportive, and nurturing instructional environment while developing relationships.

• Provide academic rigor

• Protect the rights of students to participate in and benefit from any school program without regard to the

student's race, color, gender, sexual orientation, creed, religion, disability, or national origin.

• Plan and conduct a program of instruction that captures interest and meets the needs of each student.

• Be prepared with appropriate working materials.

• Be respectful and teach responsibility of care for property of self and others.

• Do not use professional relationships with students for private advantage.

• Avoid profane or inflammatory statements.

• Protect students from unnecessary embarrassment.

• Inform parents/guardians about students' academic progress and conduct through regular communication.

• Know and enforce discipline policies courteously, consistently, fairly, firmly, and impartially.

• Use informal disciplinary and guidance methods, before, during, and after formal disciplinary action.

• Keep information that has been obtained in the course of professional service confidential, unless disclosure serves professional purposes or is required by law.

• Conduct themselves in a safe and responsible manner, attend and participate in school functions, and maintain a well-groomed appearance.

• Abide by the rules and regulations set forth by the school and district.

Teachers have the right to:

• Receive, from the (District Personnel) and school administration, support in maintaining reasonable and necessary classroom discipline and control.

• Be present at any conference with students and parents/guardians concerning serious classroom disruption.

• Be free from any physical or verbal threats as a result of carrying out their duties.

- PARENTS -

Parents/guardians must recognize that discipline is primarily their responsibility and that the influence of the home will be reflected in the student's conduct while attending school. Parents/guardians should:

• Help create an environment in and out of school that nurtures quality in education.

• Provide the student with the resources needed to complete class work.

• Encourage students to respect the rights and individuality of others.

• Ensure that students' promptly and regularly comply with attendance rules and other procedures necessary for the best possible education.

• Submit written excuses

• Comply with all provisions of the law, including but not limited to avoiding threatening behaviors such as

profanity and/or physical aggression.

• Comply with all provisions of the law that prohibit the possession and/or use of drugs, alcohol, tobacco or weapons on campus or any school system property.

• Attend necessary conferences with school personnel each year.

• Maintain regular communication with the school to see that students complete school assignments on time and thoughtfully so that they can achieve the highest possible performance rating.

• Log in frequently to the parent portal in PowerSchool for students' attendance, behavior/conduct, work study skills, and academic progress.

• Talk with students about school activities, plan a time and place for schoolwork assignments, and provide necessary supervision.

• Discuss report cards and work assignments with students.

• Assist students in being healthy and well-groomed.

• Bring to the attention of school authorities any problems or conditions that affect the students or other students of the school community.

• Ensure that PowerSchool contact information is up to date, including parent or guardian names, phone numbers for home, work, and emergencies, as well as preferences for doctors and hospitals.

Parents/guardians have the right to:

• Expect quality in the program of instruction.

• Expect students to be treated with dignity as individuals.

• Expect all students to receive an equitable opportunity for a public education.

• Participate in appropriate school programs.

• Access all school records relating to their child.

• Expect the school to use proper procedures and allow students to voice their perspectives, especially in response to school discipline.

• Request and be granted a conference with the teacher and/or principal within a reasonable time period.

• Obtain regular official reports of students' progress.

- STUDENTS -

Students must share responsibility in creating an environment that fosters learning and achieving. Students have the responsibility to:

• Respect teachers and those in authority.

• Respect the rights, privileges, and property of others.

- Obey laws and local school rules and policies.
- Exhibit a sense of fairness, honesty, loyalty, obedience, courtesy, pride, and trustworthiness.
- Respect the property of other students, school personnel, and the District Personnel
- Strive for academic excellence.
- Be prepared for school activities by bringing appropriate materials and completing all assignments.
- Regularly attend school and classes on time.
- Be knowledgeable of and follow the Montgomery County Public School System's Student Code of Conduct.
- Behave in a manner that permits uninterrupted learning.
- Dress and be well-groomed according to the uniform dress code policy.

Students have the right to:

- Receive an appropriate public education.
- Be informed of laws and local school rules and policies.
- Expect the school to use proper procedures and allow the student to voice his perspective, especially in response to school discipline.
- Expect records to be maintained confidentially.
- Receive equal treatment regardless of race, gender, sexual orientation, creed, color, religion, disability, or national origin.
- Access information contained in their cumulative and discipline files.
- Receive fair and reasonable punishment that is consistent with the nature and seriousness of the offense.
- Receive all educational services provided by the system if the student meets the established criteria.
- Participate in student organizations authorized and sponsored by the school if the students meet the established criteria.
- Keep their personal possessions private unless school officials need to inspect property to protect students and school property.
- Receive an explanation of grades and/or progress reports.
- Attend school in appropriate learning environment.

SCHOOL ATTENDANCE/TRUANCY POLICY

A. Compulsory School Attendance Laws

State law requires that all children between the ages of six (6) and seventeen (17) attend school. Children may attend public schools, private schools, or church schools. Children may also be instructed by a competent, private tutor or an authorized home school. State law requires that children attending public schools conduct themselves in accordance with the policies listed in the Student Conduct Manual.

Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than $6,000.00 ***(Code of Alabama 13.A-5-12)*** and may be sentenced to a term of imprisonment in the county or jail or to hard labor for the county for not more than one year. ***(Code of Alabama 13.A-5-7)*** The absence of a child without the consent of the principal, teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section. ***Code of Alabama § 16-28-12.***

B. Truancy Definition (Alabama Administrative Code, 290-3-1-02(7) (C)

A parent, guardian, or legal custodian having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three school days following his/her return to school. The parent's note will enable the child to make up any work missed or prevent charges from being filed against the parent, guardian or legal custodian when a child is absent. Failure to furnish an explanation shall be evidence of the child being truant each day he/she is absent. Seven unexcused absences within a school year constitute a student being truant. Affidavits may be filed with the Juvenile Court with 10 unexcused absences during the academic school year.

C. Truancy Intervention Program (TIP)

The Early Warning/Truancy Intervention Program is a joint effort by Montgomery Public Schools, the Montgomery County District Attorney and the Juvenile Court to address truancy and enforce the Alabama Compulsory School Attendance Law. It is designed to improve school attendance, reduce the dropout rate, increase the graduation rate, and provide parents with information that their child is habitually absent from school after the school system has made reasonable efforts to address the student's non-attendance. The District Resource Officers (DRO) are employees of Montgomery Public Schools and are responsible for all attendance investigations. They are assigned to the Office of Student Support Services. DRO's may be contacted at (334) 851-4827.

TRUANCY INTERVENTION PROCEDURES

1. Following the first unexcused absence, a call will be made to the number that is provided by the parent during enrollment and a notice of absence letter will be sent to the parent/guardian at the address provided during enrollment.

2. Following the second unexcused absence, the District Attorney's (DA's) Office will send an Attendance Alert Letter to the parent/guardian. Montgomery Public Schools (MPS) will monitor the student's absences.

3. Following the fifth unexcused absence, the student is referred to the Truancy Intervention Program. The parent/guardian will be mailed (emailed) a letter to attend a mandatory meeting with the District Resource Officer (DRO). The meeting will be held at an MPS facility. The parent/guardian will meet with the DRO and efforts will be made to link them to services within MPS and the community, as agreed upon, to eliminate or reduce barriers that prevent the student from attending school regularly.

4. Targeted students will be referred to EW Meetings that are held at the Montgomery County Phelps-Price Justice Center with representatives from MPS, Montgomery County Courthouse, Juvenile Court, and the DA's office.

All parents or guardians must attend the EW meeting. Parents can routinely monitor absences by accessing their student's information on the Parent Portal in PowerSchool for grades K-12. If a parent has a question or concern about an absence, the parent should contact the school immediately.

MONTGOMERY TRUANCY ORDINANCE

A truancy ordinance is in effect for the city of Montgomery. A complete copy of ordinance No. 46-2008 can be obtained by contacting the Clerk for the city of Montgomery at:

City of Montgomery Clerk's Office
103 N. Perry Street | Montgomery, Alabama 36104
Telephone: (334) 241-2096 | Fax: (334) 241-2056 | www.montgomeryal.gov
ORDINANCE NO. 14-2015
AN ORDINANCE AMENDING CODE OF ORDINANCES
SECTION 18-3 (a) (1) and (2) COMPULSORY ATTENDANCE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, ALABAMA, that the Code of Ordinances of the City of Montgomery, Section 18-3 (a) (1) and (2) be and is hereby amended to read as follows:

Sec. 18-3. - Compulsory school attendance; prosecution; truants.

(a) Compulsory attendance.

(1) Every child between the ages of 6 and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor, or in an authorized home school, all as defined in Code of Ala. 1975, § 16-28 et seq. (hereinafter referred to as the Alabama Compulsory School Attendance Law). Each child shall be required to be in attendance at one of the said schools or in a tutorial session during school hours on each day that the school is in service during the entire school term in every scholastic year unless the child is specifically exempted under the Alabama Compulsory School Attendance Law, or the child's absence is excused for that particular day in accordance with the said law.

(2) While in attendance at a public school, each child between the ages of 6 and 17 years shall be required to conduct himself or herself in accordance with the written policy on school behavior which has been most recently adopted by the Montgomery County Board of Education as required by the Code of Ala. 1975, §16-28-12(b).

Adopted this 17th day of March, 2015
ATTEST:

BRENDA GALE BLALOCK, CITY CLERK

Todd Strange, Mayor

D. Excused Absences

Any absences not falling into the categories listed below or otherwise excused by the superintendent, principal or the superintendent's designee will be unexcused:

1. Personal Illness
2. Serious illness in the immediate family verified by the principal or District Resource Officer (Not to exceed three (3) school days)
3. Death in the immediate family (not to exceed three (3) school days)
4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school as determined by superintendent or the superintendent's designee
6. Court-required appearances
7. Suspensions
8. Prior approval of a non-illness absence must be submitted to the administrator at the zone school. The request must be made from the parent or legal guardian. The Prior Approval Absence Form must be submitted at least two weeks prior to the requested absence. The form must be hand-delivered. A response will be provided by the building administrator or assigned designee. A copy of the parent's valid ID must be submitted with the form. If approved, prior approved absences are excused absences; however, they will count toward the number of allowable absences for exemptions.

For these absences to be excused, a parent note or doctor's excuse must be sent to the school within three (3) school days of the student's return to school to be counted as an excused absence.

- A faxed or emailed note from the parent or doctor's office is not acceptable
- If a student is absent three (3) consecutive school days, a doctor's excuse may be required.
- Parental excuses are limited to eight (8) days per school year. Once exhausted, any additional parent notes will be unexcused with the exception of a chronic ailment statement on file, signed by a physician verifying the medical condition. (Must be on doctor's office letterhead **and** the MPS Chronic Ailment Form on page 72.

Chronic Ailment Statement/Physician's Statement of Illness

(If there is a need for this information to remain confidential, please speak with the school nurse)

The parent/guardian of any student who has a chronic illness or condition that may cause the student to miss school can provide a Physician's Statement of Illness verifying the child's condition and that the absences are necessary. **The Physician's Statement of Illness must be provided to the school at the beginning of each semester.** The Physician's Statement of Illness will automatically expire at the end of the semester. A copy of the Physician's Statement of Illness should be forwarded to the teacher and school nurse. The original should be filed in the cumulative folder. When the student is absent, the parent/guardian is required to send an excuse to explain why the student was absent. If the absence is due to the condition stated in the Physician's Statement of Illness, the parent may simply write, "See doctor's letter". Failure of the parent/guardian to provide the school with excuses may result in unexcused absence accumulation, referral to Truancy Intervention Program and Juvenile Court.

The Physician's Statement of Illness/Chronic Ailment Statement should include but not be limited to:

- Written on the physician's/medical office letterhead to include the signature of the physician
- List the diagnosis, offer anticipated number of absences (i.e, 3-4 school days)
- Inform the school district of requirement for returning to the physician's office (i.e, after three (3) absences)

• Provide a list of any physical limitations the student may have in getting to school, (ie. late or absent on cold days below 40 degrees).

E. Unexcused Absences

Any absence not listed above in the Excused Absence section or otherwise excused by the superintendent, principal, or the superintendent's designee will be considered unexcused. Examples of unexcused absences include, but are not limited to, those included in Board Policy issued on 2/19/2019, Section 6.1.5

1. Missing the school bus
2. Transportation issues
3. Birthdays or other celebrations not religiously observed
4. Any absence for which a written excuse was not provided within three (3) school days from return of absence

F. Make-up Work

A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension. When a student returns to school after an excused absence/suspension, he/she has three (3) school days or the number of days equal to the number of school days of consecutive absences; whichever is greater, following the student's return to class to make-up work.

G. Check-Outs

Students who leave school for any reason must check-out through the school office following their school's check-out procedure. All persons, whom the parent/legal guardian has specified as having permission to check-out the student, must be entered into the parent portal in PowerSchool. In cases of sudden illness, accident, or similar incidents where telephone confirmation may be the only alternative, the principal will make the decision on the checkout. All students must have parental permission to check out. In addition, all students and parents must follow the guidelines mentioned above. Please note valid picture identification is required for all checkouts. **No student may check themselves out without following the same guidelines. Valid picture identification is required for all check-outs.** Students must attend a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-ins, check-outs, and tardies for more than 51% of the class period will be considered an absence from the class period missed and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences as outlined in the Student Conduct Manual.

H. Check-Ins

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Each school will devise procedures that will ensure compliance with this regulation. Only an individual whose name appears in the contact portal of PowerSchool can check-in the students unless the school verifies permission with the parent/guardian. Check-ins are excused for the same reasons as absences. Check-ins for any other reason are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins. **Students who are 18 years of age may not check themselves in without following the same guidelines. Valid picture identification is required.**

RIDESHARE POLICY:

Schools have an obligation to ensure student safety. Rideshare vehicles (Uber, Lyft, etc.) are prohibited from the arrival and dismissal of students. MPS is not liable for negligence claims for any students, although permitted by parents, who decide to forgo this policy.

I. Attendance Appeal

When a student's unexcused absence is based on extenuating circumstances, the parent/guardian shall have the right to submit an appeal letter to the Office of Student Support Services requesting an attendance appeal. This must be done within three (3) school days of student's return from the absence and requires written notice.

J. Withdrawal for Non-Attendance- ***See Board Policy issued on 02.26.2019, Section 6.2.2***

No student of compulsory attendance age will be permitted to withdraw from school except in accordance with state law and any withdrawal procedures that may be developed by the superintendent. Students who are absent 15 consecutive days will be withdrawn after a home visit and certified letter is mailed to the parent with no response. Schools will use addresses on file in PowerSchool.

Alabama Law Enforcement Agency (ALEA) Compliance

Alabama Code Section 16-28-40 - License applicant under 19 to provide documentation of school enrollment, etc.; duties of school attendance official; withdrawal from school; conviction for certain pistol offenses.

(a) The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person:

(1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate;

(2) is enrolled in a secondary school of this state or any other state and has not at the time of application accumulated disciplinary points while a student in school that would extend the age of eligibility for the student to apply for a driver's license;

(3) is participating in a job training program approved by the State Superintendent of Education;

(4) is gainfully and substantially employed;

(5) is a parent with the care and custody of a minor or unborn child;

(6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or

(7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter.

(b) The attendance officer or chief attendance administrator, upon request, shall provide documentation of enrollment status and disciplinary points on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety, on application for, or renewal or reinstatement of, a driver's license or a learner's license

to operate a motor vehicle. Whenever a student 16 years of age or older withdraws from school, the attendance officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal.

Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester. The student must return to school and attend for 30 consecutive school days without any unexcused absences to become compliant with ALEA regulations before compliance form is sent to ALEA.

TAYLOR'S LAW

Code of Alabama, Section 32-6-7.4.- Disciplinary point system- Age of student eligibility.

(a) Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows:

(1) One day in-school suspension- 1 point

(2) One day out-of-school suspension- 2 points

(3) Alternative school placement- 6 points

(4) Expulsion- 20 points

(b) Point Accumulation

(1) The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's license under the imposed point system. Each accumulated point shall add one additional week to the age at which the student is eligible to be issued a learner's permit, motor driven cycle operator's license, or driver's license.

(2) Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.

(c) The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:

(1) Points shall be accrued on a school-year basis.

(2) Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three, of in-school suspension shall be counted in determining the points.

(3) Points may not accrue for an initial out-of-school suspension of two days or less in any school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.

(4) Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's records at the school. (Act 2009-713, p. 2095, §1.)

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Montgomery Public Schools offers various programs to promote positive student behavior and address disciplinary issues. Many of these initiatives provide personalized interventions tailored to each student's unique needs. A key framework utilized across all school sites is the Multi-Tiered System of Supports (MTSS).

The MTSS framework is a proactive, systemic framework designed to support the whole child by integrating academic, behavioral, and social-emotional interventions into a single delivery system. Rather than waiting for a student to struggle, MTSS utilizes data to identify needs early and provides a continuum of evidence-based practices to ensure every student has an equitable opportunity to succeed. Instruction within the MTSS framework is layered, not separate. Students do not leave Tier I to receive Tier II support; rather, Tier II is a supplemental layer added on top of strong core instruction. The MTSS framework allows for an accelerated timeline if data demonstrates that the current level of support is insufficient. The goal is to provide the targeted intervention necessary for the student to succeed independently within Tier I, or to escalate support quickly to Tier III depending on the severity of the need. Successful implementation relies on a collaborative approach that actively engages all stakeholder groups—including administrators, educators, support staff, families, and community partners—to foster a unified network of support for every student and improve overall school culture.

Three Areas of Focus Within AL-MTSS

The Alabama Multi-Tiered System of Supports (AL-MTSS) framework addresses three interconnected areas of focus to support student growth:

1. Foundational Wellness: Focuses on non-academic barriers to learning by nurturing physical, mental, and emotional health.

- Character education
- Physical health
- Mental health and wellness
- Social-emotional skills
- Essential life and work skills

2. Academic: Ensures all students have equitable access to high-quality, evidence-based instruction designed to expand their potential.

- Evidence-based and data-driven curriculum
- Differentiated instruction matched to student needs
- Access to challenging, high-interest instructional materials
- Proven, effective learning and teaching strategies

3. Behavioral: Establishes a proactive, safe, and supportive school climate that promotes positive behavior and engagement.

