



STUDENT & PARENT HANDBOOK

2026 – 2027 School Year

Barbour County Schools

www.barbourcountyschools.org

Empowering Students. Engaging Families. Inspiring Excellence.

DISCLAIMER

This student handbook is intended to provide general information about the policies, procedures, and resources available at Barbour County Schools. While every effort has been made to ensure accuracy, Barbour County Schools reserves the right to modify, amend, or revoke any policy or procedure, in whole or in part, at any time without prior notice. Students and parents are responsible for reviewing the most current version of the handbook and complying with all policies and procedures outlined herein. Students are encouraged to consult with the appropriate Barbour County Schools staff member(s) for clarification or additional information regarding any policy, procedure, or resource mentioned in this handbook.

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BARBOUR COUNTY SCHOOLS

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The Barbour County Board of Education

Ms. Jean Kennedy - Board President, District 4
Mrs. Christine George - Board Vice President, District 3
Ms. Judith Bonam, District 1
Ms. Adrienne Gray, District 2
Mrs. Amy Glenn, District 5

Dr. Jimmie Fryer – Superintendent of Schools

MISSION

*Barbour County Schools—where students are being prepared to succeed, lead,
and contribute positively to making the world a better place.*

VISION

Envisioning a future where all students thrive in a culture grounded in respect, safety, and academic excellence. We are committed to developing future-ready learners and leaders by actively engaging families and community stakeholders in a collaborative educational process. Our goal is for every student to reach the pinnacle of success—fully prepared for whatever life path they choose, and equipped to lead meaningful lives defined by strong character and positive contributions to society.

NONDISCRIMINATION POLICY:

The Barbour County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Pate Harrison, Director of Student Services and School Safety by calling (334) 775- 3453 ext.1014, or by emailing pate.harrison@barbourschools.org.

EQUAL EDUCATIONAL OPPORTUNITIES:

No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant, or migrant status, non-English speaking ability, or homeless status. All career technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. For more information, please contact Pate Harrison, Director of Student Services and School Safety by calling (334) 775- 3453 ext.1014, or by emailing pate.harrison@barbourschools.org.

TABLE OF CONTENTS

Barbour County Board of Education	3
Vision and Mission	3
Table of Contents	4
Directory	5
Introduction	6
Jurisdiction of the Board of Education	6
Parental Responsibilities	7
Arrival and Dismissal Times	8
Attendance Policy	8
Truancy	10
Enrollment	11
Academics	13
Promotion and Retention Policy	16
Academic Support Services	19
Student Services	20
Grievances/ Complaint Procedures	21
Child Nutrition	23
Wellness Policy	23
General Information	24
Parent Notification of Civil Liabilities	24
Student Code of Conduct	28
Dress Code	41
Focus Policy	42
Parent Information	44
Acceptable Use and Internet Safety Policy	48
General Forms	55

District Directory

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Chief School Finance Officer	Ms. Michelle Andrews	michelle.andrews@barbourschools.org
Student Services/ Transportation	Mr. Pate Harrison	pate.harrison@barbourschools.org
Special Education and Gifted Services/Elementary Curriculum	Ms. Kala Morris	kala.morris@barbourschools.org
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Schools		
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Barbour County High School Dr. Christina Graham, Principal christina.graham@barbourschools.org	165 South Midway Street Clayton, Alabama 36016	(334) 775-3545

INTRODUCTION

The Barbour County Schools Board of Education believes that education is a partnership between students, parents, teachers, and staff. Together, we strive to create an environment that nurtures intellectual curiosity, fosters personal growth, and promotes a culture of respect, responsibility, and inclusion. By adhering to the guidelines outlined in this handbook, we can collectively ensure a safe, supportive, and conducive learning environment for all members of our community.

JURISDICTION OF THE BOARD OF EDUCATION

The Barbour County Schools Board of Education believes that education is a collaborative partnership among students, parents, teachers, and staff. Together, we strive to create an environment that nurtures intellectual curiosity, encourages personal growth, and promotes a culture of respect, responsibility, and inclusion. By adhering to the guidelines outlined in this handbook, we can collectively foster a safe, supportive, and effective learning environment for all members of our school community.

Students enrolled in the Barbour County School System are subject to all policies of the Barbour County Board of Education as well as the rules and regulations of their individual schools. This authority extends to all school campuses and school-sponsored activities, including but not limited to:

- Athletic functions
- Club or organization meetings
- Commencement exercises
- Field trips
- School groups representing the school system in educational events
- School-sponsored social events
- Transportation on school buses
- Activities on other campuses requiring participation from Barbour County students

This handbook applies to all students enrolled in schools within the Barbour County School District. The rules and regulations outlined herein govern student behavior during regular school hours, at school-sponsored events, while using school transportation, and whenever students represent the school or district. Jurisdiction also extends to off-campus activities that are sponsored, supervised, or organized by the school or district.

While students are guaranteed certain rights and freedoms under the law, these rights must be exercised within the framework of this handbook and in a way that respects the rights and well-being of others in the school community. Additionally, individual schools may establish supplemental policies or guidelines tailored to their specific needs. However, these supplemental rules must align with the provisions of this handbook and may not infringe upon students' legal rights.

Violations of this handbook will result in disciplinary action, which may include, but is not limited to, verbal or written warnings, detention, suspension, expulsion, or other appropriate consequences as determined by school administrators or the Barbour County Board of Education.

By enrolling in the Barbour County School District, students and their parents or guardians acknowledge and agree to comply with the rules, regulations, and policies set forth in this Student and Parent Handbook, as well as any supplementary guidelines issued by individual schools.

PARENTAL RESPONSIBILITIES

Parents/guardians should be aware of the following law (Code of Alabama Section 16-28-12):

(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 not 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.)

ARRIVAL AND DISMISSAL TIMES

Barbour County Elementary School

Arrival: 7:30 AM | Tardy Bell: 8:00 AM | Dismissal: 3:00 PM

Barbour County High School

Arrival: 7:30 AM | Tardy Bell: 8:00 AM | Dismissal: 3:00 PM

ATTENDANCE POLICY

Every child between the ages of six (6) and seventeen (17) in Barbour County Schools is required to be enrolled in school. Each child who enrolls in Barbour County Schools, whether required by law or not, is subject to the attendance and truancy laws of the State of Alabama.

The **Alabama Compulsory Attendance Law, Ala. Code § 16-28-3 (1975)**, requires parents, legal guardians, or other persons having charge of any student enrolled in Alabama public schools (K–12), whether virtual or traditional, to provide the school with a written explanation for each absence within three (3) school days of the student's return.

Failure to provide such documentation shall be considered evidence that the student is truant for each day absent. A student shall also be deemed truant for any absence determined by the principal to be unexcused, in accordance with the Alabama State Department of Education Attendance Manual.

All attendance laws shall be strictly enforced by the Barbour County Board of Education.

Administrators and teachers will make reasonable efforts to promote regular attendance and notify parents when attendance concerns arise. However, the ultimate responsibility for attendance rests with the student and the parent/guardian.

RESPONSIBILITIES AND RIGHTS

Parental Responsibilities

- Ensure enrollment of their child as required by law
- Ensure regular and timely attendance
- Comply with requirements of the Early Warning Truancy Prevention Program

Student Responsibilities

- Attend all classes daily and on time
- Provide appropriate documentation for absences
- Request, complete, and submit all make-up work within required timelines

Student Rights

- Be informed of attendance policies and procedures
 - Appeal decisions regarding absences
 - Receive make-up work and a reasonable amount of time to complete it
-

COMMUNICATION AND MONITORING

Parents may monitor student attendance through the Parent Portal on the Barbour County Schools website (K–12).

Barbour County Schools will notify parents/guardians of absences through phone calls, text messages, emails, and written correspondence.

EXCUSED ABSENCES

Documentation must be submitted within three (3) school days of the student's return and must include:

- Student name
- Date(s) of absence
- Reason for absence
- Parent/guardian signature (or approved electronic signature)

Parents/guardians may submit up to **eight (8) parent notes per year (four per semester)**. Additional absences may

require medical or legal documentation.

A student is considered absent from a class if **thirty (30) minutes or more** of instructional time is missed.

Excused Absences Include:

- Personal illness or legal quarantine*
- Death or serious illness in the immediate family*
- Court appearances or legal requirements*
- School-approved activities
- Principal or superintendent-approved circumstances
- Emergency conditions, including weather, as determined by the superintendent/designee

*Documentation may be required.

Note: Trips or vacations are generally not considered excused absences unless approved in advance by the principal.

UNEXCUSED ABSENCES

Any absence that does not meet the criteria for an excused absence is considered unexcused.

Absences will be unexcused if:

- Documentation is not provided within three (3) school days
- Documentation does not meet requirements

Late excuses may be accepted at the discretion of the principal; however, acceptance for attendance purposes does not guarantee eligibility for make-up work.

Unexcused absences may result in academic consequences and/or referral to the truancy process.

MILITARY-CONNECTED STUDENTS

Barbour County Schools may grant additional excused absences for students whose parent/guardian is deployed, on leave from deployment, or returning from active duty.

Approval is subject to:

- Prior administrative approval
 - Student being in good standing
 - Completion of all missed work
 - Absence not occurring during state testing
-

OTHER ATTENDANCE INFORMATION

- Students must attend more than **51% of the school day** to be counted present. That means students that check out before 11:35 will be marked absent. Students who do not check in before 11:35 are considered absent that day.
- Attendance is recorded for individual classes in grades 7–12

Academic Impact

- Grades 1–8: More than ten (10) unexcused absences may result in retention
- Grades 9–12: More than ten (10) unexcused absences per course per semester may result in loss of credit

Exceptions may be granted through administrative review.