- Clearly defined, positive behavior expectations
- School-wide climate and culture improvement
- Restorative and supportive discipline practices
- School safety protocols
- Attendance support and combating chronic absenteeism

Continuum of Supports: The Three-Tiered Model

The District utilizes evidence-based practices, high-quality instruction, and targeted interventions to eliminate learning barriers and align with the diverse needs of all students. Supports are delivered through a fluid, three-tiered model based on continuous data analysis and individualized student needs at any given time:

- Tier I (Universal Support): High-quality, evidence-based core instruction and systemic practices provided to all students in a safe, positive, and inclusive learning environment.
- Tier II (Strategic Support): Supplemental, targeted interventions designed for some students who require additional strategic assistance to meet academic, behavioral, or wellness standards.
- Tier III (Intensive Support): Highly individualized, intensive interventions tailored to the specific needs of fewer students who require significant, specialized support.

Data is continuously analyzed at all levels to ensure equitable, safe, positive, and personalized interventions throughout each student's educational journey.

Targeted Interventions and the Problem-Solving Team (PST)

For students requiring supplemental assistance to master and perform expected behaviors, the MTSS framework provides targeted interventions tailored to individualized needs. This framework relies on a continuous cycle of evidence-based intervention, diagnostic assessment, and progress monitoring. This ongoing evaluation identifies effective strategies and informs necessary adjustments to the intensity, duration, and nature of the support.

To operationalize this process, each school utilizes a Problem-Solving Team (PST). The PST is a multi-disciplinary, school-based team tasked with analyzing student performance data to make efficient, objective decisions. Based on this data, the PST determines whether to maintain existing interventions, fade out supports as independence is achieved, or increase the intensity of resources. Fluid mobility within these tiers of support optimizes student learning opportunities, empowering students to achieve personal success, thrive in the school environment, and contribute positively to the broader community.

The Behavioral Focus Area: PBIS and Tiered Interventions

The behavioral focus area of MTSS integrates the Positive Behavioral Interventions and Supports (PBIS) model. This framework establishes a proactive, positive, and safe school climate through a layered continuum of behavioral supports.

School-wide Behavioral Expectations and Shared Responsibility

In alignment with behavioral best practices, schools proactively teach expected behaviors to students throughout the school year. A comprehensive, school-wide approach to setting behavioral expectations and recognizing positive choices benefits the entire learning community. Supporting student behavior is a shared responsibility:

- School Personnel: All administrators, teachers, and support staff are responsible for understanding behavioral expectations, modeling them, and providing consistent positive feedback to students.
- Families: The District partners with families to reinforce and support behavioral expectations both at school and at home.

Tier I: Universal Behavioral Supports & School-wide Expectations

Tier I supports are universal and provided to all students to establish a foundation of positive behavior across all campus environments.

- Communication of Expectations: To ensure clear communication, the District Code of Conduct is reviewed with all students annually at the beginning of each school year. School counselors review this information with new students who enroll after the school year begins.
- Contextualized School Rules: Each school provides an overview of local campus practices and expectations that align with the District Code of Conduct, helping students understand how district policy applies to their specific school.

- Explicit Instruction of Routines: Behavioral rules and routines for all school environments—including the classroom, hallways, cafeteria, gymnasium, library, restrooms, athletic fields, playgrounds, and school buses—are explicitly taught to all students. Three to five specific expectations for each area are communicated, practiced, reinforced, and monitored for accountability.
- Positive Reinforcement: School personnel utilize positive reinforcement to praise and reward students who consistently demonstrate expected behaviors.
- Proactive Reteaching: When a student struggles to meet behavioral expectations, staff will implement redirection and targeted reteaching of the expected behavior before considering Tier II interventions.

Tier II: Targeted Behavioral Interventions

Tier II interventions provide targeted support for some students who continue to exhibit behavioral concerns despite strong Tier I core instruction, redirection, and reteaching.

- Objective: Tier II interventions are designed to reduce the frequency and intensity of problem behaviors.
- Delivery: Supports may be delivered through small-group interventions or structured, individualized strategies designed to address specific behavioral deficits.
- Data-Driven Oversight: The school-based grade level team utilizes objective progress-monitoring data to evaluate the student's responsiveness to the targeted intervention.

Tier III: Intensive Behavioral Interventions

Tier III interventions provide highly intensive, individualized support for a few students who continue to demonstrate significant behavioral challenges despite the implementation of Tier II interventions.

- Contributing Factors: The District recognizes that personal, health, social, or familial factors may contribute to behaviors requiring Tier III support.
- Comprehensive Services: Tier III interventions often incorporate wraparound services, including school counseling referrals, mental health supports, or coordination with external community resources.
- Data-Driven Oversight: The PST team utilizes progress-monitoring data to evaluate the student's responsiveness to the targeted intervention.

STUDENT DISCIPLINE

Montgomery Public Schools has placed an emphasis on school-wide systems of learning support that include proactive strategies for supporting appropriate student behaviors. Two fundamental frameworks used by MPS are Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered System of Supports (MTSS). Positive Behavioral Interventions and Supports (PBIS) is a research-based, multi-tiered approach to improving student behavior and creating a positive climate and culture that enhances student learning. PBIS provides behavioral strategies to address psychological, social and emotional needs. MTSS is a framework our schools utilize to provide targeted support to struggling students. The goal of MTSS is to intervene early so students can catch up with their peers. It addresses both academic and behavior challenges. Both frameworks provide early, systematic and intensive assistance to students who are at risk or already underperforming.

The seriousness of the offense, the academic placement, attitude and age of the student, as well as the pattern of misconduct, and the degree of cooperation should be considered in determining the appropriate action. The process is intended to be instructional and corrective. In some instances, restitution may be required. Elementary school students are less mature than secondary school students. Generally, when an elementary student behaves

inappropriately, the behavior should be handled differently. Every emphasis should be placed on using corrective strategies to teach appropriate behavior in positive ways.
The Montgomery Public Schools Behavior Intervention Center (BIC) provides free individual and group counseling to MPS students exhibiting behaviors that interfere with their learning environments. Students who have received an office referral or have been suspended for outbursts of anger, skipping class, fighting, or for other unacceptable behaviors are encouraged to attend. BIC offers sessions at MPS Central Office, 632 South Union Street, 36104. BIC incorporates the WhyTry Curriculum in a 10-week program. Parents may request BIC services for their students by submitting the BIC Parent Request Form provided in the forms section of the Student Conduct Manual. The completed form may be returned by mail, email, fax or hand-delivered to:

MPS Student Services Attention: BIC
720 Grove Street, Montgomery, AL 36104
Email: behavior.interventioncenter@mps.k12.al.us | Phone: (334) 851-4835

PRINCIPAL'S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Board Policy: Persistent/Willful Disobedience will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified. **The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of any such interviews as soon as practicable.**

CLASSIFICATION OF RULES

The Student Conduct Manual rules are divided into five classes: Class A, Class B, Class C, Class D and Class E. Consistent enforcement of consequences is essential.

Students are expected to treat other students and staff members with courtesy, respect and dignity, and to comply with the Student Conduct Manual at all times. This section describes a wide range of behaviors prohibited by students in Montgomery Public Schools. Behaviors are divided into five categories based on their severity. Class A and B offenses are subject to the discretionary authority of the principal. Class C, D and E offenses are more serious and are considered criminal in nature. As students progress through their school career, it is reasonable to assume that an increase in age and maturity implies a greater level of responsibility for their actions. Differences in age and maturity are recognized in determining the level of disciplinary action to be taken.

CLASS A – VIOLATIONS OF CLASSROOM RULES

Class A behaviors include student offenses that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy. Teachers must attempt to resolve Class A behaviors when it is appropriate before referrals are made to the administrator for official disciplinary action. **Class A consequences may not be appealed beyond the principal.**

Accumulation of Class A Offenses may be upgraded to a Class B or Class C Offense
Class A acts include behaviors that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy. Teachers are expected to manage general classroom disruptions and distractions and keep a discipline log on each student enrolled in the classroom. The classroom teacher may deal with classroom disruptions by implementing classroom disciplinary actions such as: calling the parent/guardian when feasible, and/or by scheduling a conference with the parent/guardian and other school staff, if necessary.

When the action taken by the teacher is ineffective or the disruption is severe, the student should be referred to the principal or his/her designee. A parent/guardian should be notified by the teacher when a student consistently exhibits poor work habits and inappropriate conduct.

After a teacher has exhausted all means of correcting a student's behavior, then an office referral for a Class A offense may be written. A copy of the discipline log should be attached to the office referral for review by the administration. Parent/legal guardian shadowing and/or attending the Behavior Intervention Center may also be required.

CLASS B – VIOLATIONS OF SCHOOL RULES AND/OR BOARD POLICY

Class B offenses include student behavior that seriously disrupts classroom instruction or other areas of school jurisdiction and/or that violate Board of Education policy. The seriousness of the offense, attitude and age of student, as well as the pattern of misconduct and the degree of cooperation should be considered in determining what action should be taken. The process is intended to be instructional and corrective, not punitive. Corrective action shall be adapted to the needs and the background of a student as much as possible and shall be reasonable and fair with regard to the seriousness of the offense. Punishment shall not be used as a substitute for a reasonable effort to achieve desirable internal controls by good teaching and effective counseling.

Examples including leading, encouraging or promoting a major disorder through: Recording and/or sending to include air dropping videos of fights or other incidents that occur on school property or within the school district's jurisdiction. This will include sending posts from social media (i.e. Facebook, Instagram,TikTok, etc.) that instigate a fight.

Code 08: Criminal Mischief/Pranks/Vandalism
Students will not commit or participate in any act or prank that causes or has the potential to cause harm to another person or property; or intentionally damage, vandalize, or attempt to damage any school or private property. Examples include: graffiti, carving initials in school furniture, destroying computer records, counterfeit money, TikTok challenges or selling of food, drinks or other items.

Consequences:
Parent/Legal Guardian Shadowing
In-School Suspension or Out-of-School Suspension; or
Proposal for Due Process
Restitution may be required and law enforcement may be called

Code 09: Defiance Disrespect and Opposition to Authority to include Defiance towards a School Administrator/and Academic Dishonesty
Willful disobedience and/or refusal of a direct order of instruction from a school board employee or others hav-

ing legal authority. A contemptuous opposition or disregard of an order from a school board employee or others having legal authority (i.e. policeman or fireman) openly expressed in words or actions. This conduct disrupts the orderly conduct of a school function or is behavior that disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.

To School Administrator-Willful disobedience and/or refusal of a direct order of instruction from a school administrator (principal or assistant principal) on campus or at any school-sponsored event.

Academic Dishonesty- Cheating, including both giving and receiving information on an academic assignment, plagiarism, use of another's words, ideas or data without acknowledgment or fabrication/falsification, distorting or inventing it's origin or content of information used as authority. This includes copying from any website as well as actions facilitated or enabled by AI technology. Schools may use programs such as Turn It In to identify possible academic dishonesty.

Consequences:
Parent/Legal Guardian Shadowing — no cell phones on their person
Implementation of Corrective Strategies and referral for district supports, or
In-School Suspension or Out-of-School Suspension
** For academic dishonesty, the student will receive loss or partial credit as determined by the principal and /or the classroom teacher, which may be retroactive for the current school year, Repeated offenses will be an upgraded to a C offense*
Proposal for Expulsion *(witness statements to incident must be included in due process packet)*

Code 10: Disobedience: Persistent/Willful
Reoccurring, intentional violation of the Student Conduct Manual as determined by the school administrator which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others will not be permitted.

Consequences:
Implementation of Corrective Strategies and referral for district supports; or
Parent/Legal Guardian shadowing— no cell phones on their person
In-School Suspension or Out-of-School Suspension
Proposal for Expulsion

Code 16: Unauthorized Communication Device (For Use Other than for Instructional Purposes)

Per the FOCUS Act, signed into Alabama law, students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch, Smartwatch, or other adapted tablets/PDAs or electronic devices. This also includes GPS tracking devices. Students are to lock all electronic devices in magnetic pouches. Under the law and board policy, the "instructional day" is defined as the period of time during which a public elementary or secondary school is (1) open and in session for the purpose of meeting the minimum number of instructional days or hours pursuant to Section 16-13-231, Code of Alabama, 1975, and the term also includes (2) class time, class transitions, lunch, non-instructional times, and (3) any other time as specified by the Student Code of Conduct or other school rules or as instructed by the Superintendent and/or his or her designees.

- Principals have the authority to allow the use of cell phones, earbuds/earphones, or other electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school — incljuding META glasses.

- Unless otherwise stated, cell phones and other electronic devices are to be locked in magnetic pouch and not in use while students are in the school building, in classes that may be held outside of the building, and on school sponsored field trips.

- No earbuds/headphones or other listening devices for safety purposes.

Consequences
Device will be confiscated on any offense
Parent/Legal Guardian shadowing
If a violation of this rule also violates other Class B and/or C offenses, other consequences will be imposed

Code 19: Gambling
Students will not engage in games of chance for stakes or bet on the outcome of a game, contest, or other event.

Consequences
Parent/Legal Guardian Shadowing no cell phones on their person
In-School Suspension or Out-Of-School Suspension
Proposal for Expulsion and law enforcement may be called

ALL INSTANCES OF BULLYING/HARASSMENT SHOULD BE REPORTED! Students with complaints of bullying and/or harassment should complete the Bullying/Harassment Complaint Form found in the forms section of the Student Conduct Manual or may be downloaded from the website at www.mps.k12.al.us

Code 20: Harassment
Bullying- A continuous pattern of intentional behavior by the same person and/or persons ***(this is not a one-time event- see Code 31)*** whether physical, verbal, written or electronic, that is intended to annoy, intimidate, extort, alarm or terrorize one or more students. Characteristics of bulling include the following categories: Gender, Sexual Orientation, Age, Religion, Nationality, Ethnicity, Race, Color, Socioeconomic Background, and Mental, Physical, or Sensory Disability.

Harassment-Knowingly pursuing a pattern of conduct, whether physical, verbal, written or electronic, that is intended to annoy, intimidate, extort, alarm, or terrorize another person. Additionally, the behavior poses a threat to the health, safety, and/or welfare of students, staff, or others on school grounds, in school vehicles, at designated school bus stops, at school activities or sanctioned events, whether on or off school property.

Consequences:
See Anti Bullying/Harassment Policy
Positive Behavior Interventions and Supports Corrective Strategies

In-School Suspension or Out-of-School Suspension
Proposal for Expulsion
Law enforcement may be called

Code 26: Profanity/Vulgarity
Students will not use obscene, abusive, or vulgar language to include excessive use of profanity, which substantially disrupts the orderly conduct of a school function, learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Consequences
Implementation of Corrective Strategies and referral for district supports, or
Parent/Legal Guardian Shadowing- no cell phones on their person
In-School Suspension or Out-of-School Suspension

Code 30 : Sexual Offense to include Obscenity and Sexual Misconduct
Students will not engage in any sexual acts including, but not limited to, sexual touching of themselves or others, and/or indecent exposure. Sexual offense involves inappropriate touching and/or exposure as deemed age appropriate.
Obscenity- Students will not create, possess, or distribute obscene materials or demonstrate acts which are deemed indecent or lewd by community standards, including written, verbal, electronic communication and written publications. This also includes sexting, which is defined as the act of producing, sending, receiving (keeping), or forwarding sexually explicit messages, photographs, video links, or images primarily between mobile phones. It may also include the use of a computer or any digital or electronic device.

Sexting- Sexting is a punishable offense in the United States. A student, who electronically distributes sexually explicit photographs or videos of themselves, or of their friends or partners, can be charged with distribution of child pornography. Those who receive (keep) the images can be charged with possession of child pornography.

Sexual Misconduct- Students will not engage in sexual misconduct any time a student is on school property, riding in a school-owned or operated vehicle, at school-sponsored events on or off campus, and at any time the student is under the jurisdiction of the school. This category is to include any form of sexual activity as well as videoing, recording, taking or sharing photos of any sexual activity.

Consequences
Parent/Legal Guardian Shadowing — no cell phones on their person
In-School Suspension or Out-of-School Suspension, or
Proposal for Expulsion
Student Support must be called
Law enforcement may be called

Code 59 Technology, Inappropriate Use
Students will not engage in any technology or internet usage that violates the Internet Acceptable Use Policy which is located on the district website. **Any MPS device is subject to monitoring and alerts**. This includes, but is not limited to:

- Sending or displaying obscene or offensive messages or pictures, child pornography, and any visual depictions that are harmful to minors under 17

- Using obscene/profane language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or networks
- Violating local, state, or federal statutes or copyright laws
- Using another user's password
- Trespassing in another user's folders, work or files
- Using technology resources without authorization
- Academic dishonesty
- TikTok Challenges or actions facilitated or enabled by AI technology or Facebook Live
- Leading, encouraging or promoting a major disorder through: Recording and/or sending to include air dropping videos of fights or other incidents that occur on school property or within the school district's jurisdiction. This will include sending posts from social media (i.e., Facebook, Instagram, TikTok, etc.) that instigate a fight. Can upgrade offense for AI-related app pictures and audio, etc.

Consequences
Parent/Legal Guardian Shadowing no cell phones on their person
In-School Suspension or Out-of-School Suspension
Loss of computer access, may lose technology privileges, or
Proposal for Expulsion
Law enforcement may be called

Code 31: Threats/Intimidation to include towards a school employee or gang affiliation
This occurs when a student unlawfully places another person in fear of bodily harm through physical acts, gestures, or verbal, written or electronic threats without displaying a weapon, or subjecting the person to actual physical attack through physical acts, gestures or verbal, written or electronic expression.

Consequences
Parent/Legal Guardian Shadowing— no cell phones on their person
Out-of-School Suspension or,
Proposal for Expulsion -Law enforcement may be called

Code 32: Possession or Code 33: Sale or
Code 34: Use of Tobacco Products, Matches or Lighters
Students will not possess, use, distribute, or sell/transfer tobacco products on school grounds, at school-sponsored events, or on bus transportation to and from school. Students will not possess, use, or distribute matches, lighters or any other smoking equipment, which also includes hookah, electronic cigarettes, cigars, pipe tobacco, other novel tobacco products, and future tobacco products.

Consequences
Parent/Legal Guardian Shadowing — no cell phones on their person
Corrective Strategies
Confiscate all materials. Law enforcement may be called
In-School Suspension or Out-of-School Suspension, or
Proposal for Expulsion

Code 35: Trespassing
Students will not enter or remain in any school structure, conveyance, or on any school board facility without authorization by school personnel. A student will not be on the campus of another school other than his/her assigned school without the knowledge and consent of the officials of that school. A student who refuses to leave MPS property after being requested to do so is subject to arrest. Students under suspension or expulsion are not allowed on any Montgomery Public School campus, nor shall they attend any school function.