A doctor's excuse may be required after ten (10) absences unless otherwise approved by administration.

Students assigned to suspension, alternative placement, or homebound services may not participate in extracurricular activities without administrative approval.

MAKE-UP WORK

Excused Absences

Students are allowed to make up all work missed.

- **K–6:** Teachers will provide assignments within three (3) days
- **7–12:** Students must contact teachers upon return

Students must complete work within a reasonable time, not to exceed two (2) weeks unless approved by the principal.

Unexcused Absences

Make-up work may be denied or may receive reduced credit. Administrator approval may be required for acceptance.

TARDIES / CHECK-IN / CHECK-OUT

Students must report to school and all classes on time.

Tardies

- A student is tardy if not in class when the tardy bell rings
- Students arriving late must report to the front office
- Unexcused tardies may result in disciplinary action
- Oversleeping, missed rides, and similar reasons are not excused

Check-In

- Must be completed through the front office
- May require parent/guardian presence
- Check-ins after half the school day may be counted as an absence

Check-Out

- Students must remain on campus unless properly checked out
- Only authorized individuals with valid ID may check out students
- High school students may be limited to three (3) check-outs per semester

Leaving campus without permission will result in disciplinary action.

Excessive tardies or check-outs may result in academic consequences and/or truancy intervention.

TRUANCY (NON-CHRONIC ABSENTEE STUDENTS)

A student is considered truant when:

- No written excuse is provided within three (3) school days; or
- The absence is determined to be unexcused

Five (5) unexcused absences will constitute truancy and may result in a court referral and/or suspension from participation in extracurricular activities, including field trips, athletics, and other school-sponsored events.

Early Warning Program

- 1st Absence: Parent notification
- 3rd Absence: Parent conference
- 4th Absence: Early Warning Program referral
- 5th Absence: Court referral may occur

Failure to comply may result in legal action under **Ala. Code § 16-28-12**.

Students may be adjudicated as **Children in Need of Supervision (CHINS)** and assigned additional services.

TRUANCY (CHRONIC ABSENTEE STUDENTS FROM PREVIOUS SCHOOL YEAR)

A student is considered truant when:

- No written excuse is provided within three (3) school days; or
- The absence is determined to be unexcused

Three (3) unexcused absences constitute truancy for court referral.

Early Warning Program

- 1st Absence: Parent notification & Parent Conference (Phone or In-Person)
- 2nd Absence: Parent Conference (**Mandatory - In Person**).
- 3rd Absence: Early Warning Program Referral
- 4th Absence: Court Referral

Failure to comply may result in legal action under **Ala. Code § 16-28-12**.

Students may be adjudicated as **Children in Need of Supervision (CHINS)** and assigned additional services.

DRIVER'S LICENSE REQUIREMENTS

In accordance with **Ala. Code § 16-28-40**, students must be enrolled and making satisfactory progress to obtain or maintain a driver's license.

The school will provide enrollment verification upon request.

Students who withdraw or accumulate excessive absences may have their driving privileges denied or revoked.

Taylor's Law (Alabama)

In accordance with Alabama law, the school district will implement and enforce the provisions of Taylor's Law, which establishes a connection between certain student disciplinary actions and eligibility for an Alabama learner's permit or driver's license.

Beginning with the school year in which a student turns 13 years of age, qualifying disciplinary actions may result in points being assigned in accordance with state law. These points may delay a student's eligibility to obtain a learner's permit or driver's license. The Alabama Department of Education and the Alabama Law Enforcement Agency (ALEA) use these records to determine eligibility.

Students and parents should be aware that disciplinary actions such as In-School Suspension (ISS), Out-of-School Suspension (OSS), placement in an alternative school, and expulsion may affect driving privileges as prescribed by state law. The length of any delay is determined by the number of disciplinary points assigned under the law and is administered by the State of Alabama.

The school system is required to accurately report applicable disciplinary actions and verify student enrollment as required by state law. Students and parents are encouraged to review school behavior expectations and work collaboratively with school personnel to maintain a positive disciplinary record.

ENROLLMENT

Kindergarten and First Grade Enrollment

To enroll in Kindergarten, a child must be 5 years old on or before September 1 of the current school year.

To enroll in First Grade, a child must be 6 years old on or before December 31 of the current school year.

A certified birth certificate or other approved proof of age is required for enrollment.

Students who successfully completed a state-approved kindergarten program or first grade in another state may be eligible for enrollment with appropriate documentation in accordance with Alabama law.

How to Enroll

Parents or legal guardians must complete the enrollment process at the school their child will attend. Enrollment is finalized once all required documents have been submitted, reviewed, and approved.

Required Enrollment Documents

Parents or guardians should be prepared to provide:

- Proof of residency
- Certified birth certificate or other approved proof of age
- Previous school records (if applicable)
- Current Alabama Certificate of Immunization or approved exemption
- Alabama Health Assessment Record
- Social Security card (requested, but not required)
- Any additional documents requested by the school or district

Transfer Students

Students transferring from another public school, private school, homeschool, or another educational program may be

required to provide official records or complete placement testing before enrollment.

Barbour County Schools reserves the right to request additional documentation to determine appropriate grade placement.

RESIDENCY REQUIREMENTS

Students must reside within the Barbour County Schools attendance zone with a parent, legal guardian, or court-appointed custodian.

Residency and guardianship documentation must be provided before a student may attend school unless an extension is approved by the Superintendent.

Residency information must be verified annually during student registration.

Proof of Residency

Parents or legal guardians must provide two current proofs of residency.

One document must verify ownership or occupancy of the residence, such as:

- Warranty Deed
- Mortgage Statement
- Property Tax Statement
- Current Lease Agreement

The second document must verify the residence is currently occupied, such as:

- Electric, water, or gas bill
- Cable or internet bill

Utility bills must be dated within the previous two months and display the parent or guardian's name and address.

Additional documentation may be requested if needed.

Residency Affidavit

Families who are unable to provide the required residency documents because of special living arrangements may complete a Residency Affidavit and submit additional supporting documentation.

Barbour County Schools may verify residency through home visits or other lawful means.

Failure to establish residency or provide requested documentation may result in withdrawal from the school system.

Parents or guardians have the right to appeal enrollment decisions through the Superintendent's office.

Parents or legal guardians who plan to withdraw a student from Barbour County Schools should notify the school office as soon as possible. Before a student is officially withdrawn, all school-issued materials and obligations must be completed.

Prior to withdrawal, students must:

- Complete the school's withdrawal process.
- Return all textbooks, library materials, school-issued technology, and other district property.
- Remove personal belongings from lockers and return any assigned locks.
- Resolve or make arrangements for any outstanding fees or obligations.

Official student records and transcripts will be released to the receiving school after the withdrawal process has been completed in accordance with applicable laws and district procedures.

Enrollment of Students Experiencing Homelessness

Barbour County Schools is committed to ensuring that students experiencing homelessness have immediate access to a free and appropriate public education as required by the McKinney-Vento Homeless Assistance Act. A student experiencing homelessness will be enrolled immediately, even if normally required enrollment documents—such as proof of residency, immunization records, birth certificates, or school records—are unavailable at the time of enrollment.

Unaccompanied youth may enroll independently or with assistance from a parent, caregiver, school official, or the district's McKinney-Vento Liaison.

The school district will work promptly to obtain educational, medical, and other required records from the student's previous school or appropriate agencies. Students will continue to receive educational services while records are being obtained to ensure there is no interruption in learning.

ACADEMICS

The mission of Barbour County Schools is to provide every student with a high-quality educational experience that promotes academic excellence, critical thinking, responsible citizenship, and lifelong learning. Through rigorous instruction, engaging learning opportunities, highly qualified educators, and a safe, supportive learning environment, Barbour County Schools strives to prepare all students for success in college, career, military service, and life.

The academic policies and procedures outlined in this handbook are designed to support student achievement, encourage personal responsibility, and foster a culture of excellence throughout the district.

Grading Procedures & Student Progression Plan

2026–2027 School Year

1. OVERVIEW & PURPOSE

Barbour County Schools is committed to a fair, consistent, and transparent grading system that accurately reflects student mastery of Alabama College and Career Ready Standards. This document outlines the district’s policies on grading, promotion, retention, and academic integrity for all students in Grades K–12.

These procedures align with the Alabama Literacy Act, Alabama Numeracy Act, and Alabama State Department of Education (ALSDE) graduation requirements.

2. GRADING SCALES

Grading Scale for K–6 grade students:

Barbour County Schools utilizes a Board-approved grading scale designed to ensure a high standard of academic mastery. While aligned with state reporting standards for excellence, our district establishes a minimum passing score of 60 to promote rigorous student achievement.

Letter Grade	Numerical Score	Definition
A	90 – 100	Excellent
B	80 – 89	Above Average
C	70 – 79	Average
D	60 – 69	Below Average
F	0 – 59	Failure
I	N/A	Incomplete*

**Incomplete grades must be resolved within two weeks of the end of the grading period, or they will convert to a zero.*

Grading Scale for 7–12 grade students:

Barbour County Schools utilizes a Board-approved grading scale designed to ensure a high standard of academic mastery. While aligned with state reporting standards for excellence, our district establishes a minimum passing score of 65 to promote rigorous student achievement.

Letter Grade	Numerical Score	Definition
A	90 – 100	Excellent
B	80 – 89	Above Average
C	70 – 79	Average
D	65 – 69	Below Average
F	0 – 64	Failure
I	N/A	Incomplete*

**Incomplete grades must be resolved within two weeks of the end of the grading period, or they will convert to a zero.*

3. CALCULATION OF GRADES

Student averages are determined by weighting specific categories of assignments.