Consequences
Parent/Legal Guardian Shadowing no cell phones on their person
In-School Suspension or Out-of-School Suspension
Proposal for Expulsion
Trespassing charges may be filed
Law enforcement may be notified

Code 36: Truancy/Unauthorized Absence, Tardies
Students are required to attend classes after entering the school building. Students should not be late to school or class, and/or skip a class, nor be absent from school without the knowledge of the parent/guardian and principal. Types of absences are explained in the attendance section. **May be upgraded to a Code 9 if behavior is persistent.**
Consequences
Zero on missed assignments with unexcused tardies and unexcused absences
Required parental contact via phone or mail

Code 60: Possession of Vape/ Vapor
Code 61: Use of Vape/ Vapor
Code 62: Selling of Vape/ Vapor
Students will not possess, use or sell any device that is used to inhale and exhale vapor containing nicotine and/or flavoring or any substance.

Consequences
In-School Suspension or Out-of-School Suspension, or
Proposal for Expulsion
Confiscation of device
Referral to Council on Substance Abuse (COSA)
Law enforcement may be called
Code 63: Possession of E- Cigarettes
Code 64: Use of E-Cigarettes
Code 65: Selling of E-Cigarettes
Students will not possess, use or sell any device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring of other substance

Consequences
In-School Suspension or Out-of-School Suspension, or
Proposal for Expulsion
Confiscation of device
Law enforcement may be called

CLASS C – MAJOR OFFENSES

Class C violations include illegal behaviors that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. **The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person.** If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school-related activity and schedule a hearing at the earliest possible date, which shall not be later than five school days. Referral to the Problem Solving Team (PST) is encouraged in addition to behavioral consequences.

Code 04: Arson (Setting a fire on/in school property)

A student must not intentionally damage a building or structure, or put a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. Firecrackers, fireworks and trash can fires, which are a contributing factor to a damaging fire, are also considered arson. In the absence of a damaging fire, firecrackers and fireworks are included in the **Weapon-Other** category (Code 49). This category does not include the simple act of lighting a match or lighter. **(See B34)**

Consequences

Out-of-School Suspension, or
Proposal for Expulsion
Restitution is required, if needed, and law enforcement will be called

Code 06: Bomb Threat

Students shall not, by any means of communication, unlawfully place any person in fear of bodily harm by real or false threat to use a bomb or other explosives, regardless as to whether or not a bomb or explosive actually exists.

Consequences

Out-of-School Suspension, or
Proposal for Expulsion
Law enforcement will be called

Code 07: Burglary/Breaking & Entry or The Unlawful Entry into a Building or Other Structure with the Intent to Commit a Crime

This applies to school buildings or activities related to a school function. A person commits burglary if he/she knowingly enters or remains unlawfully in a building with intent to commit theft or a felony therein and, if in effecting entry or while in the building or immediate flight therefrom, he/she or another participant in the crime:

- Is armed with explosives or a deadly weapon
- Causes physical injury to any person who is not a participant in the crime
- Uses or threatens the immediate use of a dangerous instrument
- Knowingly enters or remains unlawfully in a building with intent to commit a crime therein.

Consequences

Out-of-School Suspension, or
Proposal for Expulsion
Restitution is required. Law enforcement will be called

Code 24: Larceny/Grand Theft/Possession Theft/ Larceny
The unlawful taking, carrying, leading, riding, or driving away of another's property with intent to convert it or deprive the owner thereof. The essential elements of a larceny are an actual or constructive taking away of the goods or property of another without the consent and against the will of the owner and with a felonious intent. A key difference between robbery and larceny is that a threat or assault is involved in a robbery. This category includes theft of such things as a car stereo, speakers, or hubcaps. See also Robbery and other applicable topics in this Glossary. Examples include: Pocket picking, purse or backpack snatching if left unattended or if no force is used to take it from the owner, theft from a building, theft from a machine or device which is operated or activated by the use of a coin or token, and all other types of larcenies. This also applies to receiving stolen property.

Consequences
Out-of-School Suspension, or
Proposal for Expulsion
Restitution is required. Law enforcement will be called

Code 25: Unauthorized Use of Vehicle (Theft)- Theft/ Motor Vehicle
Students will not unlawfully enter a building with the intent to commit a crime. Students will not steal, attempt to steal, or knowingly be in possession of stolen school or private property. This includes theft of a car, truck, motor cycle, or anything that is self-propelled.

Consequences
Out-of-School Suspension, or
Proposal for Expulsion
Restitution is required. Law enforcement will be called

Code 11: Disorderly Conduct/Disruption of School
Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff or others. This includes any unauthorized student on another campus or any school board facility.
Consequences
In-School Suspension or Out-of-School Suspension, or
Proposal for Expulsion
Law enforcement will be called

Code 12: Disruptive Demonstration involving Five or More Students or
Code 22: Incite Others to Create a Disruption of School Inciting a Disturbance
Demonstrations consisting of a group of students who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law. Students will not congregate to lead or participate in any activity or demonstration that substantially disrupts the orderly conduct of a school function, educational process, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Inciting others is defined as leading, encouraging or assisting in a major disturbance. Leading, encouraging or promoting a major disorder through: Recording and/or sending to include air drop-ping videos of fights or other incidents that occur on school property or within the school district's jurisdiction. This will include sending posts from social media (i.e., Facebook, Instagram, TikTok, etc.) that instigate a fight. Can upgrade offense for AI-related app pictures, etc.

Consequences
In-School Suspension or Out-of-School Suspension, or
Proposal for Expulsion
Law enforcement may be called

Code 17: Fighting Among Students
Fighting is a situation in which two or more students mutually engage in physical violence that creates a substantial risk of serious physical injury to another person, but it does not include a situation in which one student is attacked. If it can be clearly determined that a student engaged in self-defense, that participant will not be suspend-ed. (This does not include who hit first and hitting back.) Fighting does not include verbal confrontations, horseplay, or other minor confrontations. Administrators need to consider age and developmentally appropriate behavior before using this category. A student who is attacked or who receives a threat of attack should seek assistance from any readily available staff. The same consequences apply for instigating a fight.

Consequences
In-School Suspension or Out-of-School Suspension, or
Proposal for Expulsion
Law enforcement may be called

Code 18: Fire Alarm Abuse/ Tampering
Students shall not, by any means of communication, knowingly cause a false fire report to be transmitted to an official or volunteer fire department, or to any other governmental agency. This action substantially disrupts the orderly conduct of a school function, disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. This includes discharging or tampering with fire equipment.

Consequences
Out-of-School Suspension
Proposal for Expulsion
Law enforcement will be called and the Fire Marshall will be notified

Code 29: Sexual Harassment
Students will not engage in conduct constituting sexual harassment. Sexual harassment is unwanted, repeated, verbal, written, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance. Administrators need to consider the age and developmentally appropriate behavior before using this category. Conduct that may be considered sexual harassment includes, but is not limited to, the following:

- Unwelcome sexual invitations/requests for sexual activity in exchange for preferences, favors, etc.
- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendos about an individual's clothing, appearance or activities, sexual jokes, sexual gestures, public conversations about sexual activities, sexual rumors, "cat calls," and whistles
- Unwelcome and offensive name-calling, profanity, or actions that are sexually suggestive, sexually degrading, or sexually intimidating, such as unwelcome touching or blocking an individual, standing too close, or stalking
- Unwelcome and sexually offensive physical pranks or touching an individual's clothing
- Leers, stares, gestures, or slang that is sexually suggestive or sexually degrading, or imply sexual motives or

intentions; or

- Clothing with sexually obscene or sexually explicit slogans or messages, when used to harass

Consequences
See Student Anti-Bullying and Harassment Policy
Out-of-School Suspension, or
Proposal for Expulsion
Notifying the Office of Student Support Services is required in all cases.
Law enforcement may be called

Code 49: Other Weapon, Possession
Possession Other/ Unknown Weapon- Possession of Realistic Weapon

Consequences
Out-of-School Suspension, or
Proposal for Expulsion
Law enforcement will be called

CLASS D – MAJOR OFFENSES

Class D violations include illegal behaviors related to drugs, alcohol, assault, possession of weapons, and sexual battery that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity, and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days.

Code 01: Purchase, Possession, or
Code 02: Sale, Delivery, Distribution or
Code 03: Use of Alcoholic Beverages
Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute alcoholic beverages on any school campus, bus or at any school function.

Consequences
Proposal for Expulsion
Law enforcement will be called

Code 05: Assault (Serious Attack)
Assault refers to intentionally causing bodily harm to an individual. This includes an attack that causes serious bodily harm to the victim. This category should be used only when the attack is very serious. Administrators need to consider age and developmentally appropriate behavior before using this category. Any physical attack on a school board employee would be considered assault.

Examples include an individual who harms another person:
- with intent to disfigure another person seriously and permanently
- with conduct that creates a grave risk of death to another person
- with intent to cause physical injury to another person by means of a deadly weapon or instrument
- with intent to cause serious physical injury to another person

Consequences
In all cases, law enforcement will be called
In all cases, Student Support Services will be called prior to use
Proposal for Expulsion

Code 13: Purchase, Possession or
Code 14: Sale, Delivery, Distribution or
Code 15: Use of Marijuana, Narcotics, Stimulants, and Any Other Unauthorized
Or Illegal Substances or Drug Paraphernalia; Inappropriate Use of Medications, Purchase, Possession, Sale, Delivery, Distribution, or Use of other Intoxicants
Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute any controlled drugs or narcotics, such as marijuana, illegal stimulants, or any other illegal drugs or drug paraphernalia at any time. Students will not use prescription medications other than those prescribed for the student by a licensed practitioner. This category includes over-the-counter medications. This rule also applies to a non-controlled (look-a-like) substance that is represented to be a controlled substance. Students will not be un-

der the influence of intoxicants such as glue, solvents, "Lean" or other hallucinogens. This category also includes edibles, which are food products infused with illegal substances. Any student who is found to exhibit a noticeable odor resembling that of drugs or any other illegal substances will be subject to investigation and appropriate disciplinary action. This policy applies regardless of whether the individual is in possession of drugs at the time of detection.

Consequences
Long Term Suspension- Contact Student Support Services prior to use
Proposal for Expulsion
Law enforcement will be called

Code 27: Robbery
Robbery refers to taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force and/or violence and/or by putting the victim in fear. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.

Consequences
In all cases, law enforcement will be called
Proposal for Expulsion

Code 28: Sexual Battery (Forcible sex offenses, includes attempted)
This includes forcible rape, child molestation, forcible sodomy, and other forcible indecent contact, including attempted acts.

Consequences
In all cases, law enforcement will be called
Proposal for Expulsion

Possession of a Weapon, Realistic Replica of a Weapon, or Firearm
Students will not possess, conceal, or transport any weapon, realistic replica of a weapon, facsimile of a gun, firearm, air gun, pellet gun, or any instrument or device capable of firing a projectile, or other instrument that could cause or is intended to cause injury or harm to another. Nor will students misuse otherwise acceptable objects in a manner intended to cause harm to others.

Consequences
Proposal for Due Process/Expulsion ***(See Principal's Authority and Expulsion for Firearms Possession listed below)***
Law enforcement will be called

Codes for Possession/Sale of a Weapon

37 -Poss. of a Handgun	47 - Sale Explosives/Poison Gas	38 -Sale of a Handgun
49 - Poss. Other Weapon	40 -Poss. Rifle/Shotgun	50 - Sale Other Weapon
41 -Sale of Rifle/Shotgun	52 - Poss. Knife	43 -Poss. Firearm Component
53 - Sale Knife	44 -Sale Firearm Component	55 - Poss. Other/Unknown Weapon
46 -Poss. Explosives/Poison Gas		56 - Sale Other/Unknown Weapon

Expulsion for Firearms Possession

Alabama Code § 16-1-24.3 requires local school boards to have policies requiring a one-year expulsion for students who have brought a firearm to school or possess a firearm in a school building, on school grounds, on school buses, or at school-sponsored events. Students who are expelled under this law may not attend regular school in any public school in the state during the year of expulsion. Under this law, the Board of Education or the superintendent may choose to modify (not apply) the expulsion requirement for a particular student on a case-by-case basis. In addition, the appropriate discipline of students with disabilities must be determined on a case-by-case basis in compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

A "firearm" for purposes of this law includes, but is not limited to, any handgun, pistol, shotgun, rifle, black powder firearm, starter gun, or any other weapon that uses gunpowder or another explosive to fire ammunition; the frame or receiver of such a weapon; any firearm muffler or silencer; any explosive bomb, grenade, poison gas bomb, or similar explosive devices and any other type of weapon that shoots ammunition by use of an explosive or other propellant, if it has a barrel with a bore of more than one-half inch in diameter. The definition of "firearm" under this law does not include devices that were not designed to use as a weapon (for example, replicas and water guns). It also does not include ordinary fireworks.

WEAPONS LIST- Weapons include, but are not limited to, the following:

1. A firearm, including, but not limited to, any handgun, shotgun, black powder firearm, flare gun, zip gun, or any other device from which a projectile is discharged by explosive powder.

2. A realistic replica of any firearm, including, but not limited to, realistic replicas of a handgun, rifle, or shotgun, black powder firearm, flare gun, zip gun, air gun, blank gun (starter's pistol), gas-operated gun or arrow gun.

3. Knife, irrespective of the blade length, (unless the student is six years of age or younger) including, but not limited to:

Box cutter	**Lock-blade knife**	**Spring-loaded knife**	**Switch blade**	**Swiss Army knife**	**Butterfly knife**
Folding knife	**Stiletto knife**	**Utility knife**	**Carpet knife**	**Key chain knife**	**Palm knife**
Straight razor	**Exacto knife**	**Linoleum knife**	**Razor blade**		

Any other item that utilizes a razor blade or other blade, replaceable or fixed.

4. Numchucks (nunchaku), throwing stars, fighting claws or other weapon utilized in martial arts.

5. Explosive devices of any type including, but not limited to, fireworks.

6. Bicycle chain or heavy duty chain, bike sprocket, when not being used for the purpose for which it was normally intended.

7.

Baton	Bull whip	Hatchet	Loaded gloves	Sling shot
Black jack	Cattle prod	Ice pick	Mace/Pepper Spray	Spear
Bow and/or arrow	Club	Impact baton	Machete	Spring billy
Brass knuckles	Cross bow	Kubotan	Night stick	Sword/sword cane
Bullet	Paintball Gun	Hand Axe	Leather Strap	Skewer/Taser

8. Any device capable of discharging a projectile of any kind.

9. Any other object not specifically listed that is primarily meant or that may be adapted, used, or threatened to be used, to attack or to inflict injury.

CLASS E – MAJOR OFFENSES: WEAPONS, KIDNAPPING, HOMICIDE

Class E violations include illegal behaviors –related to weapons, homicide and kidnapping - that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. This includes the use of weapons, homicide and kidnapping. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days.

Violations of Criminal Statutes (Violent Criminal Offense)

Students may not commit the following acts that have been identified by the State Department of Education as violent criminal offenses. The student will be removed immediately from school premises and school-related events.

ARREST OF A STUDENT FOR NON-SCHOOL RELATED CRIMES

The arrest of a student for non-school related crimes may be cause for placement in an alternative school or expulsion. The decision to assign a student to an alternative school shall include a review and consideration of the circumstances of the offense, safety risks and history of the student as determined by the superintendent or his/ her designee, which may include, but is not limited to, psychiatric or psychological evaluation and/or counseling. A student may not be admitted as a transfer student or readmitted to Montgomery Public Schools if the student is being charged as an adult or charged with a felony until criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities. Guidelines of the Individuals with Disabilities Education Act will be observed when disciplining identified students.

Rule C: Use of a Handgun, Firearm Component, Explosive, Knife or Unknown Weapon

The use of a weapon is defined as the use of, or possession with intent to use any instrument or object to harm or intimidate another person.

Codes for Use of Weapons

39 Use of Handgun	51 Use Other Weapon	42 Use Rifle/Shotgun
54 Use Knife	45 Use Firearm Component	57 Use Unknown Weapon
48 Use Explosives/Poison Gas		

Consequences

In all cases, law enforcement will be called Proposal for Expulsion

Code 21: Homicide

Homicide refers to murder, killing of one human being by another, or killing a person through negligence.

Consequences

In all cases, law enforcement will be called
Proposal for Expulsion

Code 23: Kidnapping
This is the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

Consequences
In all cases law enforcement will be called
Proposal for Expulsion

SUSPENSION PROCEDURES

A suspension is the temporary removal of a student from school for a designated period of time in which the student may not attend school or participate in school-related activities until the suspension period has ended.
Definition of Suspension:

1. A suspension shall be defined as action taken to deprive a student the privilege of attending school because of behavior which was found to be in violation of the Student Conduct Manual.

2. Short Term Suspension- Temporary removal from school for one to five days (School Level)

3. Long Term Suspension- Temporary removal from school for six to ten days (District Level)

4. A student will not be able to withdraw from or enroll in any other school in the Montgomery Public School System while under suspension.

5. A suspended student, or student assigned to the alternative school, shall not participate in any school-sponsored activities both on and off campus without approval from school administration.

6. All suspended absences will be considered as excused absences.

Procedural Policies for Suspensions- Initial hearing by principal or designee

1. The principal or designee shall conduct an informal due process conference prior to any suspension. However, if the student's presence in the school endangers persons or property, the principal shall be authorized to have the student immediately removed from the school and shall conduct the informal due process conference as soon as possible not to exceed one (1) full school day when necessary to determine alleged misconduct. If the investigation determines that the student is not responsible for the misconduct, the suspension will be rescinded.

2. Prior to any suspension, the principal or designee must inform the student of the misconduct of which he/ she is accused and the basis for the accusation.

3. Prior to any suspension, the principal or designee must give the student an opportunity to explain his/her version of the facts. The principal or designee may interview witnesses requested by the student. The witnesses are not required to be sworn in for this informal due process conference; however, the control of the process is subject to the discretion of the principal or designee. The principal or designee shall make a reasonable effort to reach a fair determination of the incident based on the information obtained before making any disposition.

4. If the principal or designee imposes a suspension or a disciplinary action other than a recommendation for due process, no further hearing shall be required.

5. Telephone contact shall be attempted and a copy of the office referral sent to the parent/guardian responsible for the student when suspended explaining the reason for the suspension, and the date and time of a conference, if required, for a student's re-admission from a suspension.

6. The principal may allow a student to return to school from a suspension without a parent conference if it is determined that readmitting the student is in the best interest of the student. A parent/guardian who willfully refuses to attend a readmission conference/meeting in person or by phone regarding a student's behavior may be referred to the Circuit Court's Juvenile Division.
7. In the event the suspension is for damage to property owned by the school system or property contracted by the school system, the notice shall advise the parent/guardian that Montgomery Public Schools may pursue legal action until payment or arrangements for payment for the damage have been made.

SUSPENSION APPEAL

Any parent/guardian of a suspended student shall have the right to appeal an out of school and/or bus suspension to the Office of Student Support Services in writing within three (3) school days of the suspension. A suspension appeal will be conducted to review the facts of the suspension. The decision of the student support services director and/or the superintendent (or designee) is final. A suspension appeal form may be picked up at your local school, from the Office of Student Support Services or downloaded from the Student Support Services section of the MPS website. Additionally a copy has been included in the Student Conduct Manual. Suspension appeals should be mailed via U.S. Postal Service or hand delivered to Student Support Services, 720 Grove Street, Montgomery, AL 36104. **All suspended students shall remain in school until the end of the school day unless released into the care of a parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for the suspension. Suspension appeals do not apply to proposal for due process suspensions. If the suspension appeal is mailed via USPS, the parent must include a front and back copy of a valid identification.**

DUE PROCESS PROCEDURES

A principal **CANNOT** expel a student or send a student to alternative placement. A principal can only recommend a student for alternative placement or expulsion through a due process hearing. If a principal or designee recommends a student for a due process hearing, the student may be suspended pending the results of the hearing. The student will have a due process hearing, in which the superintendent or designee will determine, after the hearing, whether to uphold the suspension days, give the student additional suspension days, place the student in an alternative placement or expel the student. During the process of the investigation for a due process hearing, the original charge may change due to the results of the ongoing investigation. This includes the Class being upgraded or downgraded. **Elementary due process packets must be pre-approved by Student Support Services before they can be submitted.**

MAGNET DUE PROCESS

If a magnet student commits an offense that results in an assignment at the alternative school, upon exiting the alternative program the student will return to the magnet school to complete the school year. The student's eligibility to remain enrolled in the magnet school for the subsequent year will be reviewed per the discipline policy as outlined in the Magnet Handbook.

Definition of Alternative Placement- The removal of a student from the regular school setting to an alternative setting for a designated period of time. (State Reporting Code SIR 2) If behavior issues persist while assigned to the alternative site, the assigned time can be extended. **Students placed at the alternative school are NOT permitted on any MPS traditional or magnet school campus while they are enrolled at the alternative site. In addition, if a senior is placed at the alternative school, GRADUATION will take place at the alternative school.**

Expulsion- The permanent removal of the rights and obligations of a student to attend a public school.

Any student who has been expelled will not be readmitted to any MPS school until the designated expulsion time has elapsed AND the student has successfully completed the Second Chance Foundation's therapeutic counseling program. (State Reporting Code SIR 3)

Project Redirection- The Council on Substance Abuse (COSA) offers Project Redirection, a four-week, after-school intervention program for students attending a MPS middle or high school. COSA uses a 8-hour evidence-based curriculum, LifeSkills, as part of its goal to redirect student's overall outlook on decision-making. The LifeSkills curriculum is an integrated approach that helps students develop personal, interpersonal, and drug resistance skills. Graduates of Project Redirection are also offered opportunities to participate in other COSA youth programs and services.

The Bridge, Inc.- The Bridge is a nonprofit organization serving Alabama adolescents and their families. The Bridge offers a variety of services and levels of care for 12-18 year olds at no cost. The Bridge accepts referrals from a variety of sources including schools, family, court, DHR, hospitals or mental health centers.

Screening and assessment are the first steps in determining whether treatment is needed and, if so, what level of treatment (early intervention, outpatient, or residential) is the most appropriate for the adolescent. Once an adolescent is placed in treatment, The Bridge provides ongoing assessment of progress toward treatment plan goals, and adjustments to the level of care are made as needed.

Early intervention services are designed for adolescents who are at risk for developing a substance use disorder, but do not meet diagnostic criteria to be admitted to outpatient treatment. For MPS students, early intervention services are provided in the schools for youth who are exhibiting high risk behaviors but are not using substances enough to be diagnosed with a disorder. The length of time is dependent on the treatment plan and needs of the youth.

Procedures for Due Process/Hearings

1. A hearing shall be conducted by request of school administration for all recommendations for alternative school placement or expulsion.

2. No student will be permitted to withdraw if the principal has recommended expulsion. After the hearing takes place, regardless of attendance by the parent or student, the parent may withdraw at that time. However, if and when the student returns to MPS, the decision of the original hearing will go into effect at that time.

3. A hearing shall be conducted within five (5) school days from the date the parent/student is notified of the proposal or recommendation for a due process hearing. Every effort will be made to contact parent/guardian. If parent/guardian cannot be contacted, due to not updating current information, and/or refusing to allow contact with school personnel, the hearing will still be held. If the school observes any asynchronous days during the hearing timeframe, it will be added to the timeline.

4. The student shall be afforded the opportunity to know the charges and evidence against him/her, will be given the opportunity to defend his/her actions, and will be permitted to question and present evidence. The student must be accompanied by a parent/guardian and may be assisted by an attorney or any other person of the student's choice. If the student chooses to have an attorney present, school personnel must be notified so the MPS Board attorney or designee may attend.

5. Until the hearing takes place, the student may remain suspended from school and all MPS school-related activities.

6. Upon conclusion of the hearing, the superintendent or designee shall determine whether the student shall be expelled, put in an alternative placement setting, serve a long term suspension, or if other corrective or disciplinary actions shall be taken.

Procedures for Section 504 Due Process Hearings

1. A hearing shall be conducted by request of school administration for all recommendations for alternative school placement or expulsion.

2. No student will be permitted to withdraw if the principal has recommended expulsion. After the hearing takes place, regardless of attendance by the parent or student, the parent may withdraw at that time. However, if and when the student returns to MPS, the decision of the original hearing will go into effect at that time.

3. Prior to a due process hearing for Section 504 students, the following procedures must take place: (a) A Disciplinary Compliance Procedures for 504 Students ONLY form must be completed and submitted along with the due process packet. (b) A Manifestation Determination Review (MDR) must be held prior to the due process hearing to address the behavior infraction for which the due process packet was submitted. The District Section 504 Officer or designee MUST be present at the MDR. (c) Students in the referral process invoke the same rights as students who have been identified as Section 504.

4. The student shall be afforded the opportunity to know the charges and evidence against him/her, will be given the opportunity to defend his/her actions, and will be permitted to question and present evidence. The student must be accompanied by a parent/guardian and may be assisted by an attorney or any other person of the student's choice. If the student chooses to have an attorney present, school personnel must be notified so the MPS Board attorney or designee may attend.

Procedures for Special Education Due Process Hearings

1. A hearing shall be conducted by request of school administration for disciplinary recommendations for alternative school placement or expulsion. A hearing shall be conducted within five (5) school days from the date the student is given notice of the proposal or recommendation for due process hearing. Parents must be provided written notice and an opportunity to participate in meetings regarding identification, evaluation, educational placement, and the provision of FAPE to their child. Every effort will be made to contact the parent/guardian. If parent/ guardian cannot be contacted due to not updating current information with the school, the hearing will still be held.

2. The student shall be afforded the opportunity to know the charges and evidence against him/her, will be given the opportunity to defend his/her actions, and will be permitted to question and present evidence. The student must be accompanied by a parent/guardian and may be assisted by an attorney or any other person of the student's choice.

3. Prior to a due process hearing for special education students, the following procedures must take place:

(a) A Disciplinary Action Compliance Review Form must be completed and signed by a compliance officer and a behavior specialist.

(b) Pending the results of the Disciplinary Action Compliance Review (DACR), a Manifestation Determination Review (MDR) must be held to address the behavior infraction for which a due process packet was submitted.

(c) In instances of special circumstances (possession of drugs or weapons or serious bodily injury), regardless of the outcome of the DACR and MDR, the infraction goes automatically to a due process hearing. Students that are in the referral process invoke the same rights. In lieu of a MDR, a DACR —protections for students not

yet determined eligible for special education services— is conducted to address the infractions committed by students in the special education referral process.

4. When the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities. The exception being that the child must continue to receive educational services which may be provided in an interim alternative setting.

5. The student's IEP team determines the interim alternative educational setting for services.

Appeal Procedures from Due Process Hearings/Alternative Placement Results or Long Term Suspensions
Any parent/guardian of a student shall have the right to appeal the result of a disciplinary due process hearing resulting in an expulsion to the superintendent or designee in writing within three (3) school days of the decision. Appeals should be mailed via U.S. Postal Service (USPS) or hand delivered to:

MPS Student Support Services
720 Grove Street | Montgomery, AL 36104

Any parent/guardian of a student shall have the right to appeal the result of a disciplinary due process hearing resulting in an **alternative placement or long term suspension** to the superintendent or designee in writing within three (3) school days of the decision. The appeal of an alternative placement must state in writing the reason for the appeal. **Improper admission or exclusion of evidence and insufficient evidence are the only appealable grounds for due process hearings resulting in an alternative placement or long term suspension.** The decision of the superintendent or designee is final for all decisions regarding alternative placement. If an appeal is filed and approved, students should be enrolled in the alternative school and attending classes while waiting on a hearing date. **Appeals will not be accepted if the student is not enrolled and attending classes at the alternative school. If the student has not enrolled or has not attended classes within the three day grace for an appeal, the appeal will not be accepted.** If the parent decides to withdraw the student from Montgomery Public Schools, if and when the student returns to Montgomery Public Schools then the original placement of the student will immediately begin at that time no matter how long it has been.

Appeal Procedures from Due Process Hearings/Alternative Placement Results (Special Education Students)
The parent of a child with a disability who disagrees with any decision regarding disciplinary placement or the manifestation determination, may appeal the decision by requesting a due process hearing with the Alabama Department of Education's Special Education Services.

All due process requests should be sent to:

Alabama Department of Education Special Education Services
P.O. Box 302101 | Montgomery, AL 36130-2101

The Department of Education is responsible for arranging an expedited due process hearing due to disciplinary action, which must occur within 20 school days of the date the hearing request is filed. The state-appointed hearing officer must make the determination within 10 school days after the hearing.

Placement During Appeals for Special Education Students
When an appeal has been made by the parent, the child must remain in the interim alternative educational setting pending the decision of the state-appointed hearing officer or until the expiration of the time period, whichever occurs first, unless the parent and education agency agree otherwise.

Appeal from Order of Expulsion

- The parent/guardian may, within three (3) school days after the decision, request the Montgomery County Board of Education to review the findings of the superintendent or designee in writing
- The appeal can be hand-delivered or mailed via USPS to:

MPS Student Support Services
720 Grove Street | Montgomery, AL 36104

- A preliminary appeal will be scheduled in a timely manner to examine the evidence of the due process hearing.
- The time for the hearing shall be set by the Board of Education with appropriate parental contact.
- If the Board of Education affirms the action of the superintendent or designee, the decision is final.
- The Board of Education may affirm, modify or reverse the action previously taken.

Appeal from Order of Expulsion- Special Education
The parent of a child with a disability who disagrees with any decision regarding disciplinary placement or the manifestation determination, may appeal the decision by requesting a due process hearing with the Alabama Department of Education, Special Education Services. All due process requests should be sent to:

Alabama Department of Education, Special Education Services
P.O. Box 302101 | Montgomery, AL 36130-2101

The Department of Education is responsible for arranging an expedited due process hearing due to disciplinary action, which must occur within 20 school days of the date the hearing request is filed. The state-appointed hearing officer must make the determination within 10 school days after the hearing.

Placement During Appeals
When an appeal has been made by the parent, the child must remain in the interim alternative educational setting pending the decision of the state-appointed hearing officer or until the expiration of the time period, whichever occurs first, unless the parent and education agency agree otherwise.

BUS RULES & GENERAL INFORMATION

The driver is in charge of the school bus in the same manner a teacher is in charge of a classroom. The bus is considered an extension of the classroom. Students shall conduct themselves in an orderly and respectful manner. Poor conduct is not tolerated in the classroom nor will it be tolerated on the bus. Failure to do so endangers the driver and students.

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. LOSS OF BUS TRANSPORTATION MAY OCCUR IF THE BUS RULES ARE NOT FOLLOWED. ANY SUSPENSION FROM THE BUS CAN BE APPEALED.
Please see Suspension Appeal Form.

THE CHARLES POLAND, JR. ACT (ACT 2013-347)

Under the new law, the crime of trespass in the first degree includes intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes "with the intent to commit a crime". Perpetrators will also be prosecuted in the first degree if they are found guilty of:

• Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official; or

• Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant; or

• Intentionally destroying, defacing, burning or damaging any public school bus.

Meeting the Bus - It is the parent/guardian's responsibility to have their child at the assigned bus stop at least 10 minutes before the regular pickup time and remain at the stop until the bus arrives.

Who Do I Call?

• For questions regarding the transportation process to include bus stops, bus routes, bus pick up times, drop off times, etc. Please call the MPS Transportation Department at (334)851-4833. Parents and guardians are strongly encouraged to register for the My Ride K-12 app. **See page 80 for instructions.**

• Direct all questions or concerns related to disciplinary actions to your child's school administrative staff. The driver will not have any information regarding the outcome of infractions submitted to the school office.

A. Bus Rules

The bus is an extension of the classroom or school. The school administrator, transportation director, the superintendent and his/her designee are the only authorized MPS staff to make the recommendation to suspend students from the bus. The following rules apply:

1. The driver is in charge of the bus and students. Students must obey the driver promptly and willingly.

2. All school rules/regulations are in effect when students are on school buses.

3. Students must board or exit the bus at their assigned bus stop. Students should not request special consideration. Student bus assignments are generated from the home address verified in the PowerSchool database.

4. Students must not move toward the bus until the bus has made a complete stop and the doors are opened.

5. Students must remain seated while the bus is in motion and remain seated until the bus has come to a complete stop.

6. The bus driver is responsible for seating arrangements and may assign students to a seat. Students must sit in an assigned seat.

7. Students crossing the road after getting off the bus should walk at least 10 feet in front of the bus to make sure they are seen by the driver. **Students should never walk in the back of the bus.**

8. Students must be quiet at all railroad crossings and road intersections.

9. The school district will hold the student or parent/guardian responsible for any damage to a school bus caused

by the student. The parent will be required to make restitution.

10. Students must not transport any item too large to be stored under a bus seat. Alabama law requires that all packages, book bags, projects, band instruments, etc., that are transported on a bus fit under the seat. No athletic equipment will be transported.

11. Students must not throw anything from a bus window.

12. Students must keep the aisle free of feet, books or any objects that may obstruct the pathway.

13. Students will not fight, push, play or participate in any activity that would disrupt the process of transporting students or might cause an unsafe environment.

14. Students must not eat or drink on the bus.

15. Students must never tamper with or exit the emergency doors or windows unless authorized.

16. Students must use appropriate language. No profanity is allowed.

17. When students are suspended from riding the bus, he/she will not be permitted to ride any MPS bus until the suspension has ended.

18. Electronic devices must not be used on the bus.

19. The playing of cards or any form of gambling on a school bus is prohibited.

20. Parents may not remove a student from a bus after the student has boarded without school approval.

21. Students will not use any aerosol sprays or body products (deodorants, perfume, etc.) on the bus.

22. Students shall NOT sit in the driver's seat or attempt to operate any bus mechanisms.

23. Students shall not strike matches, have lighters, use tobacco, alcohol or drugs in any form on the bus.

24. Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.

25. Students who engage in physical altercations at the bus stop will be subject to disciplinary action.

Reporting Incidents

Students who have difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the problem cannot be resolved by the driver, then the driver will report the incident to the school principal. The bus driver has no authority to administer disciplinary actions. Please contact your child's school in regards to disciplinary concerns.

Violation of Bus Rules

Major/minor offenses include disruptive behaviors that interfere with transporting students in Montgomery Public School's jurisdiction. Bus drivers are expected to manage general bus disruptions and distractions. When the action taken by the bus driver is ineffective or the disruption is severe, the bus driver may write a bus referral for a major or minor offense. The referral is submitted to the school principal for disciplinary action. Suspension from bus transportation does not excuse the student from school attendance. It is the parent/guardian's responsibility to ensure students are transported to and from school. Students MUST be responsible for their own conduct while on the bus, ensuring their actions do not risk their safety or the safety of others. **Any student suspended off the bus for more than three (3) days must be approved by Student Support Services.**

A. Major Offenses

1. Profanity/threats directed towards the bus driver
2. Tampering with emergency equipment/unauthorized use bus emergency door or window
3. Throwing objects on/out of the bus
4. Use of tobacco or any controlled substances
5. Bullying and/or fighting
6. Possession, threat or use of weapons, explosives or flammables
7. Vandalism to the bus (restitution will be made)
8. Hanging out of the windows
9. Spitting out the windows
10. Sexual offense/ Sexual harassment

Consequences Grades K-5
Major Violations:

• Student will be suspended for a minimum of two (2) up to ten (10) days depending on the severity of the incident and may lose bus privileges. This must be approved by the Office of Student Support Services.

• Proposal for Due Process/Expulsion (Principal/Transportation Director)

• Restitution will be required, if warranted

• Loss of bus privilege for up to one year

• Law enforcement may be called for criminal prosecution

Consequences Grades 6-12
Major Violation:

• Student will be suspended for a minimum of two (2) days up to 10 days depending on the severity of the incident and may lose bus privileges. This must be approved by the Office of Student Support Services.

• Proposal for Due Process/Expulsion (Principal/ Transportation Director)

• Restitution will be required, if warranted

• Law enforcement may be called for criminal prosecution

• Loss of bus privilege for up to one year

B. Minor Offenses:

1. False identification (failing to give the bus driver your name)
2. Excessive noise
3. Horseplay
4. Eating/drinking/littering on the bus
5. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
6. Getting on/off at an unassigned stop
7. Playing cards on the bus
8. Uses of electronic devices on the bus

9. Using body products on the bus
10. Riding a bus while suspended
11. Delaying bus schedule
12. Refusing to stay seated
13. Refusing to obey driver's instructions
14. Disruptive behavior
15. Other offenses as reported by the driver or principal
16. Students must ride the assigned bus only

Consequences Grades K-5 – Minor Violations:

First violation: Students receive warning notice to allow parent/guardian to take corrective action

Second violation: Student will receive up to two (2) days suspension

Third violation: Student will receive up to three (3) days suspension. Continued violations by a student will result in the loss of bus privileges

Consequences Grades 6-12 - Minor Violations:

First violation: Students receive warning notice to allow parent/guardian to take corrective action

Second violation: Student will receive up to two (2) days suspension

Third violation: Student will receive up to three (3) days suspension. Continued violations by a student will result in the loss of bus privileges

Special Education Bus Suspensions

Whether a bus suspension would count as a day of suspension would depend on whether the bus transportation is part of the child's IEP. If the bus transportation is part of the child's IEP, a bus suspension would be treated as a suspension unless the public agency provides the bus service in some other way because that transportation is necessary for the child to obtain access to the location where all other services will be delivered. 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 or her parents would have the same obligations to get the child to and from school as a non-disabled child who had been suspended from the bus. However, education agencies must address whether the behavior on the bus is similar to behavior in the classroom that is addressed in an IEP and whether bus behavior should be addressed in the IEP or in a behavioral intervention for the child. Any student suspended off the bus for more than three (3) days must be approved by the Special Education Department.