Grades K–6: Elementary

Grades in elementary school are calculated as a straight average of all graded work. There are no weighted categories (e.g., tests vs. homework) for K–6 to ensure a balanced view of young learners' progress across all activities.

- Minimum Grades: Teachers must record at least 18 grades per subject each nine-week grading period (average of two per week).

Grades 7–12: Secondary

Secondary grades are weighted to emphasize mastery of content on major assessments, daily academic practice, and the development of essential employability skills. Teachers must record at least two academic grades and one Professionalism grade per week.

Grades are calculated using the following three categories:

- 55% Summative (Major Assessments): Unit tests, projects, essays, research papers, and mid-term/final exams.
- 35% Formative (Daily Work): Classwork, quizzes, labs, exit tickets, and other practice assignments. (*Note: Teachers are required to record a minimum of one formative assessment per week.*)
- 10% Professionalism & Work Ethic: A weekly grade assessing student readiness and engagement.

The Professionalism & Work Ethic Grade (10% of Overall Average) To prepare students for college and the workforce, Barbour County Schools incorporates a standalone "Professionalism Grade." This grade treats the classroom like a professional workplace, evaluating the essential "soft skills" required for success in the real world.

- How it is calculated: Every student begins each week with a 100 Professionalism grade.
- Deductions: Teachers will deduct points throughout the week based on the following professional expectations:
 - *Focus Act Compliance (Cell Phones & Devices)*: In strict accordance with the Alabama Focus Act, all personal wireless devices (including but not limited to: cell phones, smartwatches, earbuds, etc.) must be turned off and stored in a designated area during the school day. Having a device visible, audible, or on the student's person during class will result in an immediate professionalism deduction.
 - *Punctuality & Attendance*: Unexcused absences (more than 2 per nine-week grading period), unexcused tardies, arriving late to class, or wandering the halls.
 - *Preparation*: Failing to bring necessary materials (including but not limited to: charged school-issued Chromebook, notebook, pen/pencil, etc.) to class.

- *Engagement*: Sleeping in class, refusing to participate, or being off-task.
- *Respect*: Failure to follow teacher directives, or using unprofessional language.
- Annual Schedule of Deductions: To ensure consistency and high expectations, a specific Schedule of Deductions will be developed annually by the Barbour County High School Principal and staff. This schedule will outline the specific point values deducted for professional infractions.
- Approval Process: The proposed BCHS Schedule of Deductions must be submitted to and approved by the Superintendent prior to the start of each school year. Once approved, the schedule will be shared via the school website, social media pages, district email, and printed handouts to ensure full transparency regarding professional expectations.

Professionalism Grade: Legal Compliance & Exemptions

- A. Disability & Medical Protections (ADA/IDEA/Section 504) No student shall receive a grade deduction for behaviors, medical needs, or accommodations explicitly addressed in an Individualized Education Program (IEP) or 504 Plan. Protected instances include, but are not limited to:
 - Use of personal wireless devices for medical monitoring (e.g., glucose tracking).
 - Behavioral manifestations directly related to a documented disability.
 - Mandated sensory or medical breaks that may appear as "off-task" behavior.
 - Punctuality issues resulting from documented medical conditions or physical therapy.
- B. Constitutional & Religious Exemptions Deductions for "engagement" or "respect" shall not be applied to students exercising protected First Amendment rights. This includes opting out of the Pledge of Allegiance or expressing religious objections to specific non-core instructional activities.
- C. Alabama FOCUS Act (HB 166) Alignment In accordance with state law, the 10% Professionalism grade serves as a disciplinary consequence for unauthorized wireless device use. However, per state mandate, exceptions must be granted for devices used for emergency medical purposes or as part of a student's official instructional plan.

(Note: The Professionalism Grade evaluates daily work habits and readiness. Severe infractions, as well as the physical confiscation of cell phones under the Focus Act, will still be handled simultaneously through office referrals in accordance with the Student Code of Conduct.)

4. HOMEWORK, LATE WORK, & MAKE-UP WORK

Homework Policy

Homework is designed for practice and reinforcement of skills taught in class.

- Grades K–12: Homework is generally not graded for accuracy but may be checked for completion to monitor student understanding. It should not be a punitive measure.

Make-Up Work (Excused Absences)

Students with excused absences have the right to make up missed work.

- Zeros: Any assignment not submitted by the due date will be entered as a zero (0) in the grade book until it is turned in.
- Time Limit: Students have three (3) days from their return to school to turn in an excuse and arrange make-up work with their teacher. The work must be completed within five (5) Business/School Days unless other arrangements are made with the principal.
- Unexcused Absences: Teachers are not required to provide make-up work for unexcused absences.

5. PROMOTION & RETENTION

Grades K–5: Alabama Literacy & Numeracy Acts

Promotion in elementary grades is heavily governed by state law to ensure students are reading and performing math on grade level.

- Alabama Literacy Act (3rd Grade): By law, 3rd-grade students who do not demonstrate sufficient reading skills on the state assessment (ACAP Summative) may be retained unless they qualify for a "Good Cause Exemption."
- Alabama Numeracy Act (K–5): Students participating in math intervention must make sufficient progress. Retention may be recommended if a student fails to master essential math standards.

General K–6 Promotion:

To be promoted, a student must have a yearly average of 60% or higher in:

1. Reading
2. Mathematics
3. Science OR Social Studies

Grades 7–8: Middle School Promotion:

To be promoted to the next grade level, students must pass (65% or higher) the following core subjects:

- English Language Arts
- Mathematics

- Science
- Social Studies
- *Failure of two or more core courses will result in retention.*

Grades 9–12: High School Credits & Promotion

Unlike elementary and middle school, high school students are promoted to the next grade level based on the total number of credits earned, not the number of years they have been in school.

How Credits are Earned (0.5 Credits per Semester): High school courses at Barbour County Schools are designed as year-long classes. However, credits are awarded at the end of each semester.

- Students earn 0.5 credits at the end of the Fall semester for each class they pass (final grade of 65 or higher).
- Students earn another 0.5 credits at the end of the Spring semester for each class they pass.

Failed Semesters & Credit Recovery Policy: Semesters are not averaged together at the end of the year. Each 0.5 credit stands alone. If a student fails one semester of a year-long course, a high grade in the other semester will not "cancel out" the failing grade.

- *Example:* If a student earns a 55 in the Fall semester of Algebra I, they receive 0 credits for the Fall. If they earn an 85 in the Spring semester, they earn 0.5 credits for the Spring.
- To earn the missing 0.5 credit for the Fall, the student must successfully complete that specific half of the course through the district's Credit Recovery program.

Grade Level Promotion: At the beginning of each school year, a student's grade-level classification is determined by whether they have met the following total credit milestones:

Grade Level Status	Credits Required
Sophomore (10th)	6 Credits
Junior (11th)	12 Credits
Senior (12th)	18 Credits
GRADUATION	24 Credits

High School Attendance Rule: Students in grades 9–12 who accumulate more than 10 unexcused absences in a specific course during a semester may receive a grade of "F" (No Credit) for that course, regardless of their numerical average, per ALSDE guidelines.

Transfer Grade Reciprocity & Conversion

Barbour County Schools (BCS) is committed to the fair and equitable treatment of all students transferring into our district. We recognize that grading scales and passing thresholds vary by district and state. To ensure academic continuity and protect student progress, the following reciprocity policy applies:

- **Honoring Earned Credits (Accreditation Clause):** BCS will honor credits earned by students transferring from educational institutions accredited by recognized agencies (e.g., Cognia). If a transfer student's official transcript reflects a "Passing" status for a course, that credit will be accepted toward Barbour County graduation requirements.
- **Grade Conversion to BCS Standards:** If a student transfers into BCS with a numerical grade that was considered passing at their previous school but is below our local threshold of 65, the grade will be recorded in our student information system as a 65 (Minimum Passing). This conversion ensures the student receives the necessary quality points for their GPA and is not penalized for the differing standards of a previous district.
- **Non-Accredited & Home-School Transcripts:** Grades and credits from non-accredited schools or home-school programs will be evaluated on a case-by-case basis. In accordance with Alabama administrative code, the district reserves the right to require placement testing or alternative validation of mastery before awarding credit or determining grade placement for students from non-accredited sources.
- **Administrative Validation:** The high school counselor or registrar will verify the accreditation status and passing marks of the sending institution before any grade conversion is applied to the permanent record.

6. GRADUATION REQUIREMENTS

Barbour County Schools offers various pathways to graduation in accordance with the standards set by the Alabama State Department of Education (ALSDE). Under our district policy, the minimum passing score for any course is a 65.

The Alabama High School Diploma (Standard Pathway)

Students must earn 24 total credits to graduate.

- English: 4 credits
- Math: 4 credits (Must include Algebra I & Geometry)
- Science: 4 credits (Must include Biology & a Physical Science)
- Social Studies: 4 credits
- Physical Education: 1 credit (Lifelong Individualized Fitness Education)
- Health: 0.5 credit
- Career Preparedness: 1 credit
- CTE / Arts / Foreign Lang: 3 credits
- Electives: 2.5 credits

The College and Career Readiness (CCR) Requirement

In addition to earning credits, the State of Alabama now requires every student to earn a College and Career Readiness (CCR) Indicator to receive their diploma. Think of the CCR as a "Workforce Readiness Check Mark." It is the state's way of ensuring that every graduate is prepared for a career, the military, or college the day they leave us.

Our Preferred Path: CTE Completion

While there are several ways to earn a CCR indicator (such as high scores on the ACT or WorkKeys tests), Barbour County Schools prioritizes Career and Technical Education (CTE) Completion as the primary path for our students. Testing benchmarks can be difficult to reach, but every student has the opportunity to succeed in a hands-on CTE program.