GENERAL POLICY STATEMENTS

A. PRINCIPAL'S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Board Policy: Persistent/Willful Disobedience and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified. **The principal has the authority to develop an individual school electronic device procedure for the magnetic pouch. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes).**

In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of any such interviews as soon as practicable

Reporting Misconduct

Anyone may report a violation of the Montgomery Public Schools district policy by contacting the Safety and Security Department. Normally, the person reporting the violation will be asked to submit their complaint in writing, which should include a summary of the facts deemed to constitute a violation. Anonymous reports may be made by clicking on the anonymous tip hotline button on the Safety and Security webpage at www.mps.k12.al.us/page/security, or by texting 215 stop to 738477, or on the P3Tips.com app. Reports may be submitted via email to security.reports@mps.k12.al.us. Parents and community members are strongly encouraged to report concerns through these official channels rather than posting allegations on social media platforms, as this allows the district to respond promptly, investigate thoroughly, and ensure appropriate action is taken. If you or anyone you know is in immediate danger, please call 911 for emergency assistance.

TEACHERS' BILL OF RIGHTS POLICY

The Teachers' Bill of Rights requires teachers to have an approved classroom management plan and affords teachers the right to exclude disruptive students from their classrooms in limited circumstances if they follow that plan.

Exclusion of Student from Classroom by Teacher

A teacher may exclude any student from his or her classroom due to their behavior only if the student has:

- Engaged in disorderly conduct, which is defined as any conduct that intentionally disrupts, disturbs, or interferes with the teaching of students or disturbs the peace, order, or discipline at any school;
- Behaved in a manner the obstructs the teaching or learning process of others in the classroom;
- Threatened, abused, intimidated, or attempted to intimidate an education employee or another student;
- Willfully disobeyed an education employee;
- Uses abusive or profane language directed at an education employee;
- The referring teacher followed his or her approved classroom management plan before excluding the student

from the classroom; and

- The referring teacher completes any required referral form and submits it to the principal or his or her
- designee in accordance with the school system's procedures when the student is excluded and referred to the school administration.

B. STUDENT VALUABLES

Students should not bring expensive toys, electronic games, radios, watches and/or other types of jewelry, etc. to school. These items may get broken, stolen, or damaged. Students should not to bring large amounts of money to school. The school is not responsible for students' personal property whether lost, stolen or damaged.

C. AMNESTY/SURRENDER CLAUSE

A student who discovers, or realizes that he/she has possession of items that violate district policy while on school property, shall upon discovery, immediately turn in the prohibited items to school personnel, or notify them to the whereabouts of the items. Upon turning the item in, the student shall not be subject to any disciplinary consequence. This amnesty does not apply when the items are discovered by someone else, for example, in a school-wide search. It also does not apply when an administrator's investigation reveals that the student has used the items for prohibited purposes.

D. SELLING /CONFISCATING ITEMS

Students cannot sell or distribute any snacks, drinks, food or any item to other students under any circumstances. Any items that are confiscated will be disposed of by school administration.

E. CORPORAL PUNISHMENT POLICY

Montgomery Public Schools does not advocate the use of corporal punishment. Corporal punishment will not be administered to any students.

F. SEARCHES AND/OR INSPECTION OF SCHOOL PROPERTY

The building principal and his/her designees may conduct legally appropriate searches. All searches must be conducted in the presence of two MPS employees, one of which must be a building administrator. Students will not be involved in conducting searches. If it is suspected that a prohibited item is concealed upon the person of the student, the building principal and his/her designee shall request the voluntary surrender of the item. If the student refuses, the building principal and his/her designee may contact the student's parents/legal guardians and/or the appropriate MPS Security or law enforcement officials. If the student refuses or is belligerent or violent in refusing to be searched, the student should be detained and the appropriate law enforcement agency should be notified and requested to take appropriate action.

1. **Property Searches** - Lockers, desks, bookbags, and other personal effects will be subject to search. Although a student may exercise exclusive control of his/her locker as opposed to access to fellow students, the control is not exclusive against school officials.

2. **Vehicle Searches** - School officials may search or authorize a search of vehicles on school property when there is reasonable suspicion to believe prohibited materials are being concealed. The student will be invited to be present during the search, except in cases of clear and present danger to life, health, or property.

3. **Bodily Searches** - School officials may conduct bodily searches of students whenever there is reasonable suspicion to believe the search will reveal a violation of school policy or produce evidence of unlawful activity, but it cannot be invasive. Metal detectors, either walk-through or hand-held, may be used to facilitate the search.

Searches should be conducted on a same-gender basis.

4. **Use of Hand-held or Walk through Metal Detectors on Montgomery Public Schools Property** – As part of the school district's overall plan to enhance safety measures, metal detectors may be used to search on school property. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk-through a metal detector search. It should be noted that if the metal detectors pick up on prohibited items, a secondary screening or search will be conducted. This is to include any school-sponsored or non-school sponsored activity on school property to include city community centers. Consequences may be amended after new evidence is discovered during an investigation. Any student refusing to submit to a search consistent with these guidelines will be subject to disciplinary action.

5. **Use of Specially Trained Animals**- Montgomery Public Schools seeks to maintain the safety and welfare of its students, staff, and visitors. To ensure this climate, the district will use specially trained animals under the supervision of law enforcement to search for firearms and ammunition on school board property.

6. **Random Searches**- As part of the school district's overall plan to enhance the safety and welfare of students, employees, and visitors, random searches will be used to screen persons for firearms and other dangerous objects that are prohibited on school premises.

7. **Confiscation** - Any unlawful, disruptive, dangerous material, or other property held in violation of board policy found in or on school premises may be confiscated. Any other items or materials deemed inappropriate to possess on school property may also be confiscated. School officials accept no responsibility for safeguarding confiscated items.

Searches and/or Inspection of School Property

Parking on school property is a privilege granted to students, not a right. The school retains the authority to conduct or authorize routine patrols of student parking lots and to search student vehicles located on school premises without prior notice. These searches may be conducted to locate weapons, drugs, alcohol, stolen property, or any other illegal or prohibited items as defined by law or school board policy. When possible, students will be given the opportunity to be present during the search of their vehicle, unless the situation presents a clear and immediate danger to life, health or property. If a search yields evidence that a student has violated the law or district policies, the items may be seized by school authorities. Disciplinary action may follow, and when appropriate, the evidence may be turned over to law enforcement. For specific student parking rules, please refer to the individual school handbook.

Consequences for Prohibited Items Found in Vehicles May Include:

- Confiscation of items
- Revocation of campus parking privileges
- In or Out-of-School Suspension
- Assignment to an alternative education program
- Expulsion in accordance with school district policy and applicable laws
- Notification of and referral to law enforcement
- Parental conference and follow-up monitoring

G. PENALTIES FOR DEFACING/DESTROYING PUBLIC PROPERTY

Under Alabama law, it is unlawful to destroy or deface public property. A person who inflicts damage of:

(a) $2,500 or over is guilty of a Class C felony;

(b) $500 up to $2,500 is guilty of a Class A misdemeanor; and
(c) Up to $500 is guilty of a Class B misdemeanor

Parents or guardians of a minor who caused the damage will be liable for actual damages plus court costs. The minor who is convicted of violating the act "will be ordered by the court to correct or clean up any destruction or defacement.

H. BEHAVIOR DURING EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities must comply with the established rules and regulations governing student behavior set by the State of Alabama and the Montgomery County Board of Education. Participation in extracurricular activities is a privilege, not a right. All students engaging in extracurricular activities are expected to be on their best behavior at all times. If a student engages in prohibited behavior (i.e. profanity, fighting, violations of state law and district policy, or any other prohibited behavior which results in removal from an extracurricular activity) one or more of the following consequences may apply:

- Suspension from the activity
- Removal from the team or club
- Suspension from school for violation of state law or district policy; and/or
- Recommendation for expulsion/due process hearing

The school sponsor in charge of the extracurricular activity will document any student misbehavior and refer the student to an administrator for disciplinary action upon the student's return to school. The school sponsor will confiscate and document any physical evidence that is a violation of state law and board policy, as well as secure statements from the student who has allegedly committed an offense and all witnesses to the incident. Should the confiscated evidence be controlled substances or weapons, law enforcement officials shall be notified immediately. Attending school-sponsored activities away from the regular school setting and participating in extra- curricular activities are valuable parts of a comprehensive educational experience. To ensure that these activities are successful, administrators must clearly explain behavioral expectations to students, parents, sponsoring staff members and chaperones. Students must encourage and display appropriate behavior as well to make these activities beneficial and productive. Failure to comply may result in students being excluded from participating in any extracurricular activities for one full calendar year to include but not limited to sports-related events and prom.

School-Sponsored Activities

Any school-sponsored activity is subject to the jurisdiction of Montgomery Public Schools. Individuals who are not students of the sponsoring school must obtain the school principal's authorization to participate. Students who are suspended, whether out of school or in school, are prohibited from attending any school- sponsored activities during their suspension. All students assigned to an alternative placement, whether at McIntyre Comprehensive Academy or MPS Virtual Alternative Academy, are considered a long-term suspension. Consequently, students in alternative programs due to suspension are strictly forbidden from being on any MPS campus or attending any MPS events. Violations of this regulation will be deemed trespassing.

The district uses technology-based monitoring tools on school-issued devices and student accounts to support student safety by reviewing online activity such as searches, emails, documents, and other digital interactions for potential indicators of harm to self or others. Students should not expect privacy when using district-issued devices, networks, or accounts. Monitoring occurs during regular operational periods and extended breaks, including Spring Break, Thanksgiving Break, Christmas Break, and Summer Break. While monitoring is not conducted continuously 24/7, after-hours activity reports may be reviewed by trained personnel the following school day.

When an activity of concern is identified, alerts are reviewed by appropriate school or district personnel, who may take responsive action, including reviewing student activity, notifying school administration, initiating threat assessment or behavioral intervention processes, contacting parents/guardians, and involving mental health professionals or law enforcement when necessary. All credible alerts are evaluated by a multidisciplinary team in accordance with the District's established threat assessment protocols. The primary goals of this process are early intervention, student safety, and maintaining a secure and supportive learning environment.

Sex Offender Status-Under the *Code of Alabama 15-20A-17 (2019)*

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.

2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.

3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies. **In addition, per MPS policy, these rules and Steps 1,2 and 3 above, are in effect for any individual after having been convicted of a sex offense.**

ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY. PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE.

I. LAWS & MANDATES

Jason Flatt, Act # 2016-310 (Suicide Prevention)

This act was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk to provide prevention, intervention, and postvention with students at risk, as well as their families and the communities who may be affected. MPS policy and procedures regarding the Jason Flatt Act include but are not limited to: crisis counseling; crisis intervention; suicide prevention training for school personnel, students, and families; information about community resources; development of interventions and strategies to assist survivors of attempted suicide; and coping with issues relating to attempted suicide, suicide, and the death of a student. Students are expected to treat other students with courtesy, respect, and dignity, in accordance with the Code of Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, bullying, violence, or intimidation, and (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

Erin's Law, Act # 2015-456 (Child Sexual Abuse)

The Superintendent, or his designee, shall implement and maintain such child abuse prevention instructional programs as necessary to comply with Erin's Law and the guidelines adopted by the Governor's Task Force on the Prevention of Sexual Abuse of Children. Said programs shall include "[a] professional training component for administrators, teachers, and other school personnel on talking to students about child sexual abuse prevention, effects of child sexual abuse on children, handling of child sexual abuse disclosures, and mandated reporting."

Annalyn's Law, Act # 2018-528 (Low-Risk Juvenile Sex Offenders)

Pursuant to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low-risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities. Upon proper notification from law enforcement, the student's principal or designee will call together the anticipated Supervision Team to meet with the student and/or the student's parent or guardian to develop an appropriate plan. In the event the student violates the Code of Conduct or the Plan, the student may be subject to discipline pursuant to the board policy and/or reassessment of the Plan's conditions.

Mental Health Opt In, Act # 2025-455

No student under the age of sixteen may participate in mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others. For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (e.g., Erin's Law; Jason Flatt Act). This policy is not applicable to any "mental health services" contained in a student's Problem-Solving Team/Student Success Team (PST/SST), Individualized Education Program (IEP), or a Section 504 Plan. Consent for those services will be obtained in accordance with the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

Jamari Terell William Student Bullying Prevention, Act # 2018-472

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

McKinney-Vento Homeless Assistance Act

In accordance with the McKinney-Vento Homeless Assistance Act and the Every Student Succeeds Act, the Montgomery Public School System will meet any requirements of the Acts regarding giving homeless and foster care students access to a free, appropriate education, removing barriers to enrollment for homeless and foster care students, and assisting in securing necessary documents.

The Price Hornsby Act # 2025-221 (Fentanyl/Drug Prevention)

The Price Hornsby Act is an Alabama law requiring research-based instruction on fentanyl prevention and drug poisoning awareness for students in grades 6 through 12. This curriculum is designed to educate students on the physical dangers, legal consequences, and life-threatening risks associated with synthetic opioids. Named in memory of an Alabama student who lost his life to fentanyl, this legislation ensures that all students receive

age-appropriate information regarding the extreme physical dangers, legal consequences, and life-threatening risks of synthetic opioids.

FOCUS Act # 2025-386 (Freeing Our Classrooms of Unnecessary Screens for Safety Act)

The FOCUS Act prohibits the use of a wireless communication device or the possession of a wireless communication device in any public elementary or secondary school building or on the grounds thereof during the

instructional day, unless the device is turned off and stored off their person, according to board policy. Devices may be stored in a locker, car, or a teacher-monitored pouch (e.g., Yondr).

The law allows for device use only under the following limited circumstances:

- Medical Needs: Students with a documented medical condition or individualized health plan.
- Individualized Education Plans: If the device is specifically required by a student's IEP or 504 plan.
- Instructional Use: When a teacher explicitly directs students to use a device for a specific educational purpose under direct supervision.
- Emergencies: During a situation that threatens the life or safety of the student or another person.
- Wireless Communication Device: A cellular telephone, tablet computer, laptop computer, pager, gaming device, or any other portable electronic device identified in a wireless communication device policy that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

SECLUSION AND RESTRAINT POLICY

Montgomery Public Schools shall prohibit the use of seclusion, a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include — and Montgomery Public Schools shall allow— the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out: A behavioral intervention in which the student is temporarily removed from the learning activity.

Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.

2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.

3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.

4. The time-out space is free of objects that unreasonably expose the student or others to harm.

MPS shall prohibit the use of Chemical Restraint, which refers to any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's

medical or psychiatric condition.

MPS shall prohibit the use of Mechanical Restraint, which refers to the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. Mechanical Restraint does not include — and MPS shall allow — an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seat belts and other safety equipment when used to secure students during transportation.

MPS shall prohibit the use of Physical Restraint that restricts the flow of air to the student's lungs or any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs. MPS shall prohibit the use of Physical Restraint which refers to direct physical contact from an adult that prevents or significantly restricts a student's movement except in those situations in which the student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint shall not be used as a form of discipline or punishment. Physical Restraint does not include — and MPS shall allow — limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property. MPS shall utilize the following procedures for use of Physical Restraint:

1. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.

2. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.

3. Annual staff and faculty training on the use of physical restraint as well as Montgomery Public Schools' Seclusion and Restraint Policy. Any faculty or staff member who utilizes physical restraint must be certified in the district's approved physical restraint program, and must complete recertification every two years.

4. Maintain written or electronic documentation on training provided and a list of participants for each training.

5. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.

6. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.

7. Annual report submitted to the Alabama Department of Education regarding the use and documentation of restraint and any prohibited use of seclusion, chemical, mechanical or physical restraint.

Nothing in this policy shall be construed to prohibit an employee of Montgomery Public Schools, any of its schools, or any of its program employees, from any of the following:

1. Use of any other classroom management techniques or approaches, including a student's removal from the classroom that is not specifically addressed in this policy.

2. The right of school personnel to use reasonable force as permitted under the ***Code of Alabama, 1975, 16-1-14*** or modifies the rules and procedures governing discipline under the ***Code of Alabama, 1975, 16-28-12***.

3. Reasonable actions to diffuse or break up a student fight or altercation.

4. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.

5. Discretion in the use of physical restraint to protect students or others from eminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Montgomery Public Schools, or its programs or its agents, or employees.

6. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel. This policy adheres to the Alabama Administrative Code regulation for seclusion and restraint for all students.

STUDENT ANTI-HARASSMENT /BULLYING

The Montgomery County Board of Education is committed to providing its students equal educational opportunities in a safe learning environment free from bullying, violence, threats of violence, intimidation, and harassment. These forms of dangerous and disrespectful behavior will not be tolerated. To provide a safe and healthy learning environment for all students, parents should monitor their child's/children's social media activity. Montgomery Public Schools is not responsible for actions that occur outside of the school's jurisdiction or area of influence unrelated to school and/or school-sponsored events.

A. Bullying, Violence, Threats of Violence, Intimidation, and Harassment Prohibited

Bullying, violence, threats of violence, intimidation, and harassment are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions.

Definitions: In this policy, these terms shall have the following meanings:

Bullying- A continuous pattern of intentional behavior by the same person and/or persons ***(this is not a one-time event- see Code 31)*** including, but not limited to, hazing, harassment, intimidation, threats of violence, violence, or menacing acts that are intended to cause distress upon one or more students. This behavior can occur on or off of school property (during school functions), on a school bus, at designated school bus stops, or at school-sponsored functions including, but not limited to, cyberbullying, verbal, written, electronic, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the following categories:

Gender/Gender Identity • Sexual Orientation • Age • Religion • Nationality • Ethnicity • Race • Color • Socioeconomic Background • Mental, Physical, or Sensory Disability

To constitute bullying, a pattern of behavior may include any of the following that:

- Places a student in reasonable fear of harm to his or her person and/or damage to his or her property;
- Has the effect of substantially interfering with educational performance, opportunities, and/or benefits of a student;

- Has the effect of interfering with or denying the student's participation in receipt of benefits, services, or opportunities in the school district;
- Has the effect of substantially disrupting and/or interfering with the orderly operation of the school;
- Has the effect of creating a hostile environment in the school, on school property, on a school bus, and/or at a school-sponsored function; or
- Has the effect of being sufficiently severe, persistent, and/or pervasive enough to create an intimidating, threatening, and/or abusive educational environment for a student.

Harassment- Knowingly pursuing a pattern of conduct, whether physical, verbal, written, or electronic, that is intended to annoy, intimidate, extort, alarm, or terrorize another person either socially, physically or emotionally. Harassment includes, but is not limited to:

- Verbal acts, teasing, name-calling, belittling, or use of sarcasm, jokes, obscene, abusive, vulgar, or irreverent language;
- Non-verbal behavior such as graphic or written statements;
- Conduct that is physically threatening, harmful or humiliating including, but not limited to the following: striking, shoving, kicking, touching a person, or subjecting him/her to physical contact, or obscene gestures toward another student or school employee;
- Extortion of anything of value (such as personal property, money or information) from any other student or school employee through verbal, written, or physical threats, coercion, or intimidation.

A person commits the crime of harassing communication if, with intent to harass or alarm another person, he/she:

- Communicates with a person, anonymously or otherwise, by a wired or wireless communication device, or any other form of written or electronic communication in a manner likely to harass or cause alarm.
- Makes a telephone call, whether a conversation ensues, with no purpose of legitimate communication.
- Telephones, texts or communicates with another person, and addresses to or about such other person any lewd or obscene words or language.

This includes a threat, verbal or nonverbal, made with intent to carry out the threat that would cause a reasonable person who is the target of the threat to fear for his or her safety. (Bullying would be reported under this category.)

Cyberbullying- Includes intimidating text messages or emails, rumors by email or social networking sites, embarrassing pictures and/or videos, trolling, or other pervasive, ongoing patterns intended to intimidate, harass, or shame a student. Parents/guardians should monitor their child's/children's social media activities. Any evidence of cyberbullying should be reported to the principal or principal's designee on a Bullying/Harassment Complaint Form. Allegations, suspicions, and/or reports of cyberbullying not originating or occurring at school or school-related functions are outside of MPS jurisdiction and area of influence and should be reported to the appropriate law enforcement agency.

Violence- The unjustified infliction of physical force by a student with the intent to cause injury to another student or damage the property of another student.

Threats of violence- An unjustified expression of intention to inflict injury or damage made by a student and

directed towards another student.

Intimidation- An unjustified threat or other action intended to cause fear or apprehension in a student.

B. Reporting, Investigation, and Complaint Resolution Procedures

Any student who believes he or she has been the victim of bullying or harassment, or any person with knowledge or belief of such conduct that may constitute bullying or harassment toward a student, should immediately report the alleged acts. A report may be made to any staff member. Teachers and other school staff who witness acts of bullying or harassment, or receive student reports of bullying or harassment, are required to promptly notify the school principal or the principal's designee.

1. Complaints alleging violations of this policy should be made on the Bullying/Harassment Complaint Form and must be delivered to the principal, or the principal's designee, either by mail or personal delivery. The principal, or the principal's designee, is required to accept and investigate all reports of bullying and/or harassment.

2. Acts of reprisal or retaliation against any student who has reported, or is thought to have reported a violation of this policy, sought relief provided by this policy, or otherwise participated in an investigation regarding student bullying or harassment are prohibited.

3. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.

4. Appeals from discipline implemented as a result of a bullying or harassment complaint against a student shall be handled according to established suspension and due process procedures.

5. If a threat of suicide is reported on the Bullying/Harassment Complaint Form, the MPS personnel receiving the form will immediately notify the counselor and the principal, or the principal's designee, of the threat of suicide. The student must be supervised at all times by an informed staff member. The counselor, principal, or principal's designee, will immediately implement the MPS Suicide/Homicide Protocol. They are required to inform the student's parent or guardian of the report unless, at the discretion of the school principal or the principal's designee, the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

C. Consequences for Violations

Verified acts of bullying, violence, threats of violence, intimidation, and harassment shall result in disciplinary action and/or corrective action reasonably calculated to end the identified conduct, deter future conduct, and protect the complainant and other similarly situated individuals. The full MPS Student Anti-Bullying Policy is provided on the MPS website. ***Legal Reference: Jamari Terrell Williams Student Bullying Prevention Act No 2018-472***

INTERNET SAFETY POLICIES AND COMPUTER USAGE

MPS CODE IFBGB ISSUED ON 09.27.2001 (Updated 4/29/2025)

The term computer as used in this policy is intended to have a broad interpretation. Computer as used herein means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, the servers, backup drives, backup disk, network servers, communication servers, modems, Internet access software, printers, software, stored data, computer hardware, e-mail and any and all data and programs used on the computers. This includes tablets or any electronic device on the MPS network.

The Montgomery County Board of Education permits and encourages the use of computers in support of education, research, or business applications consistent with the purposes of the Board. Students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All students are to adhere to this policy. Students are also to adhere to any other acceptable use guidelines devised by the local school, including the signing of acceptable use procedures.

1. Computer accounts are only to be used by the authorized owner of the account for the authorized purpose.

2. The illegal installation or use of copyrighted software for the use on computers owned or operated by the Board is prohibited. Appropriate license(s) must be possessed by individual schools or the school system before copyrighted software may be installed or used.

3. Any use of computers for purposes inconsistent with the educational mission of the school or school system is prohibited. The illegal publication or copying of copyrighted material is prohibited and students may be held individually liable for their own actions that violate copyright laws.

4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the computer or MPS network.

5. All communications and information stored on computers owned or operated by the Board shall be considered property of the Board.

6. Computers shall not be misused or abused in any way, such as developing programs that harass other users or infiltrate a computer and/or damage software components or using computers to disrupt other computers.

7. Antisocial behaviors (harassment, discriminatory remarks, etc.) are prohibited on the computer. The computer will not be used to access Internet sites or to run programs that are offensive, illegal or otherwise not suitable or proper for use in public schools.

8. Use of computers to access files dangerous to the integrity of individual computers (i.e., viruses) is prohibited.

9.Technology protection measures (specific software that blocks or filters Internet access and monitors on-line activities of minors) must be functioning on all MPS computer equipment. Bypassing the filter or using personal internet hotspots is prohibited.

10. The Board reserves the right to review and to remove users' files without warning.

11.The taking of still pictures or video from electronic devices is prohibited unless instructed by a teacher or administrator.

The Montgomery County Board of Education provides access to electronic mail and the Internet. Individual users of the Board's computer networks are responsible for their behavior and communications over those networks. The Board expects users to comply with Board standards. Beyond the clarification of such standards, the district makes no warranties of any kind, whether expressed or implied, for the access it is providing, nor will it be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system. The district is not responsible for unauthorized costs incurred by students. Files and communications may be reviewed to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files and communication stored on computers will be private.

The following are examples of behaviors that are not permitted. This list should not be considered exhaustive.

- Sending or displaying obscene and offensive messages or pictures, child pornography, and any visual depictions that are harmful to minors (under 17)
- Using obscene/profane language
- Harassing, insulting, or attacking other.
- Damaging computers, computer systems, or networks
- Violating local, state, or federal statutes or copyright laws
- Using another user's password
- Trespassing in another user's folders, work, or files
- Using technology resources without authorization
- Wasting limited time and resources
- Employing the network for personal or commercial purposes or using computers for purposes other than those specified by the Board
- Accessing inappropriate matters on the Internet and World Wide Web
- Accessing any chat room not specifically approved by MPS

Violations may result in a loss of access as well as other disciplinary or legal action. Penalties for students who violate this policy will be commensurate with those outlined in the Student Conduct Manual. Students encountering inappropriate materials or messages on the Internet are responsible for making a prompt report to a teacher or another school official.

What are the privileges and rights of the user?
The use of all Montgomery County Board of Education technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in revocation of those privileges, pending investigation. Moreover, users of Montgomery Public Schools' technology must be aware that the school system cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The rights of the user include:

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

Safety: Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

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

Inappropriate Materials or Language: No profane, abusive or impolite language should be used to communicate nor should materials be accessed that are not in line with the rules of school behavior.

Equal Access: All users will be granted equal access to the Internet. Exploration of the Internet is encouraged relative to the purpose of research and education. No single user should monopolize the workstation connected to the Internet.

What are the guidelines?

1. **BE PREPARED** to be held accountable for your actions. Exemplary behavior is expected from all users at all times.

2. **DO** notify an adult immediately if you encounter materials that violate the Student Conduct Manual.

3. **DO NOT** use a computer or the Internet to hurt, harass, attack, or harm other people or their work.

4. **DO NOT** damage the computer or network in any way.

5. **DO NOT** degrade the performance of the network through the posting of electronic chain letters or other useless information.

6. **DO NOT** use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.

7. **DO NOT** install software or download unauthorized files, games, programs, or other electronic media.

8. **DO NOT** violate copyright laws.

9. **DO NOT** view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.

10. **DO NOT** share your password with another person.

11. **DO NOT** reveal your personal address or phone number or those of anyone else.

12. **DO NOT** access work, folders or files belonging to the Montgomery Public School System or the system's employees or students.

13. **DO NOT** repost non-academic personal communication without the original author's prior consent.

MONTGOMERY
PUBLIC SCHOOLS

SUSPENSION APPEAL FORM

(To Include Out of School and Bus Suspensions)

Office of Student Support

Date: _____ Student's Name: _____

School Name: _____

Does the student receive Special Education Services? (_____Yes) (_____No)

Does the student have a 504 plan? (_____Yes) (_____No)

DOB:___/_____/_____ Age:_____ Grade: ____ Last four digits of Student's Social Security No. _____

TO WHOM IT MAY CONCERN:

My child was suspended on_____from _____for the period of time indicated below.
(Date) (School/ Bus #)

Length of Suspension:_____ Dates of Suspension: From___/____/___ To___/____/___

I am appealing:

☐ The principal's decision to suspend

☐ Information written on the office referral

for the following reason(s): _____

_____

_____

_____

I would like the committee to consider: _____

_____

_____

Parent/Legal Guardian Printed Name:_____

Parent/Legal Guardian Signature: _____

Street Address:_____ City/Zip:_____

Home Phone: _____/ Cell Phone: _____

A copy of the referral must be attached to this appeal. All appeals must be hand-delivered to the address listed below or mailed via U.S. Postal Service within <u>three (3) school days of the suspension</u>.
Faxed or emailed appeals will not be accepted.

**Suspension Appeal form is for Out-of -School/ Bus Suspensions only. It does not apply to due process suspensions.*

MPS Office of Student Support Services
720 Grove Street, Montgomery, AL 36104 | Phone: (334) 223-6850

MONTGOMERY
PUBLIC SCHOOLS

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BEHAVIOR INTERVENTION CENTER (BIC)
PARENT REQUEST FORM

Student Social Services · 720 Grove Street
Montgomery, AL 36104
Phone: (334) 223-6851 · Fax: (334) 262-3013

Student's Name: _____ DOB: _____

Parent(s)/Legal Guardian: _____

Home Address: _____

Cell Number: _____ Do you agree to receive email or text reminders? ☐ Yes ☐ No

Work Number: _____ Home/Other Number: _____

Student Lives With: _____

Parent's/Legal Guardian's Email Address: _____

Name of School: _____ Student's Age: _____ Grade: _____

Does the student have an IEP? ☐ Yes ☐ No Does the student have a 504 Plan? ☐ Yes ☐No

If yes, please list special education eligibility category: _____

Has the student been referred to the Response to Instruction (RTI) and/or Problem Solving Team? ☐ Yes ☐ No

Please list at least one (1) positive characteristic about this student: _____

Reason(s) for request: *Provide a brief description of the problem(s). Use additional pages, if necessary*

FOR OFFICE USE ONLY:
What school-based interventions have been implemented for this student? _____

_____

_____

_____

_____

Submitted By: _____ **Date:** _____

Please send the request via mail, email or fax to the Behavior Intervention Center. If you have any questions, please send an email to behavior.interventioncenter@mps.k12.al.us

MONTGOMERY
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PRIOR APPROVAL ABSENCE FORM

Thank you for recognizing that attendance at school is vitally important if students are to be successful in their studies. If your child must be absent for a reason other than those listed as approved by the Montgomery Public Schools Student Conduct Manual, you must submit a request for the days to be considered. Please note the following:

1. Approval of your request is not guaranteed.
2. Prior Approval Absence Form requests will not be granted during the first week of school.
3. Days requested cannot be excused if during district testing days, or if the allowable number of absences for the year has already been accumulated, or if allowable days will be accumulated due to the requested absence.
4. Student grades will be considered in the approval process.
5. Any previously approved Prior Approval days will be included in the current absence calculation.
6. Form must be completed for each student and each school (if applicable).
7. All requests must be submitted at the zoned school in person at least 2 weeks prior to the requested date.

School: _____ Date of Request: _____

Name of Student: _____ Student Grade: _____

Days/Dates to be Absent: _____

Reason for Requesting a Prior Approval Absence (Please provide explanation).

(OFFICE ONLY)

 # Days Requested: _____ + Current Absence Count: _____ = <15

****All Prior Approval Absence Forms must be submitted at the zoned school**
Faxed or emailed forms will not be accepted.

My signature verifies that I understand the information provided regarding Prior Approvals.

_____ _____ _____

Parent Name/Contact (Print) Parent Signature Date

(FOR SCHOOL STAFF ONLY)

☐ **YES** Approved

☐ **YES** Approved with Reservations due to: ___ Grades ___Prior Attendance ___ Length of Absence

☐ **NOT** Approved (Absences will be unexcused) ___ Grades ___Prior Attendance ___ Length of Absence

_____

Principal (Designee) Signature

_____

Absence Code: _____ Date

MONTGOMERY
PUBLIC SCHOOLS

MPS Bullying / Harassment Complaint Form 2026-2027

Student's Name:_____Date: ____/____/____

School Name: _____Grade: _____ Age: ____

Person Reporting: _____Title/Relation: _____

Phone Number: _____Parent/Guardian: _____

The Montgomery County Board of Education prohibits all forms of bullying against students. The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the following categories: Gender • Sexual Orientation • Age • Religion • Nationality • Ethnicity • Race • Color • Socioeconomic Background • Mental, Physical, or Sensory Disability

**Attach separate sheets for additional information.*

Specific Description of Bullying Complaint
Dates of bullying incidents:
Names of alleged bully(ies):
Description of events (please be specific and thorough):

☐ **The student is having suicidal thoughts/ideations.** *If checked, the person receiving this notification must respond to this report as a suicidal threat, and the MPS Suicide/Homicide Protocols must be followed.*

Please check all that apply:

- ☐ Bullying is occurring at school.
- ☐ Bullying is occurring on the bus.
- ☐ Bullying is occurring at the bus stop and / or in route to/from home.
- ☐ Bullying is occurring on social media, i.e. Facebook, Twitter, Instagram, Snap Chat, or other?

- ☐ Bullying is occurring between classes.
- ☐ Bullying is occurring at PE/Gym/Recess.
- ☐ Bullying is occurring at lunch.
- ☐ Bullying is occurring in the restroom.
- ☐ Bullying is occurring in the classroom.
- ☐ Bullying is occurring before/after school.
- ☐ Bullying is occurring other: _____

Signature of person reporting: _____Date submitted to Principal: _____

Name of person (employee) receiving this complaint: _____Date: _____

** A copy of the completed Bullying Complaint Form must be submitted electronically to the Associate Superintendent: Division of Student Services through the "Principal's Bullying Investigative Report form".*

MPS Bullying / Harassment Complaint Form 2026-2027

To constitute bullying, a pattern of behavior may include any of the following:

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

Administrative Purposes Only

Details of Actions Taken:

Administrative Purposes Only – The Principal or their designee should check all that apply.

DISPOSITION:

☐ Bullying allegation was confirmed to be true.	☐ Bullying was based on race/color/national origin
☐ Disciplinary actions were imposed.	☐ Bullying was based on sexual orientation
☐ A safety plan was created and implemented.	☐ Bullying was based on gender
☐ The allegation involved the use of electronic devices.	☐ Bullying was based on mental, physical, or sensory disability.
☐ Bullying allegation was unfounded. Bullying	☐ Bullying was based on socioeconomic background.
☐ Other concerns were identified and addressed.	☐ Law enforcement was notified.

STUDENT REPORTED AS BULLIED	**STUDENT DISCIPLINED FOR BULLYING**
(Circle all that apply)	*(Circle all that apply)*
Black / Caucasian / Asian / Hispanic / Other	Black / Caucasian / Asian / Hispanic / Other
Male / Female	Male / Female
☐ Disability: _____	☐ Disability: _____
☐ Receiving Special Education Services	☐ Receiving Special Education Services
☐ Receiving 504 Services	☐ Receiving 504 Services

The date that the letter was mailed to the parent of the student reported as being bullied. _____/_____/_____

Date that the letter was mailed to the parent/guardian of the student(s) disciplined and/or alleged of bullying.

_____/_____/_____

Principal's Signature: _____ Date:_____/_____/_____

** A copy of the completed Bullying Complaint Form must be submitted electronically to the Associate Superintendent: Division of Student Services through the "Principal's Bullying Investigative Report form".*

ALABAMA STATE DEPARTMENT OF EDUCATION

HEALTH ASSESSMENT RECORD

School Year: _____-_____

To Parent or Guardian:
The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

This information will be kept confidential.

PLEASE complete both sides of this form (Return to the School Nurse)

Name of Student (Last, First, Middle)	Birth Date	Sex	School

Address (Street)

Home Telephone Number:	Cell Phone Number:	Additional Phone Number:	Grade	Teacher/Homeroom

Name of Parent/Guardian (Last, First Middle)	Work Phone Number:

Transportation

☐ Bus Rider Bus Number: ☐ Car Rider ☐ Special Needs Bus ☐ After School

Part I – Health Information

Place your child receives health care:

Physician's Name: _____

Address: _____

Phone:_____

☐ **Community Health Center**

☐ **Health Department**

☐ **Hospital Clinic**

☐ **No Regular Place**

☐ **Private Doctor /HMO**

Your child's Insurance Information:

☐ **ALL KIDS**

☐ **Medicaid**

☐ **No Insurance**

☐ **Other** _____

☐ **Private Insurance**

Place your child receives dental care:

Dentist's Name: _____

Address: _____

Phone:_____

☐ **Community Health Center**

☐ **Health Department**

☐ **Hospital Clinic**

☐ **No Regular Place**

☐ **Private Dentist /HMO**

Preferred Hospital: _____

Part II – Medical History Medical Equipment /Procedures Required at School

☐ Catheter ☐ Gastric Tube ☐ Nebulizer Treatments ☐ Oxygen Supplement ☐ Tracheostomy

☐ Vagal Nerve Stimulator (VNS) ☐ Ventilator ☐ Wheelchair ☐ Walker

☐ Other *Please explain:*

Medications and Procedures at School require a Prescriber/Parent Authorization Form (one for each medication or procedure) Please see your school nurse.