- What is a CTE Program? A student chooses a specific career field and completes a sequence of three specialized courses in that area.
- Why it is Preferred: Students who complete a CTE program not only earn their required graduation "check mark" (CCR) but also gain real-world skills and often earn professional certifications that lead directly to high-paying jobs.
- The Commitment: We encourage students to select a career track early and stick with it through all three levels to ensure they meet graduation requirements.

Alternative Diploma Pathways (Including "Option B")

The State of Alabama now offers additional, flexible pathways to graduation, including the "Option B" Diploma Pathway. This pathway allows for even more focus on technical training and workforce credentials for students who are ready to enter a specific trade.

Because these pathways are highly customized and options are tailored to each student's future goals, please see your high school counselor for the most up-to-date information regarding all diploma options and CCR requirements available in the State of Alabama.

Additional State Requirements:

- Civics Exam: Students must pass the Alabama Civics Test to graduate.
- FAFSA Completion: All graduating seniors must complete the Free Application for Federal Student Aid (FAFSA) or sign a non-participation waiver before graduation.

7. ACADEMIC INTEGRITY

Barbour County Schools expects all students to demonstrate honesty in their academic work.

Cheating & Plagiarism Policy:

- Definition: Copying another student's work, using unauthorized aids (cheat sheets, phones, AI tools) during tests, or submitting someone else's writing as your own.
- Consequence: Students caught cheating will receive a zero (0) on the assignment. Parents will be notified, and a disciplinary referral may be entered into the student's file.

8. SPECIAL POPULATIONS

English Language Learners (ELL)

- ELL students cannot be given a failing grade solely due to a lack of English proficiency.
- Grading must reflect the student's work with appropriate accommodations and modifications as outlined in their Individual English Language Plan (I-ELP).

Students with Disabilities (IEP/504)

- Students with an Individualized Education Program (IEP) or 504 Plan must be provided with the specific accommodations and modifications required by their plan.
- Grades should reflect mastery of the standards with these supports in place.

9. PROGRESS REPORTS & COMMUNICATION

Parents play a vital role in student success.

- Progress Reports: Issued every 4.5 weeks (midway through the quarter).
- Report Cards: Issued every 9 weeks.
- Parent Portal: Parents are strongly encouraged to check grades and attendance weekly via the PowerSchool Parent Portal.
- Conferences: If a student is failing a core subject, a parent-teacher conference will be requested to discuss intervention strategies.

English as a Second Language Program

The primary goal of the ESL program for Barbour County Schools is to facilitate the academic and linguistic development of English language learners (ELLs) so they can successfully participate in and contribute to the school community. The implementation of the ESL Program includes the proper identification of English Learners, the creation of an Individualized English Learner Plan (I-ELP) for each EL student, the implementation of language supports and interventions both inside and outside of the classroom and the use of designated language assessments. Refer to the District EL Plan on the Barbour County Schools website for more specific information regarding the ESL program.

Special Education Services

[Child Find](#), an integral component of the Individuals with Disabilities Education Act (IDEA), mandates that states actively identify, locate, and assess all children with disabilities, aged birth to 21, who require early intervention or special education services. The Barbour County School District is dedicated to extending educational opportunities to all exceptional children through special programs. The district employs a continuous process of public awareness initiatives, screening, and evaluation to proactively locate, identify, and refer children with disabilities as early as possible. Parents can request special education testing in writing at any school. If you reside in Barbour County and have a child with exceptional needs or are aware of such a child not attending school, please contact 334-775-3453 ext. 1013.

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to those of their age, experience, or environment. Those students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

To make a referral, contact the gifted specialist or counselor at the student's school.

STUDENT SERVICES

Barbour County Schools Health Program

Barbour County Schools understands that the physical, mental, and social needs of students must be met in order to foster high academic achievement. Therefore, to promote health and wellness, the Barbour County Schools nurses, counselors, mental health coordinator, and other designated staff provide health services in the school setting that include:

- First Aid
- Health Screenings (Vision, Hearing, Scoliosis)
- Monitoring of Immunization Status

- Counseling and Mental Health Services
- Health and Wellness Promotion Programs (Flu Vaccination Clinic, District-wide Mental Health initiatives/events, Health Education lessons)
- Case Management (Medical and Resource Referrals)
- Routine Management and Specialized Procedures for students having identified health conditions
- Emergency Response
- Partnerships with Community Health Resources

Health Program Enrollment and Registration Parent Responsibilities

- **Health Record:** Upon initial enrollment and annual registration, parents/ guardians must complete, sign, and submit a State of Alabama Health Assessment Record (HAR) for each child. The school nurse may contact you for a health form.
- **Immunization Documentation:** You must submit one (1) of the following immunization forms to the school nurse in order to enroll your child in school. You must also submit one (1) of the following any time additional immunizations are given as required for school entry (i.e., Tdap when 11 years old and entering 6th grade).
 - In the event of a real or threatened disease outbreak, students who have not been vaccinated may be excluded from school.
 - Students who do not have one (1) of the required documents will not be allowed to enroll or register.
 - A valid and up to date Alabama Certificate of Immunization
 - A valid Alabama Department of Public Health Certificate of Religious Exemption
 - A valid Alabama Certificate of Medical Exemption

Required Immunizations for School:

Name of Immunization	Number of Doses
Diphtheria/tetanus/pertussis	<ul style="list-style-type: none"> ● Five (5) Doses (Four (4) if the 4th dose was given after the 4th birthday) ● A Tdap booster vaccine at eleven (11) or twelve (12) years old before beginning 6th grade ● If a Tdap booster was not given before entering 6th grade and has not been given since eleven (11) years of age, one (1) booster is required to enroll or register in any grade above 6th grade
Polio	Four (4) doses (three (3) doses if the 3 rd was given on or after the 4 th birthday)
Measles/mumps/rubella	Two (2) doses
Hib	Four (4) doses up to five (5) yrs. of age
PCV	Four (4) doses (Refer to catch-up schedule for children who have fallen behind on immunizations.)
Varicella	Two (2) doses separated by at least twenty-eight days for persons who are thirteen (13) years old or older when beginning the vaccination series)

Sick Day/Acute Illness Guidelines

School nurses monitor for symptoms of communicable or infectious health conditions. If your child shows symptoms, he/she may not attend school. If symptoms occur in school, you will be contacted and must pick up your child in a timely manner. The school nurse will provide further instruction as needed. Please adhere to the following guidelines:

- **Persistent Fever:** Oral temperature of 100.0 degrees or higher
 - Cannot attend school until fever free twenty-four hours without fever-reducing medication.
- **Vomiting:** Cannot attend school if the following exist:
 - One (1) episode of vomiting + the presence of another symptom (fever, diarrhea, etc.);
 - Two (2) or more episodes of vomiting within a twenty-four hour period, even if no other symptoms exist.
- **Diarrhea:** Cannot attend school if the following exist:
 - One (1) episode of diarrhea + the presence of another symptom (dehydration, fever, etc.); or
 - Three (3) or more episodes of diarrhea in a twenty-four hour period, even if no other symptoms exist.
- **“Pink Eye”:** Should remain home for 24 hours after the first dose of medication is given.
- **Chicken Pox:** Cannot attend school until all blisters have formed scabs.
- **Strep Throat:** Cannot attend school until twenty-four hours after medical treatment and no fever.
- **“Flu”:** Cannot attend until fever free 24 hours without fever-reducing medication. You should inform the school nurse if your child is diagnosed with the flu.
- **Impetigo:** Cannot attend school until twenty-four hours after prescribed medical treatment.

- **Ringworm:** Your child must not attend school until treatment has been started.
- **MRSA:** “Staph infection”: Cannot attend school until prescribed medical treatment is started, fever is absent, and the area is covered and drainage is not seeping through it.

Note: If your child experiences one of these illnesses, please let the school nurse know immediately.

You must submit proof of treatment or a statement of clearance from the health department or medical provider if proofs are requested by the school nurse.

Medication Policy

The intent of the Barbour County Board of Education is to comply and to cooperate with the guidelines from the Alabama Department of Education, Alabama Board of Nursing and Alabama Law regarding administration of medications in the school. Only the school nurse or a certified medication assistant who has completed the Alabama Board of Nursing Medication in the Schools Training, under the direction of the school nurse, may administer medication in the schools. Possession, use, or distribution of prescription or over-the-counter medication may result in disciplinary action. Please read the “Medication in the School Setting”, “School Medication Prescriber/ Parent Authorization Form” and “Over the Counter Medication Authorization” in the Appendices. A School Medication Prescriber/Parent Authorization Form may also be downloaded from the Barbour County School Website, under the Health Services tab.

In order for your child to be administered medication at school, the following requirements must be met:

1. The parent/guardian must deliver to the school the medication and a completed Barbour County Public School Medication Prescriber/Parent Authorization Form.
2. For over-the-counter medications, the parent/guardian should complete only the top and bottom sections of the form. For prescription medication, the parent/guardian will complete the top and bottom sections of the form and have the prescribing physician complete and sign the middle section of the form.
3. Prescribed medicine must arrive at school in a correctly labeled pharmacy container that includes the student's name, strength of medication, dosage of medicine, specific time interval at which medicine is to be taken, route of administration, and drug expiration date, if applicable.
4. A newly completed form is required annually and for each change in medication orders.

Parents and guardians are responsible for following all guidelines and protocols established by the Barbour County Schools Health Program. For more specific health-related questions and/or concerns, please contact your child’s school nurse or the Director of Student Services.