Please Complete Back of Form (Signature Required)

ALABAMA STATE DEPARTMENT OF EDUCATION

HEALTH ASSESSMENT RECORD

School Year: _____-_____

Name of Student

Part III – Medical History

□ YES □ NO	**KNOWN HEALTH PROBLEMS** If **NO**, go directly to the bottom of the page and provide parent/guardian signature If **YES**, and diagnosed by a physician, answer each question below.
□ YES □ NO □ YES □ NO	**Attention Deficit Disorder (ADD)** **Attention Deficit Hyperactivity Disorder (ADHD)** Requires medication □ At school □ At Home
□ YES □ NO	**Allergies:** □ Hives/rash □ Medications □ **Food** _____ □ **Insects** _____ □ Breathing difficulty □ Epi-pen □ **Environmental** _____ □ **Medications** _____ □ Other:
□ YES □ NO	**Asthma** □ Uses an inhaler at school □ Uses an inhaler at home
□ YES □ NO	**Blood/Bleeding Problems:** □**Hemophilia,** □**Von Willebrand's,** □**Other** □ **Requires medication** ***Please explain:***
□ YES □ NO	**Frequent Nose Bleeds:** *Please explain*
□ YES □ NO	**Cancer/Leukemia:** *Please explain*
□ YES □ NO	**Cerebral Palsy:** *Please explain*
□ YES □ NO	**Cystic Fibrosis:** *Please explain*
□ YES □ NO	**Dental Problems:** *Please explain:*
□ YES □ NO	**Diabetes** □ **Type 1 Diabetes** □ Monitors Blood Sugars at school □ Requires Insulin at school □ Insulin pump □ Glucagon order □ **Type 2 Diabetes** □ Managed with diet □ Oral medication
□ YES □ NO	**Emotional/Behavioral/Psychological:** *Please explain:*
□ YES □ NO	**Gastrointestinal/Stomach Problems:** *Please explain:*
□ YES □ NO	**Genetic / Rare Disorders:** *Please explain:*
□ YES □ NO	**Headaches:** *Please explain:*
□ YES □ NO	**Hearing Problems:** □ Right Ear □ Left Ear □ Both ears □ Hearing loss □ Hearing aid □ Tubes □ Cochlear Implant
□ YES □ NO	**Heart Condition:** □ ***Activity restrictions***: □ **Medications taken at home**: *Please explain:*
□ YES □ NO	**Hypertension (High Blood Pressure):** *Please explain:*
□ YES □ NO	**Juvenile Arthritis/Bone-Joint Problems:** *Please explain:*
□ YES □ NO	**Kidney/ Bladder/ Urinary Problems:** *Please explain:*
□ YES □ NO	**Scoliosis:** □ No Treatment □ Wears Brace □ Surgery □ Family History
□ YES □ NO	**Seizures/Convulsions:** Type of seizure: _____ *Medications:* □ Diastat □ Klonopin □ Versed □ Medication taken at home □ Other _____ *Please explain:*
□ YES □ NO	**Sickle Cell:** □ Anemia □ **Trait**
□ YES □ NO	**Shunt:** □ VP shunt *Please explain:*
□ YES □ NO	**Spina Bifida:**
□ YES □ NO	**Special Diet:** *Please explain:*
□ YES □ NO	**Vision Problems:** □ Wears glasses □ Wears contacts □ Other
□ YES □ NO	**Other Medical Conditions:** *Please include **any** medications taken at home only.*

Required Signatures

(Electronic or Written) Parent(s) or Guardian Signature: _____ Date:_____

(Electronic or Written) School Nurse Signature: _____ Date:_____

Page 2
Rev 6-2017

MONTGOMERY PUBLIC SCHOOLS' PROCEDURES FOR ADMINISTERING PRESCRIPTION MEDICATION TO STUDENTS

The goal of giving medication during school hours is to assist students in maintaining an optimal state of wellness thus enhancing their educational experience. Parents/ guardians should treat minor illnesses at home. For example, a student with a cold severe enough to require frequent medication should remain at home. Medication prescribed three times a day should be given at home — just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception is medication that must be given before or with meals. The following requirements provide parents/guardians, and students with the guidance necessary to provide safe and proper assistance with medications in school.

1. All medication is required to be delivered to the school office by the parent or guardian. Parent or guardians are required to meet with the school nurse or trained medication assistant to verify and document medication count and authorization forms.

2. A school employee trained to assist with medications will supervise the taking of prescription medication when the School Medication Prescriber/Parent Authorization Form has been completed.

Note: This form must be completed by the parent/guardian and the prescribing physician before school personnel can assist with medication.

3. The current prescription bottle must be labeled with the child's name and must indicate specific directions. The time to be given must be a specific time (for example, noon, 11 a.m., etc.) during the school day. Samples from doctors are acceptable, but must be accompanied by a doctor's written orders to administer, including the child's name, name of medication, and the time and amount to be taken.

4. The parent/guardian must provide the school with a new signed School Medication Prescriber/Parent Authorization Form at the beginning of each school year and/or before any medication can be given at school. Changes in medication or medication dosage will require a new School Medication Prescriber/ Parent Authorization Form and a new prescription bottle.

5. School employees will not assume responsibility for supervising the taking of nonprescription medication or over the counter (OTC) medications. OTC medications will not be administered at school unless the medication is prescribed by a doctor or clinic and the medication is in a prescription bottle with the same directions required for prescriptions. A School Medication Prescriber/Parent Authorization Form must be completed.

6. Medication will be dispensed as specified until the parent requests, in writing, to discontinue or until the supply is depleted. Parents will be notified when supply is nearly depleted to allow opportunity for replenishment.

7. **Parents/guardians are responsible for picking up any remaining medication at the end of the school term. Any medication left at the school following the last day of the school term will be disposed of without notification to the parent.**

ALABAMA STATE DEPARTMENT OF EDUCATION
SCHOOL MEDICATION PRESCRIBER / PARENT AUTHORIZATION FORM

STUDENT INFORMATION

Student Name: _____ **DOB:** _____ **Age:** _____ **Weight:** _____

□**No known drug allergies** □**Allergies (please list):** _____

PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare providers ONLY)
****This constitutes a medical order, and, once signed, any alteration may violate state and/or federal law. ****

Medication Name: _____ **Dosage:** _____ **Route:** _____

Frequency/Time(s): _____ **Start Date:** _____ **Stop Date:** _____

Reason for taking medication: _____

Potential side effects/contraindications/adverse reactions: _____

Treatment order in the event of adverse reaction: _____

SPECIAL INSTRUCTIONS:

Is the medication a controlled substance?□ Yes □ No

Is self-medication permitted and recommended?□ Yes □ No

If "yes" I hereby affirm this student has been instructed on the proper self-administration of the prescribed medication.

Do you recommend this medication be kept "on person" by student?□ Yes □ No

Cake Icing Gel ONLY for Diabetic Student during Bus Transportation?□ Yes □ No

Emergency medication orders during transportation:_____

PHYSICIAN (MD/DO)

Printed Name of Prescribing Physician: _____

Signature & Credentials: _____ **Date:** _____

Phone Number: (___) -_____ **Fax Number:** (___) -_____

AND/OR

LICENSED NON-PHYSICIAN PRESCRIBING PROVIDER (CRNP, NP, PA)

Printed Name of Provider: _____

Signature & Credentials: _____ **Date:** _____

Phone Number: (___) -_____ **Fax Number:** (___) -_____

PARENT AUTHORIZATION

I authorize the school Nurse, the registered nurse (RN) or licensed practical nurse (LPN), to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed.

Prescription Medication must be registered with the School Nurse or Trained Medication Assistant. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

Over the Counter Medication must be presented to the School Nurse or Trained Medication Assistant. OTCs must be in the original, unopened, and sealed container. **OTC medication may not be kept for more than 2 weeks without written authorization from an authorized licensed healthcare provider.** Local Education Agency Policy for OTC medication must be followed.

Parent/Guardian Signature: _____ Date: _____ Phone: _____

****SELF-ADMINISTRATIONAUTHORIZATION ONLY****

(To be completed ONLY if student is authorized forcomplete self-care by licensed healthcare provider.)

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Parent/Guardian Signature: _____ Date: _____ Phone: _____

Revised 04/2026

MONTGOMERY
PUBLIC SCHOOLS

720 Grove Street | PO Box 1991 |Montgomery, Alabama 36104 | Ph.334-223-6700 | www.mps.k12.al.us

2026-2027

Dear Parents and Physicians/Health Care Providers:

To support student attendance and participation, the School Health Services Department is working to address chronic illnesses and related absences. While we encourage all students to attend school daily, we understand that some absences are unavoidable due to medical conditions.

To assist in managing these situations, a Physician Statement of Chronic Illness form must be completed each semester by your child's healthcare provider. The form must include:

- Medical diagnosis
- Anticipated number of absences
- Follow-up care requirements, if applicable

When reporting an absence related to a chronic condition, please indicate this on a parent note and submit it within three (3) days of your child's return for the absence to be considered excused.

Please note that excused absences do not exempt students from completing assignments and meeting academic responsibilities. The school nurse may request updated documentation at any time during the school year.

Our goal is to support each student's success by reducing health-related barriers to learning and providing quality health services.

If you have any questions or need assistance, please contact the School Health Services Department at 334-293-6531.

Je'Kell Myles, BSN, RN

Nurse Coordinator

MONTGOMERY
PUBLIC SCHOOLS

720 Grove Street | PO Box 1991 |Montgomery, Alabama 36104 | Ph.334-223-6700 | www.mps.k12.al.us

CHRONIC ILLNESS PARENT FORM

Student Name (print) _____ Date of Birth _____

Grade _____School_ _____

Below are the guidelines for completing the form correctly to establish and maintain this authorization.

1. Montgomery County Public School System does not accept a Chronic Illness Form that does not have the expected frequency of episodes, length of absence, diagnosis, or appropriate symptoms listed. Physicians must sign and date the CIF, and return it to the parent/guardian for completion.
2. The school nurse may contact the physician's office to verify the CIF authenticity, should a question arise. The school nurse will refuse to accept any CIF that is found to be fraudulent.
3. Please monitor the expected frequency and length of the episode for reasonable compliance with the physician's guidelines outlined on the form in order for absences to be excused. If there is a concern about the student not making academic progress due to these absences or that the privilege is being misused, the school will contact the student and parent/guardian to discuss these concerns.
4. Remember, the form expires at the end of each semester. Obtain a new form twice per year (beginning of 1st semester and beginning of 2nd semester).

For questions, please contact our Nurse Coordinator at 334-293-6591.
Je'Kell Myles, BSN, RN

Montgomery Public School System will authorize absences resulting from a chronic medical condition or extended illness once this form is on file with your child's school. Your child's healthcare provider must complete the medical information on the attached Physician's Statement of Chronic Illness form before returning the form to the school nurse. When reporting an absence, indicate the absence is due to the chronic condition listed on the Physician's Statement of Chronic Illness form. Your student should submit this in the form of a parent note, **no later than 3 days**, after returning to school for the absence to be excused. Please be advised that while this form may excuse an absence, the student is NOT exempt from completing school assignments and responsibilities. Your signature on this letter also authorizes a release of information between the school nurse and healthcare provider regarding the child's chronic health issue and its impact on school attendance. The school nurse may request updated information at any point during the school year.

COMPLETE THE INFORMATION BELOW AS DOCUMENTATION OF PARENT/GUARDIAN RECEIPT OF THE ABOVE INFORMATION REGARDING YOUR CHILD'S CHRONIC ILLNESS FORM.

Parent/Guardian Signature _____Date _____

Daytime Phone _____ Alternate Phone _____

MONTGOMERY
PUBLIC SCHOOLS

720 Grove Street | PO Box 1991 |Montgomery, Alabama 36104 | Ph.334-223-6700 | www.mps.k12.al.us

PHYSICIAN'S STATEMENT OF CHRONIC ILLNESS

STUDENT NAME: _____ DATE: _____

DATE OF BIRTH: _____

This student is a patient of mine and has been diagnosed with the condition outlined below. This condition may necessitate absences from school.

THIS STATEMENT MUST BE SUBMITTED TO YOUR CHILD'S SCHOOL AT THE BEGINNING OF THE FIRST SEMESTER. ALL FORMS SHOULD BE UPDATED AND RESUBMITTED AT THE BEGINNING OF THE SECOND SEMESTER.

Diagnosis:_____

Anticipated number of absences:_____

Requirement for returning to physician's office:_____

Physical limitations the student may have in getting to school:_____

Other pertinent information related to this illness:_____

Doctor's name: _____

Address: _____

Phone: _____FAX:_____

_____ _____

Physician's Signature **(REQUIRED)** **Date**

To be completed by the Montgomery Public Schools Nurse Coordinator:

Name of Nurse Coordinator/ Designee:	Signature of Nurse Coordinator/Designee:	Date Verified:
Notes:		

MONTGOMERY PUBLIC SCHOOLS GUIDELINES FOR SPECIAL DIETARY NEEDS

The Child Nutrition Program with Montgomery Public Schools is committed to serving our children nutritious and appealing meals that meet the dietary guidelines. These meals are always served to students, staff and visitors of the school in a positive, cheerful manner. We pride ourselves on contributing to the quality and excellence of a student's education experience.

We understand that certain children have special dietary needs and we will do our best to accommodate those needs. For a student with a chronic medical condition such as diabetes, cystic fibrosis, or a non-life threatening food allergy, a diet prescription signed by a licensed physician, registered nurse, registered dietitian, or physician assistant is required. A student with a disability or life threatening food allergy must have a diet prescription signed by a licensed physician.

Physician's Statement for Children with Disabilities

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. **A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician.** The physician's statement must identify:

- the child's disability;
- an explanation of why the disability restricts the child's diet;
- the major life activity affected by the disability;
- the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

Medical Statement for Children with Special Dietary Needs

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include:

- an identification of the medical or other special dietary condition which restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods to be substituted.

Special information regarding milk substitution requests

Per the "USDA Rule on Fluid Milk Substitutes for School Nutrition Programs", Montgomery Public Schools' Child Nutrition Program does not offer a milk substitute for students with medical or special dietary needs at this time.

**See "Diet Prescription for Meals at School" form*

MONTGOMERY
PUBLIC SCHOOLS

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Diet Prescription for Meals At School

Date: _____ LEA: _____

Name of Student: _____ School Attended by Student: _____

Information below to be completed by recognized medical authority

Disability or medical condition that requires the student to have a special diet - Include a brief description of the major life activity affected by the student's disability

_____
_____
_____
_____

Diet Prescription (Check all that apply)

☐ Diabetic ☐ Reduced Calorie
☐ Increased Calorie ☐ Modified Texture
☐ Other (Describe)

Foods Omitted (Please check food groups to be omitted.)

☐ Meat and Meat Alternates ☐ Milk and Milk Products
☐ Bread and Cereal Products ☐ Fruits & Vegetables
☐ Other (Describe)

Substitutions ***(Please provide suggested substitutions for omitted foods or attach information.)***

Textures Allowed ***(Check the allowed texture)***

☐ Regular ☐ Chopped ☐ Ground ☐Pureed

Other Information Regarding Diet or Feeding
(Please provide additional information on the back of this form or attach to this form.)

I certify that the above named student needs special school meals prepared as described above because of the student's disability or chronic medical condition.

_____ _____ _____
Physician/Recognized Medical Authority Signature Office Phone Date

It is recommended that the diet prescription must be renewed annually.

MONTGOMERY
PUBLIC SCHOOLS

Montgomery Public Schools
Internet Acceptable Use Procedures
PERMISSION FORM

Dear Parents and Students:

The Montgomery Public School Internet Acceptable Use Procedures are designed to provide guidelines for using the Internet in the classroom, school media center and computer labs of your school this year. Take the time to read these procedures. If you have any questions, please be sure to contact the Educational Technology Department at (334) 269-3830.

The procedures must be read and signed by the student and a parent/guardian and returned to the student's teacher. You will not be given access to the Internet until you have agreed to these procedures.

Please note that if you violate the terms of these procedures, you may lose privileges or receive punishment as defined in the MPS Student Conduct Manual. It is your responsibility to read and ask questions about these procedures.

Return this signed form to your teacher as soon as possible.

I acknowledge that I have read, understand and agree to all terms as outlined in the Montgomery Public School Internet Acceptable Use Procedures. I further understand that this agreement will be kept on file at my school.

PLEASE SELECT AN OPTION

___ My child may use E-mail and the Internet while at school according to the rules outlined.

___ I would prefer that my child not use E-mail and the Internet while at school.

_____	_____
Student's Name (Printed)	Parent/Guardian's Name (Printed)
_____	_____
Student's Signature	Parent/Guardian's Signature
_____	_____
Teacher/Section	Today's Date

MONTGOMERY
PUBLIC SCHOOLS

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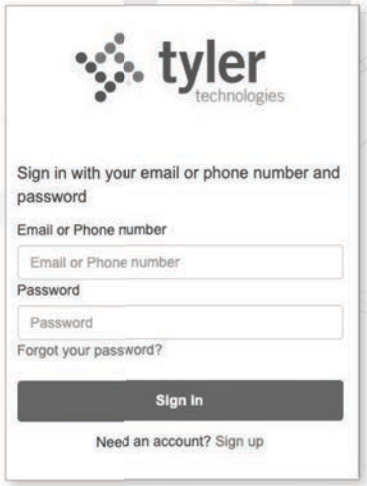
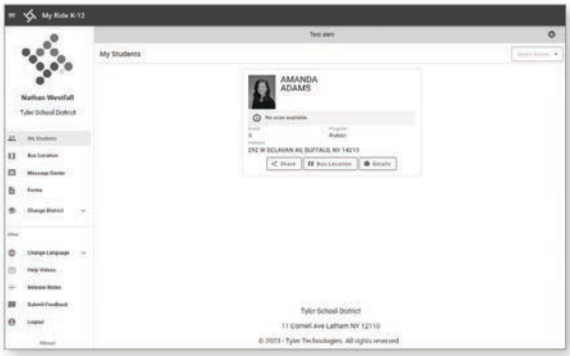
My Ride K-12 | Parent User Guide

How to access the My Ride K-12 website

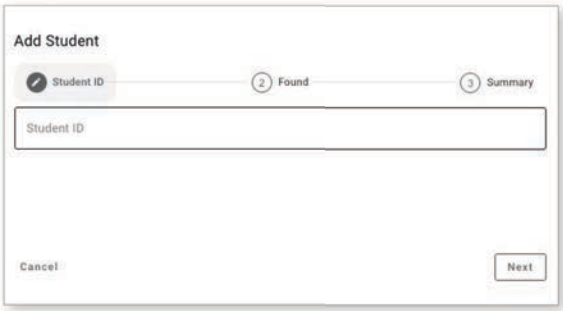
1. Using the Chrome browser, go to **myridek12.tylerapp.com.**
2. If you do not already have a registered email, click **Sign up**.
3. To register, enter your email address, a password, and name.
4. After registering, you will receive a confirmation email. Click on the link in your email to confirm your registration through the My Ride K-12 website.
5. When prompted, search for the name of the school district your child attends. If you need assistance, please contact your school district.
6. Enter the unique information required by your district to find your student. Repeat this step to add additional students. If you need assistance, please contact your school district.
7. Once you have linked to a student, click on that student's profile to see all relevant transportation information.



Login Screen



My Ride K-12 Dashboard



Find Your Student

8. To share a student link with another person, select a student and click the **Share** button.
9. Enter the email of the person you would like to share with. That person will receive a confirmation email that will automatically link them to the shared student(s). Recipients must register with My Ride K-12, if they have not already done so, to access the student's information.

...continued on back

ST-MR-PUG-FLY-32810-0124

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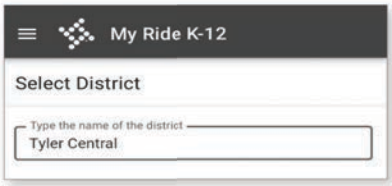
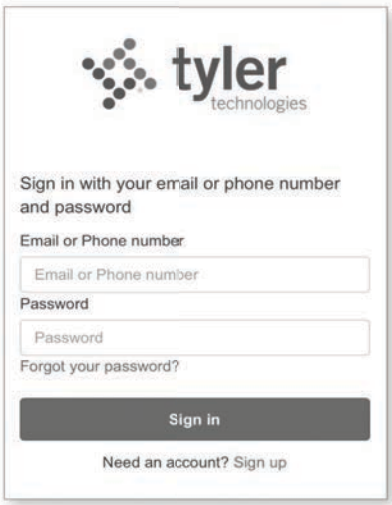
How to access the My Ride K-12 mobile application

1. Download **My Ride K-12** from the Google Play Store or the Apple App Store.
2. After the app installation is complete, open My Ride K-12.
3. When prompted to find your school district, search for the name of the school district your child attends. If you need assistance, please contact your school district.
4. Once you have selected your district, you will proceed to the login page. If you do not already have a registered email, click **Register**.
5. To register, enter your email address, a password, and name.
6. After registering, you will receive a confirmation email. Tap on the link in your email to confirm your registration through the My Ride K-12 website.
7. Log in, then find a student by going to My Students and choosing the **+** button. This will present the **Add Student** screen.
8. Enter the unique information required by your district to find your student. Repeat this step to add additional students. If you need assistance, please contact your school district.
9. Once you have linked to a student, click on that student's profile to see all relevant transportation information.
10. Press the **Share** button to share a student link with someone else.
11. Enter the email of the person you would like to share with. That person will receive a confirmation email that will automatically link them to the shared student(s). Recipients must register with My Ride K-12, if they have not already done so, to access the student information.
12. Regularly check for updates to ensure that your device is running the latest version of the app.
13. Remain logged in to the app to receive district notifications, even when the app is not actively running.



Find Your District



App Login Screen

For more information or any ongoing support such as username and password information, bus stop location questions, or other needs please **contact your district's transportation department.**

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MPS Directory of Schools & Central Office Departments

@MontgomeryPublicSchools | @mps_ala | @MPSAL | Montgomery Public Schools Alabama

Baldwin Arts & Academics Magnet (6-8)	(334) 851-4839	410 S. McDonough St. 36104-4226
Bear Exploration Center (K-5)	(334) 851-4840	2525 Churchill Dr. 36111-2899
Bellingrath Middle School (6-8)	(334) 851-4842	3350 S. Court Street, 36105-1606
Blount Elementary (K-5)	(334) 851-4918	1650 Ray Thorington Rd, 36117-8487
Booker T. Washington Magnet (9-12)	(334) 851-4851	4400 Bell Road, 36116
Brewbaker Primary (K-2)	(334) 851-4849	4445 Brewbaker Dr. 36116-4299
Brewbaker Intermediate (3-5)	(334) 851-4846	4455 Brewbaker Dr. 36116-4299
Brewbaker Middle (6-8)	(334) 851-4847	4425 Brewbaker Dr. 36116-4299
Brewbaker Tech Magnet High (9-12)	(334) 851-4850	4405 Brewbaker Dr. 36116-4299
Capitol Heights Middle (6-8)	(334) 851-4852	116 Federal Drive, 36107-1798
Carr Middle (6-8)	(334) 851-4854	1610 Ray Thorington Rd, 36117-8487
Carver Elementary (K-5)	(334) 851-4855	3100 Mobile Drive, 36108-4058
Carver High (9-12)	(334) 851-4856	2001 W. Fairview Ave. 36108-4199
Catoma Elementary (K-5)	(334) 851-4857	1780 Mitchell Young Rd. 36108-4058
Chisholm Elementary (K-5)	(334) 851-4861	307 E. Vandiver Blvd. 36110-1800
Crump Elementary (K-5)	(334) 851-4862	3510 Woodley Road, 36116-3899
Dalraida Elementary (K-5)	(334) 851-4863	440 Dalraida Road, 36109-2898
Dannelly Elementary (K-5)	(334) 851-4864	3425 Carter Hill Road, 36111-1897
Davis Elementary (K-5)	(334) 851-4866	3605 Rosa L. Parks Ave. 36105-2099
Dozier Elementary (K-5)	(334) 851-4867	200 Eastern By-pass, 36117-2092
Fitzpatrick Elementary (K-5)	(334) 851-4870	4055 Fitzpatrick Blvd. 36116-4820
Flowers Elementary (K-5)	(334) 851-4871	3510 Harrison Road, 36109-5134
Floyd Middle (6-8)	(334) 851-4875	215 Hall Street 36104-3844
Forest Avenue Magnet (K-5)	(334) 851-4876	1700 W. Fifth Street, 36106-1587
Garrett Elementary (K-5)	(334) 851-4916	555 McLemore Drive, 36117-7633
Goodwyn Middle (6-8)	(334) 851-4880	209 Perry Hill Road, 36109-3799
Halcyon Elementary (K-5)	(334) 851-4881	1501 Parkview Drive, 36117-7744
Highland Avenue Elementary (K-5)	(334) 851-4884	2024 Highland Avenue, 36107-2698
Highland Gardens Elementary (K-5)	(334) 851-4885	2801 Willena Avenue, 36107-1096
Johnson Abernathy Graetz (JAG) High (9-12)	(334) 851-4886	3420 Carter Hill Road, 36111-1896
Loveless Academic Magnet Program (9-12)	(334) 851-4889	3440 McGehee Rd., 36116-3511
MacMillan at McKee (K-5)	(334) 851-4890	4015 McInnis Road, 36116-5509
Martin L. King Elementary (K-5)	(334) 851-4891	4655 Gateway Drive, 36108-4923
McKee Middle (6-8)	(334) 851-4896	4017 McInnis Road, 36116-5509

Morningview Elementary (K-5)	(334) 851-4898	2849 Pelzer Avenue, 36109-2099
Morris Elementary (K-5)	(334) 851-4909	801 Hill Street, 36108-2713
Nixon Elementary (K-5)	(334) 851-4868	1000 Edgar D. Nixon Blvd, 36104-4836
Park Crossing High (9-12)	(334) 851-4901	8000 Park Crossing, 36117-8487
Percy Julian High (9-12)	(334) 851-4902	225 Ann Street, 36107-2599
Pintlala Elementary (K-5)	(334) 851-4903	215 Federal Dr. Hope Hull, AL 36043-5102
Seth Johnson Elementary (K-5)	(334) 851-4904	4550 Narrow Lane Road, 36116-2998
Southlawn Elementary (K-5)	(334) 851-4907	5225 Patricia Lane, 36108-5399
Southlawn Middle (6-8)	(334) 851-4908	5333 Mobile Highway, 36108-5367
Vaughn Road Elementary (K-5)	(334) 851-4910	4407 Vaughn Road, 36106-3099
Wares Ferry Road Elementary (K-5)	(334) 851-4913	6425 Wares Ferry Road, 36117-3399
Wilson Elementary (K-5)	(334) 851-4917	8900 New Park Drive, 36117-5367

Learning Academies/Special Education Centers

Children's Center	(334) 851-4859	310 N. Madison Terr. 36107-1599
MPS Arboretum Nature Center	(334) 851-4838	1755 Hunter Loop Road, 36108
MPS Pre-K Center	(334) 223-6801	4015 McInnis Road, 36116-5509
Montgomery Preparatory Academy for Career Technologies (MPACT) (10-12)	(334) 851-4899	2901 E. South Blvd., 36116-1023
McInnis School	(334) 851-4893	Rt. 4, 247 McInnis Rd., 36116-9498
McIntyre Comprehensive Academy	(334) 851-4894	3351 Hayneville Rd., 36108

Central Office Departments- (Frequently Called Numbers)

District Operator	***(334) 223-6700***	***632 South Union Street, 36104***
Behavior Intervention Center	(334) 223-6851	632 South Union Street, 36104
Communication Office	(334) 223-6761	632 South Union Street, 36104
District Resource Officers (Truancy)	(334) 851-4827	632 South Union Street, 36104
English as a Second Language	(334) 223-6864	8900 New Park Drive, 36117
Human Resources-Certified	(334) 223-6730	632 South Union Street, 36104
Human Resources- Classified	(334) 223-6740	632 South Union Street, 36104
Instructional Support-Elementary	(334) 223-6840	632 South Union Street, 36104
Instructional Support- Secondary	(334) 223-6756	632 South Union Street, 36104
McKinney-Vento Homeless Program	(334) 223-6901	632 South Union Street, 36104
MPS Security	(334) 223-6750	1718 Britton Lane, 36106
Special Education Department	(334) 269-3808	632 South Union Street, 36104
Student Support Services	(334) 223-6850	720 Grove Street, 36104
Student Social Services	(334) 223-6851	720 Grove Street, 36104
Superintendent's Office	(334) 223-6710	632 South Union Street, 36104
Transportation Department	(334) 284-2085	5000 Troy Highway, 36116

All buildings used by the Montgomery County Board of Education are free of friable (easily air-borne) asbestos. Most buildings built before 1985 contain some forms of non-friable asbestos (most commonly found in floor tile). This asbestos is managed according to an approved management plan that may be examined in each principal's office. The Montgomery County Board of Education is in full compliance with A.H.E.R.A. (Asbestos Hazard Emergency Response Act) and asbestos-containing material is inspected on a regular basis as required by law. For more information, contact the MPS Operations Office (334) 223-6750.

GLOSSARY OF TERMS

AirDrop - Transferring files by means of close-range wireless communication.

Alternative Placement – The assignment of the student for a specified time to a designated program or school. The student must follow the guidelines established by the alternative school or program before a recommendation can be made for a return to the home school. This category may include Home Bound Services for Special Education students.

Behavior Analyst (BA) - Provides comprehensive behavioral assessment and consultation services for students with significant behavioral challenges in the school setting. Services may include observations, review of records, and interviews with school staff, parents, and student. In addition, services may include classroom management coaching, recommendations for behavioral strategies, and assistance with the development of a Functional Behavior Assessment, Behavior Intervention Plan, Crisis/Safety Plan, and/or Skill Development Plan.

Behavior Interventionist (BI) - Provides intensive counseling services to general education students enrolled in MPS. Services are also extended to administrators, teachers and parents to assist in the knowledge, understanding, and antecedent of certain behaviors which impede the student's academic success. Intensive and specialized services are inclusive of the following behaviors: bullying, defiance, disrespect, impulsivity, poor self- control, disruptive behavior, and other unacceptable behaviors.

Bullying - Any repeated and pervasive verbal, written, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events, whether on or off school property. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts directed at a student which may, but need not be, based on the student's race, color, sex, ethnicity, national origin, religion, mental, physical or sensory disability, socioeconomic background, age or sexual orientation.

Child Pornography - Images and representations that reveal nude body parts of children for a sexual purpose, show parts of a child's body, whether natural or computer generated that exploits a child for sexual stimulation.

Cybercrime - Criminal activity committed using computers, phones, tablets, or any electronic device especially to illegally access, transmit or manipulate data.

Digital Device - Any telecommunications instrument capable of capturing or relaying information, to include, but not limited to, cell phones, cameras, MP3 players, Smart Watches or other similar devices to include META glasses.

Disciplinary Consequence - The consequence, usually involving a specific sanction, for a student's failure to meet MPS expectations for student behavior.

Disruption - Intentional actions that result in interference with instruction or prevent other students from accessing instruction or completing their school work. Disruption does not include occasionally acting in a manner that is not aligned with classroom expectations, i.e., occasionally blurting something out or having a side conversation with another student.

District Resource Officer (DRO) - A school official who has been tasked with enforcement of the State of Alabama Compulsory Attendance Law.

Dress Code - The requirement that all MPS students wear uniforms. The types and colors of uniforms are determined by the respective school administration.

Due Process - A hearing held in order for the student to know the charges against him/her, must be given an opportunity to defend his/her actions; and may be permitted representation by an attorney or by any other person of his/her choice.

Edibles - Food products infused with illegal substances.

Expulsion - The removal of a student from the school system for the remainder of the school year or longer. Only the superintendent or someone designated by the superintendent can expel a student.

Family Educational Rights and Privacy Act (FERPA) - A federal law that defines certain rights with respect to a student's education records and privacy.

Gang Affiliated - Of or related to gangs, gang culture, or gang signs. This may include certain combinations of colors, symbols, or other insignia that pertains to a gang or gang activity.

Helping Montgomery Families Initiative (HMFI) - A partnership between MPS and the Montgomery County District Attorney's Office. The mission is to identify and intervene with youth at risk "of being truant" and youth who have been and or developing a pattern of suspensions with no court involvement.

Homeless Children and Youth - Individuals who do not have a fixed, regular and adequate night-time residence, including those who are sharing the housing of other persons due to loss of housing, economic hardship, or related conditions.

Immediate Family - Mother, father, brother, sister, or grandparents.

Individualized Education Program (IEP) - A legal document that is developed for a student that receives special education services. It attempts to define the student's learning needs, the services that the school will provide, and how progress will be measured.

In School Suspension (ISS) - A student is removed temporarily from the traditional classroom environment to another setting within the school building because of violation(s) of school or class rules or of the Student Conduct Manual.

Legal Guardian - A person who is legally responsible for someone. This document must be signed by a judge.

Local Educational Agency (LEA) - Local school system

Long Term Suspension - Temporary removal of a student from school for six or more days.

Multi-Tier System of Supports (MTSS) - Framework utilized by the schools to provide targeted support to struggling students. The goal of MTSS is to intervene early so students can catch up with their peers. It screens all students and aims to address both academic and behavior challenges.

Non-Educationally Required Device - Any device that is not permitted for use as part of a teacher's instruction or to complete school work, whether electronic or otherwise, including cellular telephones, personal music or video players (e.g., iPods or MP3 players), hand-held video game devices (e.g., PSP or Nintendo DS), electronic tablets, cameras, and other image, voice, or video recording devices.

Out of School Suspension (OSS) - The temporary removal of a student from the school site for one or more days.

Parent - A biological mother or father that is listed on the birth certificate or amended birth certificate. This includes an order signed by a judge.

Personal Use - An amount of drugs or alcohol intended for use by a single person. For example, a single can of beer or a small amount of marijuana. If the amount in a student's possession exceeds a single use of the substance, an administrator can consider this fact in determining whether a student is engaging in the distribution of a substance.

Positive Behavioral Interventions and Supports (PBIS) - A nationally recognized approach designed to assist school personnel with progressive guidelines of evidence-based behavioral responses and interventions. The goal of this program is to enhance academic and social behavior outcomes for all students.

Possession - Having any item or substance on one's person, or in one's backpack, locker, purse, vehicle, or any other storage container owned by the student while on school property or at a school sponsored event.

Problem Solving Team (PST) - An interdisciplinary team of school personnel that uses a student's data and information to develop interventions to respond to the student's unmet academic or behavioral needs.

Response to Instruction (RtI) - A fundamental framework of learning support for struggling students used by MPS to provide appropriate instruction based on grade level standards or content and to encourage acceptable student behaviors.

Riot - Form of civil disorder commonly characterized by a group of three or more lashing out in a violent public disturbance against authority, property, or people through the use or threat of violence, disorder, or terror to the public.

Section 504 - That part of the Rehabilitation Act of 1973 that is designed to protect the rights of students with disabilities in programs or activities that receive federal assistance.

Sexting - The sending of sexually explicit messages or images by cell phone or any electronic device.

Short Term Suspension - Temporary removal of a student from school for one to five days.

Special Education Student (SpEd) - A student with disabilities between the ages of three (3) and twenty one (21) who is eligible for certain services based on the definitions, criteria, and evaluative components set forth by federal and state regulations.

Statutory Rape - Sexual intercourse with a minor.

Student's Identifying Characteristic - Any characteristic expressly defined and protected by federal, state, or local law, regulation or ordinance including ancestry, creed, gender, gender identity, gender expression, marital

status, national origin, parental/guardian status, pregnancy, race, religion, or sexual orientation. This definition also includes any disability, including physical, mental, emotional, or learning disabilities.

Synthetic Drugs - Any artificial or man-made drug, including synthetic cannabinoids, which are commonly known as synthetic marijuana, K2, or spice, and sometimes labeled as herbal incense, potpourri and synthetic cathinones, which are commonly known as bath salts or jewelry cleaner.

TikTok - social media platform for creating, sharing and discovering short videos. The app is used by young people as an outlet to express themselves through singing, dancing, comedy, and lip-syncing, and allow users to create videos and share them across a community

Truant Student - A student who has accumulated at least seven (7) unexcused absences within a school year.

Unaccompanied Youth - Homeless child or youth not in the physical custody of a parent or guardian.

Vaping - To inhale vapor through the mouth from a usually battery-operated electronic device (such as an electronic cigarette) that heats up and vaporizes a liquid or solid.

Without Consent - Means by use of force, weapons, threats, coercion, or intimidation; when the recipient is incapable of consent, or when the recipient does not agree to the physical contact or sexual act.

MONTGOMERY
PUBLIC SCHOOLS