Guidance/ Mental Health Services

Trained counselors are available to work with students needing or wanting help. Students may request to see the counselor as needed. Visits to the Guidance Office should be made between classes, or before or after school; however, teachers may give permission to students at other times. We also have a District-wide Mental Health Coordinator who partners with community agencies to meet the mental health needs of students in Barbour County Schools. Guidance/ Mental Health services may include but are not limited to:

- Academic Advising
- Career Counseling
- Personal and Social Development
- Conflict Resolution and Mediation

GRIEVANCES/ COMPLAINT PROCEDURES

Definition: A grievance is a written complaint filed by a person who believes that a Barbour County employee has acted improperly or has otherwise caused the individual to suffer a hardship or a wrong. Grievances may be made by parents, guardians, third parties, employees, and/or students.

It is inevitable that problems and concerns regarding school issues will arise. In order to respond efficiently and effectively to complaints and grievances, all parties involved should be reasonable, prompt, and courteous in handling

such matters. Furthermore, the parties must understand rules and regulations and must follow prescribed procedures.

The proper chain of command for complaints is as follows:

1. Teacher
2. Assistant Principal
3. Principal
4. Central Office
5. Superintendent or his/her designee
6. Your District Board Member

****FAILURE TO FOLLOW THIS PROCEDURE WILL ONLY HINDER THE PROCESS OF RESOLVING PROBLEMS AND CONCERNS IN A PROPER AND TIMELY MANNER.****

What to do if a concern or problem arises...

Parents and students are encouraged to initiate and participate in dialogue with the appropriate school staff or administrator at any time a concern arises in order to reach a solution or an understanding of the issue.

In the event that a parent or student is involved in a situation that has not been resolved to their understanding, the parent/student must first address their concerns with their school administrator in order to facilitate a solution early and quickly. The following procedures must be adhered to:

Level I

The grievant must complete the Grievance Complaint Form in its entirety and personally deliver or mail it to the principal/supervisor within 60 calendar days of the incident. Any additional documentation the grievant wishes to be considered in the investigation should be attached to the Complaint Form. In the event the complaint is regarding the principal, the grievant must submit the form to the Superintendent. The Superintendent may appoint a designee to handle the complaint against the principal / supervisor pursuant to the grievance procedures. The Superintendent shall follow the grievance procedures set forth below in lieu of the principal/supervisor.

The principal/supervisor shall schedule a meeting with the grievant within five (5) school days after the written complaint has been submitted to the principal/supervisor. The principal/supervisor shall conduct any investigation of the facts necessary before rendering a decision. These procedures contemplate informal but thorough investigations, affording all interested persons, if any, an opportunity to submit evidence and witnesses relevant to the complaint. The principal/supervisor shall provide a written response to the complaint, unless good cause for delay is shown, within ten (10) school days of the meeting with the grievant. The response will include the principal's / supervisor's decision regarding resolution of the grievance and the basis for the decision. The response need not disclose all information received during the investigation to protect the individuals who in good faith participated in the investigation. The response shall not disclose confidential information regarding other students or employees

Level II

If the grievant is dissatisfied with the principal's/supervisor's decision, the grievant may appeal the decision to the Superintendent/ his designee. The appeal must be made in writing, personally delivered or mailed to the Superintendent/ his designee within five (5) school days of the grievant receiving the principal's/ supervisor's decision. If the grievance was regarding the school principal/supervisor, and originally made with the Superintendent's designee, the individual may appeal the decision to the Superintendent. If the grievance was regarding the school principal/supervisor, and originally made with the Superintendent, the individual may appeal the decision with the board. See Level III for more specific procedures.

The Superintendent/designee shall review the written documents and may schedule and hold a conference with the grievant, principal, supervisor or other individuals the Superintendent /designee determines appropriate. The Superintendent shall issue a written determination as to the appeal and its resolution to the grievant within fifteen (15) school days after the grievant submits the appeal unless good cause for delay is shown. The written determination need not disclose all information received during the appeal to protect the individuals who, in good faith, participated in the appeal process. The written determination shall not disclose confidential information regarding other students or

employees.

Level III

If the grievant is dissatisfied with the Superintendent's designee's decision, the grievant may appeal the decision to the Superintendent. The appeal to the Superintendent must be made in writing, personally delivered or mailed to the Superintendent within five (5) school days of the grievant receiving the designee's decision. The Superintendent shall review the written documents and may schedule and hold a conference with the grievant, principal, supervisor or other individuals the Superintendent determines appropriate. The Superintendent shall issue to the grievant, within a reasonable time after the grievant submits the appeal, a written determination as to the appeal and its resolution. The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose confidential information regarding other students or employees. The decision of the Superintendent is final.

In the event a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances shall the filing of a grievance complaint stay or otherwise delay other administrative proceedings. The Board of Education will take all appropriate steps to prevent the recurrence of any discrimination as identified in this policy and to correct discriminatory effects on the grievant and others, if appropriate. Individuals shall not be subjected to retaliation because they filed a grievance, appeal or participated in an investigation pursuant to the grievance procedures.

****A copy of the Grievant Complaint Form is included in the back of this handbook.****

CHILD NUTRITION PROGRAM

All Barbour County Schools serve breakfast and lunch every school day. Barbour County Schools will continue as Community Eligibility Provision schools for the school year 2024-2025. Community Eligibility Provision allows each student to receive one breakfast and one lunch each school day at no charge. We strongly encourage all students to eat both breakfast and lunch each day.

It is Barbour County Board of Education policy that "Offer Versus Serve" shall be implemented in all Barbour County School lunchrooms grades 3-12 for the school lunch program and grades PreK-12 for the school breakfast program. New federal guidelines for lunch require schools to offer five food components – 1 serving of each – milk, fruits, vegetables, grains, meat/meat alternate. Students may decline 2 of the 5 food components but must select at least ½ cup of fruits or vegetables.

All students will be assigned an identification number to be used in the cafeteria. Students need to learn this number as soon as possible. Students must go by the computer operator (cashier) with their meal, tell the cashier their meal number, and then be seated. Students should not go back to the serving line after giving the cashier their number unless the cashier sends the students. Some schools may use a finger scan to identify students receiving meals.

Meal prices for the school year 2025-2026 will be as follows:

Breakfast

Students: No Cost

BCS Employees: \$3.25

Visitors (Dine-in or Carry out): \$3.25

Lunch

Students: No Cost

BCS Employees: \$5.00

Visitors (Dine-in or Carry out): \$5.00

*Please note: Breakfast and Lunch prices for employees and visitors may change based upon any updates by the Alabama State Department of Education.

Students with Special Dietary Needs: Barbour County Schools may make substitutions for individual children who are unable to consume a food item because of medical or other special dietary needs. Substitutions will be made on a case-by-case basis and will be supported by a statement signed by a recognized medical authority. The school will provide a form, upon request, to the parent/guardian for the medical authority to complete. The completed dietary prescription form must be returned to the school.

Collection of Race and Ethnicity Data for School Meal Programs:

Some documents utilized by the Child Nutrition Program are required to request race and ethnicity data. The purpose of collecting race and ethnicity data is to determine how effectively the School Meal Programs are reaching potentially eligible students. Providing this data is voluntary. Responses are kept confidential and have no effect on eligibility.

WELLNESS POLICY

The Board of Education's wellness policy has been developed to promote lifelong wellness practices. Part of this policy restricts foods and beverages of minimum nutritional value from being available on campus during the school day. This policy includes foods served at school parties. Parents should contact the school prior to sending any food to be served to the class. This policy does not restrict what parents may provide for their child.

GENERAL INFORMATION

School Safety Plans

Each school has a safety plan addressing safety procedures and responsibilities for incidents such as but not limited to intruders, weather, locked doors, evacuations, and fire. For questions related to these procedures, review the school handbook and/or contact the school principal.

Notice of Surveillance

Barbour County Schools uses surveillance cameras to ensure a safe and secure environment for all students and staff. Upon entering any Barbour County Schools premises, all individuals are subject to be recorded while on the property. Surveillance cameras may be used in disciplinary procedures within the jurisdiction of the Board of Education. Due to educational privacy laws, parents will not be allowed to view surveillance video.

Visitors

All visitors to the school/district buildings must be prepared to present identification, be cleared through the school front office and receive a visitor's pass before making visits on campus. Students are not allowed visitors.

Student Insurance

Students are provided information regarding low-cost accident insurance. An outside insurance carrier provides this insurance. The school does not profit in any way from the plan. When a student insured under this plan is injured, he/she will be given a claim form to present to the doctor or hospital. The school assumes no liability for the plan. The insurance does not cover 100 percent of expenses. **All** students participating in athletics and cheerleading **must be covered by accident insurance**. It is recommended that students taking technical education and/or physical education participate in the insurance program.

School Trips

Students are required to have permission slips signed by a parent or guardian to participate in school-sponsored field trips. For school field trips, students are required to abide by dress code unless prior approval from the school principal.

Textbooks

All textbooks are furnished free of charge to students at the beginning of the school year and shall remain the property of the Barbour County Board of Education. Students are responsible for the proper care of textbooks. Proper care includes keeping the book clean inside and out. The student and parents/guardians are responsible for any loss, abuse, or damage more than that which would result from normal use. Costs for replacement of lost textbooks and/or charges for damage to textbooks will be based on the current replacement cost. Any student who has not paid for lost or damaged textbook(s)

from the previous year(s) will not be issued textbooks for the new school year. If a student/parent fails to pay for textbooks, it is the school's legal right to submit the problem to small claims court. The school system will charge the parent/guardian according to the following schedule:

- First year: Original cost
- Second year: 75% of original cost
- Third year: 50% of original cost
- Fourth year: 25% of original cost
- Fifth year: 20% of original cost

Student Fees

Elementary Grades:

In accordance with law, no fees of any kind shall be mandated for collection from students attending kindergarten through grade five. Voluntary contributions may be solicited, grades K-5, only upon approval of the local school principal and the superintendent. Voluntary participation in non-mandated areas may require a fee for participation.

Grades 6-12:

Reasonable fees may be charged for non-required courses.

Student Activity Fees:

Participation in school-sponsored student extracurricular activities shall be on a voluntary basis by all students. Fees to support school-sponsored student extracurricular activities shall be approved by the local school principal or designee.

School Activities/ Clubs and Organizations

A school activity is defined as any educational experience or curricular or extracurricular event that is approved officially by the school principal based on the following criteria: it is scheduled by the school principal and the school principal has made specific assignments to an employee(s) of the Board to teach, coordinate, monitor, advise, sponsor, and chaperone said activity as a part of employment responsibilities. A variety of age appropriate activities are available in the school system. At the middle school and high school levels, students are encouraged to participate in all extracurricular programs. Sponsors, directors, and coaches will be available throughout the year to meet with any interested student to fully inform him/her about their program.

Barbour County Schools encourages school-sponsored clubs and organizations that are directly related to the school curriculum and operate for the welfare and the best interest of the students and the schools. All school-sponsored clubs and organizations shall be under the direct control of the local school principal or his/her designated representative. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of race, creed, color, disability, or national origin.

PARENT NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, school sponsored activities and/or against school employees. Statutes involving mandatory actions or reporting are also included.

DROP-OUT/DRIVER'S LICENSE (Act 94-820 which amended Act 93-368 as codified in 16-28-40, Alabama Code, 1975)

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

PISTOL POSSESSION/DRIVER'S LICENSE (Act 94-820) (Code of Ala. § 16-28-40)

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

Section 1:

- No person shall shoot or discharge a firearm into an occupied or unoccupied school bus or school building.
- A person who shoots or discharges a firearm into an occupied school bus or school building shall be guilty of a Class B felony.
- A person who shoots or discharges a firearm into an unoccupied school bus or school building shall be guilty of a Class C felony.

DRUG DEALING (Act 94-783) (Code of Ala. § 6-5-72)

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

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATEN PHYSICAL HARM (Act 94-784) (Code of Ala. § 16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any final charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT (Code of Ala. § 26-14-3(f))

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

OBSTRUCTING GOVERNMENTAL OPERATIONS (§Code of Ala.13A-10-2)

A person commits the crime of obstructing governmental operations if, by means of intimidation, physical force, interference, or by any other independently unlawful act, he:

1. Intentionally obstructs, impairs, or hinders the administration of law or other governmental function; or
2. Intentionally prevents a public servant from performing a governmental function. This section does not apply to the obstruction, impairment, or hindrance of the making of an arrest.
3. Obstructing governmental operations is a Class A misdemeanor.

SEXUAL HARASSMENT (BCS Policy Manual Employees 5.14 and Students 6.11)

Sexual Harassment/bullying in any form that is directed toward students and employees is prohibited. Persons who violate this policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations.

Complaint Procedure: Any student or employee who feels they have experienced sexual harassment/bullying may file a complaint with the Director of Human Resources, their direct Supervisor/Administrator, and/or the Superintendent. These system contacts will provide guidance on the procedure and forms available to the party who feels they have been sexually harassed or sexually bullied.

TEACHER ASSAULT (Act 94-794) (Code of Ala. § 13A-6-21)

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

THEFT OF LOST PROPERTY (Code of Ala. §13A-8-6)

Definition: A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature of the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

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

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

WEAPONS IN SCHOOL (Act 94-817) (Code of Ala. § 13A-11-72)

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

GUN-FREE SCHOOL ACT OF 1994

In compliance with the Federal Gun-free School Act of 1994 and with Alabama law, it is the policy of the Barbour County Board of Education that any student determined to have brought a weapon/firearm as herein defined, to the school shall be expelled from the regular school program for a period of no less than one year. Expulsion is defined, at a minimum, as removing a student from a regular school where the violation occurred. Any school administrator having knowledge of a student possessing a weapon or firearm must follow disciplinary actions outlined in Class III offenses in the *Code of Conduct*. However, the Board may modify the expulsion requirement for a student on a case-by-case basis. Also, discipline of students with disabilities who violate this policy shall be determined by the Board on a case-by-case basis in accordance with the requirement of the Individual with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

SEARCH AND SEIZURE/SAFE AND DRUG FREE SCHOOLS

In accordance with State Board of Education Resolution 1-2-g and Alabama Board of Education Administrative Regulation 290-010-020-01, law enforcement agencies shall be allowed to make periodic, unannounced visits to any local public school for the purpose of detecting the presence of drugs. Lockers, desks, parking lots, and any other fixture or facilities provided for the students are the property of the school district. Also, students are subject to searches by school officials with reasonable cause. School officials may conduct searches or use other detection devices within the facilities or on the school campuses at any time that it is felt that alcohol and other drugs, weapons, or any object considered to be harmful to the safe environment of the school may be present. Such visits may include the use of drug-sniffing dogs in schools and classrooms as appropriate.

Code of Alabama 16.1-24.1 (1975)

Automobile Search: Any automobile entering Barbour County School property is subject to a search of the entire vehicle.

Code of Alabama 16.1-24.1.c (1975)

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm

to a person, or threatened physical harm to a person, the person may not be readmitted into the public school of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition of readmission.

School Resource Officer (SRO)

School Resource Officers play an important role in maintaining **school safety**. They regularly interact with students and may offer guidance or support. These interactions are not considered formal interviews and **do not require prior parental approval**.

If a student commits a criminal or potentially criminal offense, the SRO will act in the capacity of a **law enforcement officer**. However, all **disciplinary decisions** remain the responsibility of the school administration.

BARBOUR COUNTY SCHOOLS

STUDENT CODE OF CONDUCT

Introduction

Student Conduct and Discipline

The Barbour County Board of Education is committed to maintaining a safe, respectful, and orderly learning environment that promotes academic success and student well-being. Achieving this requires collaboration between students, staff, and families within a climate of mutual respect.

The district emphasizes **Positive Behavior Interventions and Supports (PBIS)** and encourages students to be safe, respectful, resourceful, and responsible. Discipline is intended to **prevent misconduct, promote positive behavior, and help students develop self-control, personal responsibility, and character**, which are essential for success in school and life.

Principals, teachers, and staff are responsible for addressing behavior that does not align with established rules and for maintaining a learning-focused environment. Each school will establish clear, reasonable rules consistent with Board policy.

Principals ensure that students, parents, and staff are informed of these rules.

Rules and expectations are communicated through:

- The Student Code of Conduct
- Faculty and staff handbooks
- School websites
- Parent meetings and newsletters
- Classroom instruction
-

Students and their property are subject to Board policies:

- During the school day
- At school-sponsored events and activities
- On Board property or school buses
- In situations on or off campus that **impact the safety, welfare, or learning environment of the school**

This includes field trips, athletic events, and conduct in the immediate vicinity of school before or after school hours.

Student Behavior and Responsibility

Barbour County Schools believes that schools should foster **academic, social, and emotional growth**. Positive experiences build confidence and encourage responsible behavior.

The school environment is designed to help students become competent, self-disciplined, and self-directed learners with strong character. Emphasis is placed on:

- Teaching personal responsibility
- Modeling positive behavior
- Addressing and correcting inappropriate conduct
- Promoting respect for self, others, and the learning environment

School policies support the development of self-discipline while providing **clear boundaries to ensure emotional and physical safety**. All members of the school community—students, staff, and parents—share responsibility for maintaining a positive and respectful environment.

Many behavioral issues can be addressed through **prevention, intervention, and corrective measures**, as outlined in the **Focus Act (Alabama Act No. 2015-10)**. Serious violations, however, may require removal from the regular instructional program, with procedural safeguards and support provided to students and parents.

The Superintendent is authorized to implement procedures consistent with Board policies on **student rights, responsibilities, and supportive disciplinary practices**.

Student Discipline and Expectations

Barbour County Schools is committed to **fair, consistent, and developmentally appropriate discipline**. All rules and

consequences will be applied reasonably, respectfully, and without discrimination. Students will receive **procedural due process** appropriate to the severity of the offense.

Students are expected to treat all school personnel—including bus drivers, cafeteria workers, custodians, and office staff—with respect. Staff are likewise expected to treat students respectfully.

Teachers are responsible for maintaining classroom order and ensuring a **positive, productive learning environment**. All school staff have authority to enforce behavior expectations:

- On school grounds
- At school-sponsored events
- During off-campus school activities under staff supervision

Barbour County Schools follow a **closed campus policy**, requiring students to remain on campus from arrival until official dismissal. Students are also expected to follow behavior expectations while riding a school bus. **Bus safety violations are considered serious offenses** and will be addressed through the district's discipline process.

Failure to follow behavior policies on school property, on school buses, or during school-sponsored activities—whether on or off campus—may result in disciplinary action in accordance with Board policy and the Focus Act.

Discipline Process

Classroom Management Level

The classroom is where students have the greatest opportunity to develop **self-esteem, self-discipline, and respect for others**. Teachers are expected to use **effective instructional strategies and classroom management techniques** that prevent and address misbehavior.

Administrative Level

Principals are responsible for maintaining a **safe, orderly learning environment**. They ensure students follow classroom and school rules, with support from school staff. Failure to follow rules may result in **administrative disciplinary action**.

Consequences assigned outside regular school hours will include **advance notice to students and parents/guardians**.

Transportation for such consequences is the responsibility of the parent or student.

Possible Disciplinary Consequences

Barbour County Schools uses a **progressive discipline model**, which may include, but is not limited to:

- Supervised Plan for Correction
- Detention
- Bus Suspension
- Supervised Work or Clean-Up
- Restitution for Theft or Damages
- Supervised Time-Out
- Required Parent Conference
- In-School Suspension (ISS)
- Long-Term ISS
- Alternative Class
- Out-of-School Suspension (OSS)
- Temporary Alternative Placement (TAP)
- Recommendation for Expulsion

Note: Principals have the authority to prohibit any item or behavior determined to disrupt the learning environment. Decisions will be communicated appropriately to students, staff, and parents.

Descriptions of Consequences for Inappropriate Behavior

Barbour County Schools uses a variety of disciplinary actions to address inappropriate behavior. All consequences are designed to **promote responsibility, correct misbehavior, and maintain a safe, orderly learning environment** in accordance with Alabama law and the Focus Act.

Types of Disciplinary Actions

Supervised Plan for Correction

A structured plan developed to address persistent or disruptive behavior and reinforce appropriate conduct.

Detention

Students may be held **before, during, or after school** for disciplinary reasons under the supervision of certified staff.

Bus Suspension

Students who misbehave on the bus or at bus stops may **lose bus privileges**. Suspension length may range from **one day to permanent removal**, depending on the severity of the behavior.

Supervised Work / Clean-Up Program

Students may be assigned **school-related tasks under staff supervision** as a corrective action.

Restitution for Damages

Students or parents may be required to **pay for damaged or destroyed school property**.

- A payment plan may be arranged.
- Additional disciplinary action may also apply.

Supervised Time-Out

Temporary removal from class. Students will **complete all assigned work** during this time.

Required Parent Conference

A meeting with the student, parent/guardian, and school administrator may be required **before the student returns to school** following serious misconduct.

In-School Suspension (ISS)

Temporary removal from regular classes.

- Students' complete assignments in isolation.
- Students may not attend school activities during ISS.
- Parents will be notified of placement.

Temporary Alternative Placement (TAP)

Designed primarily for **grades 7–12** (younger students may be placed in special circumstances), TAP is for students whose behavior requires **extended removal from the regular classroom**. Key features include:

- Students must **attend TAP daily and complete assigned work for credit**.
- Students may **not attend or participate** in any Barbour County Schools events or visit school campuses.
- TAP is housed **separately from other school programs** (Central Office Campus, Clayton, Alabama).
- Students **cannot drive** to TAP; parents/guardians are responsible for transportation.
- Parents must attend an **Intake Conference** prior to placement.
- A **second TAP assignment** requires a meeting with the **Director of Student Services**.
- Continued misconduct during TAP may result in a **recommendation for expulsion**.

Out-of-School Suspension (OSS)

Students may be temporarily removed from school for disciplinary reasons.

- OSS duration will **not exceed limits established by law**.
- Students **may not attend school or school-related activities** during suspension.
- Dismissal on the day of suspension requires a **parent/guardian or designated adult** to assume responsibility.
- A **re-entry conference** with the student, parent/guardian, and school personnel is required.
- Students must **make up all missed assignments, quizzes, and tests** within three days of returning, or as arranged during ISS or TAP.

Recommendation for Long-Term Suspension or Expulsion

Serious or repeated misconduct may result in a **recommendation for long-term suspension (more than 10 days) or expulsion**.

- The Superintendent will review the case and may:
 1. Approve long-term suspension

2. Recommend expulsion to the Board of Education
 3. Refer the case back to the principal for further review
- **Expulsion** is removal from school for at least one academic year and can only be enacted by the **Board of Education** after a formal hearing within 10 days of the Superintendent's recommendation.
 - The student **remains suspended during this process** and is **prohibited from entering any BCS campus or attending school events**.
-

Readmission Process

Students who withdraw or are expelled must **reapply for admission**.

- Requests should be submitted **at least two weeks** before the start of the new semester.
 - A **conference with the school administrator and parent/guardian** is required.
 - Expelled students must submit a **letter requesting readmission to the Superintendent**, with a copy to the school principal.
 - Readmission decisions are made **on a case-by-case basis**.
-

Appeals Process

- **Class I and Class II offenses:** Disciplinary decisions **cannot be appealed beyond the local school level**.
 - **Class III offenses:** Disciplinary actions **may be appealed to the Director of Student Services**.
 - Procedures for appealing Class III consequences are outlined in the **Code of Conduct under "Complaints, Grievances, and Appeals"**.
-

Student Misconduct Classification

Violations of the Code of Student Conduct are grouped into three categories:

- **Class I – Minor Offenses**
- **Class II – Intermediate Offenses**
- **Class III – Major Offenses**

Disciplinary procedures vary depending on **classification and severity**.

- Classroom-level issues are typically handled by teachers, per the **Classroom Management section**.
 - When referred to the principal or designee, the administrator determines the **nature and classification** of the offense. **Due process** is provided before any disciplinary action is taken.
-

Parent Conferences

For offenses requiring an **in-person parent/guardian conference**, the parent must **schedule the meeting within 24 hours** of notification.

- Students may not return to school until the conference is held, unless an administrative exception is granted.
-

Serious Offenses

For **Class III offenses**, the principal or designee will:

- Inform the student of the **suspected charges**
- Provide the student an **opportunity to respond**

Class III offenses involving **alcohol, drugs, weapons, aggressive behavior, or suspected criminal activity** may require **law enforcement involvement**.

- Dangerous or illegal items will be **confiscated and turned over to authorities immediately**.
-

Scope of Misconduct

Student misconduct that occurs:

- During school hours
- After school hours

- On school grounds
- On school buses
- At any **school-sponsored or school-related event**...will result in **administrative disciplinary action**.
- Some offenses may require **multiple incidents** to be classified as serious.
- Other offenses may warrant **immediate serious consequences** after a single occurrence.

Note: School disciplinary action is **independent of law enforcement action** and may proceed regardless of legal outcomes.

CLASS I – MINOR OFFENSES (Board Authority: Ala. Code §16-1-14)

Code	Offense (Legally aligned Description)	Legal Authority
1	Conduct that materially disrupts classroom instruction and cannot be corrected through routine classroom management	§16-1-14
1.01	Failure to comply with local school tardy procedures	§16-28-3
1.02	Accumulation of unexcused absences requiring attendance intervention	§16-28-3
1.03	Violation of locally adopted student dress standards	§16-1-14
1.04	Minor bus safety misconduct not creating imminent danger	§16-27-1
1.05	Inappropriate public displays of affection disrupting the school environment	§16-1-14
1.06	Minor physical activity (horseplay, running, shoving) not resulting in injury	§16-1-14
1.07	Repeated failure to bring required instructional materials	§16-1-14
1.08	Unauthorized possession/use of electronic devices (initial offenses)	§16-1-14
1.09	Failure to follow lawful and reasonable school instructions	§16-1-14
1.1	Littering or improper disposal of materials on school property or buses	§16-1-14
1.11	Other minor misconduct reasonably determined by the principal	§16-1-14

DISCIPLINARY OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and may be combined):

- **ADMINISTRATIVE INTERVENTION (Including Referral to Interventionist and/or Student Services)**
- **PARENT NOTIFICATION/CONFERENCE**
- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **DETENTION**
- **IN SCHOOL SUSPENSION (ISS)**
- **SHORT-TERM BUS SUSPENSION (1-3 DAYS)**
- **REVOCATION OF PARKING PRIVILEGES**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

CLASS II- INTERMEDIATE OFFENSES		
2	Willful refusal to comply with a lawful and reasonable directive of a school employee	§16-1-14
2.01	Possession or use of tobacco, nicotine, or vaping products on school property	§16-40-26
2.02	Physical altercation between students not resulting in serious bodily injury	§13A-6-22
2.03	Intentional damage to property valued under \$200	§13A-7-21
2.04	Unauthorized taking of property belonging to another	§13A-8-5
2.05	Possession of property known or reasonably believed to be stolen	§13A-8-16
2.06	Unauthorized entry or remaining on school property	§13A-7-4
2.07	Possession or use of fireworks or similar devices	§13A-10-60
2.08	Failure to serve assigned school disciplinary consequences	§16-1-14
2.09	Use of profane or obscene language that disrupts school operations	§16-1-14
2.1	Leaving campus without authorization or skipping assigned classes	§16-28-3
2.11	Disrespectful conduct toward school employees	§16-1-14
2.12	Providing false or forged documents or information	§13A-9-3
2.13	Participation in unauthorized or gang-related organizations	§16-1-14
2.14	Harassment, bullying, or threats that create a hostile environment	§16-28B-3
2.15	Verbal abuse that materially disrupts school	§16-1-14
2.16	Display of gang-related symbols or attire	§16-1-14
2.17	Violation of Technology Acceptable Use policies	§16-1-14
2.18	Possession of obscene or sexually explicit material	§13A-12-200
2.19	Academic dishonesty (cheating, plagiarism)	§16-1-14
2.2	Gambling or possession of gambling materials	§13A-12-20
2.21	Intermediate bus safety misconduct	§16-27-1
2.22	Conduct disrupting school safety or order	§16-1-14
2.23	Intentional physical aggression not rising to aggravated assault	§13A-6-22
2.24	Repeated Class I misconduct demonstrating pattern of noncompliance	§16-1-14
2.25	Inciting non-violent student disorder	§16-1-14
2.26	Repeated inappropriate physical contact	§16-1-14
2.27	Other intermediate misconduct reasonably classified by administration	§16-1-14

2.28	Minor physical conflict without injury	§13A-6-22
2.29	Provoking or instigating conflict	§16-1-14

DISCIPLINARY OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be combined):

- **ADMINISTRATIVE INTERVENTION**
- **PARENT NOTIFICATION/CONFERENCE**
- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **REQUIRED PARENT CONFERENCE**
- **IN SCHOOL SUSPENSION (ISS)**
- **LONG TERM ISS/ALTERNATIVE CLASS**
- **OUT OF SCHOOL SUSPENSION (OSS)**
- **EXTENDED OR PERMANENT BUS SUSPENSION**
- **RESTITUTION FOR BCS PROPERTY**
- **REVOCATION OF PARKING PRIVILEGES**
 - **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

CLASS III- MAJOR OFFENSES		
3.00	Possession, use, or distribution of alcohol	§28-1-5
3.01	Possession, use, or distribution of controlled substances	§13A-12-212
3.02	Arson or attempted arson	§13A-7-41
3.03	Assault on a school employee	§13A-6-21
3.04	Robbery by force or intimidation	§13A-8-43
3.05	Theft or larceny of property	§13A-8-3
3.06	Aggravated damage to property	§13A-7-21
3.07	Illegal entry into school facilities	§13A-7-5
3.08	Possession of a firearm on school property	§16-1-24.3
3.09	Possession or use of knives or bladed weapons	§13A-11-50
3.1	Possession or use of prohibited weapons or dangerous instruments	§13A-11-72
3.11	Threats that disrupt or endanger school safety	§13A-10-15
3.12	Possession or detonation of explosives	§13A-7-44
3.13	Possession of firearm replicas used in a threatening manner	§16-1-14
3.14	Sexual acts or lewd conduct on school property	§13A-6-60
3.15	Assault upon another student or person	§13A-6-22
3.16	Aggravated assault causing serious injury	§13A-6-20
3.17	Tampering with alarm or safety systems	§13A-7-26
3.18	Conduct likely to cause serious harm or disruption	§16-1-14
3.19	Aggravated harassment or violent threats	§16-28B-3
3.2	Threats made to extort	§13A-8-13
3.21	Extortion	§13A-8-13
3.22	Inciting a major student disorder	§16-1-14
3.23	Serious computer system misuse	§13A-8-100
3.24	Refusal to comply that compromises safety	§16-1-14
3.25	Fireworks or explosive devices on campus	§13A-10-60
3.26	Obscene or threatening language toward staff	§16-1-14
3.27	Hazing	§16-1-23
3.28	Distribution/display of obscene material	§13A-12-200

3.29	Imitation controlled substances	§13A-12-23
3.3	Severe bus safety violations	§16-27-1
3.31	Pattern of Class II offenses	§16-1-14
3.32	Sexual harassment	§16-28B-3
3.33	Ongoing gang activity causing disruption	§16-1-14
3.34	Serious fighting causing injury	§13A-6-20
3.35	Compromising school investigations	§13A-10-2
3.36	Electronic harassment/bullying	§16-28B-3
3.37	Racial harassment or intimidation	§13A-10-15
3.38	Other serious misconduct threatening safety	§16-1-14

DISCIPLINARY OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be combined). REQUIRED FOR ALL CLASS III DISPOSITIONS –Parent/Guardian notification and/or face-to-face parent/guardian conference in addition to one or more of the following dispositions:

- **OUT OF SCHOOL SUSPENSION (OSS)**
- **TEMPORARY ALTERNATIVE PLACEMENT (TAP)**
- **RECOMMENDATION FOR LONG TERM OUT OF SCHOOL SUSPENSION**
- **RECOMMENDATION FOR EXPULSION**
- **PERMANENT REMOVAL FROM SCHOOL BUS**
- **RESTITUTION FOR BCS PROPERTY - in addition to other consequence(s)**
- **REVOCATION OF PARKING PRIVILEGES**
 - **REVOCATION OF GRADUATION CEREMONY OR OTHER SCHOOL-RELATED ACTIVITIES**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION (i.e. contact the authorities)**
- **MANDATORY TEMPORARY ALTERNATIVE PLACEMENT and/or RECOMMENDATION FOR EXPULSION**

Procedure for Drugs or Alcohol:

1. First offense uses or possession of a controlled substance, to include alcohol, shall result in the student being assigned to a minimum of 45 days in TAP or possible expulsion. Law enforcement authorities will be notified and the student may be subject to arrest. Parking privileges will be revoked for 45 days, after which students may reapply for a parking permit.
 - B. Second offense use or possession of a controlled substance to include alcohol during a student's tenure within Barbour County Schools shall result in a recommendation to the hearing officer for expulsion of the offending student (under provisions of Policy Expulsion). Parking privileges will be revoked for one calendar year. Law enforcement authorities will be notified and the student may be subject to arrest.
- First offense of distributing (providing and/or selling) of a controlled substance to include alcohol shall result in a recommendation to the hearing officer for expulsion of the offending student (under provisions of Policy Expulsion). Law enforcement authorities will be notified and the student may be subject to arrest.

CODE OF ALABAMA 16-1-10, 16-1-24.1, 16-11-9, 16-12-3

ADDENDUM: FOCUS ACT COMPLIANCE & PERSONAL DEVICE POLICY

I. THE ALABAMA FOCUS ACT: SAFETY & REPORTING

In accordance with the **Alabama FOCUS Act (Act 2018-472)**, Barbour County Schools prioritizes a proactive approach to

school safety. This act requires a "Focus on Outcomes, Curricula, and Utmost Safety."

- **Mandatory Reporting of Threats:** Under the FOCUS Act, any student, staff member, or parent who becomes aware of a threat of violence, possession of a weapon, or a plan to harm the school community must report it immediately to the Principal or through the district's anonymous reporting application.
- **Threat Assessment Protocol:** All reported threats will undergo a formal Threat Assessment by a multidisciplinary team (including administration, mental health coordinators, and School Resource Officers) to determine the level of risk and appropriate intervention.
- **Safety Drills:** Participation in lockdown, fire, and weather drills is mandatory. Interference with safety equipment or failure to follow drill procedures is a **Class III Offense**.

II. PERSONAL ELECTRONIC DEVICE & CELL PHONE POLICY

To promote an environment focused on instruction and to protect student mental health as encouraged by the **Alabama State Board of Education**, the following rules apply to cell phones, smartwatches, and other personal communication devices:

1. "Off and Away" During Instructional Time

- **Grades K–8:** Cell phones and personal devices must be turned off and stored in backpacks or designated secure areas from the first bell until dismissal.
- **Grades 9–12:** Devices must be "off and away" during all instructional periods. Use during lunch or transition periods is a privilege that may be revoked by the Principal if it interferes with school safety or order.

2. Prohibited Use (Class II or III Offenses) The following uses of electronic devices are strictly prohibited and may result in immediate confiscation and disciplinary action:

- **Cyberbullying/Harassment:** Using a device to bully, threaten, or intimidate any student or staff member (per the *Jamari Terrell Williams Act*).
- **Recording Without Consent:** Recording video or audio of students or staff members without explicit administrative permission.
- **Academic Dishonesty:** Using a device to cheat, share test answers, or access unauthorized materials during assessments.
- **Sexting/Inappropriate Content:** The possession or distribution of "nude" or sexually explicit imagery is a violation of Alabama law and will be reported to law enforcement.

3. Search and Seizure In accordance with **Alabama Law and Board Policy**, school officials may search a student's personal electronic device if there is "reasonable suspicion" that the device contains evidence of a violation of the Code of Conduct or state law.

4. Liability Barbour County Schools is **not responsible** for the theft, loss, or damage of any personal electronic device brought onto school property or to school-sponsored events.

III. DISCIPLINARY ACTIONS FOR CELL PHONE VIOLATIONS

Failure to comply with the "Off and Away" policy will result in the following graduated consequences:

- **1st Offense:** Device confiscated and returned to the student at the end of the school day. Warning issued.
- **2nd Offense:** Device confiscated. A **Required Parent Conference** is held before the device is returned to the parent/guardian.
- **3rd Offense:** Loss of personal device privileges for the remainder of the semester. Potential placement in **ISS** or **TAP** for persistent defiance.

IV. EMERGENCY COMMUNICATION

In the event of a school-wide emergency or lockdown, students are instructed to remain off their devices to keep lines of communication open for emergency responders and to ensure they can hear administrative instructions. Parents should monitor official district social media and messaging systems for updates rather than calling student cell phones during an active emergency.

BUS EXPECTATIONS

The driver is in charge of the school bus. School bus transportation is considered an extension of the school day. Students shall conduct themselves in an orderly and respectful manner. Poor conduct will not be tolerated on the bus. Failure to do so endangers the students and driver. **Riding the bus is a privilege, not a right.** Loss of bus transportation may occur if the bus rules are not followed.

The school administrator, transportation supervisor, assistant superintendent, superintendent, and his/her designee are the only authorized BCS staff to make the recommendation to suspend students from the bus. The following rules apply:

1. Listen to and obey the driver; Do not distract the driver.
 2. Students must board or exit the bus at their assigned bus stop.
 3. Students must not move toward the bus until the bus has made a complete stop, and the doors are opened.
 4. Students must remain seated while the bus is in motion and remain seated until the bus has come to a complete stop.
 5. Stay seated in assigned seat facing front
 6. 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.**
 7. Keep personal belongings in your lap – hands and feet to self.
 8. Talk quietly to the seat partner(s) only – no shouting.
 9. Students must not throw/wave anything from a bus window (i.e., body parts, paper, spitting, etc.)
 10. Students must not eat, drink or chew gum on the bus.
 11. Students must not use profanity. Students must respect others by not arguing or name calling.
 12. Students must never open, tamper with, or exit the emergency doors or windows unless authorized.
 13. Students must not block the aisle or emergency doors with book bags, band instruments, or other items.
 14. Students will not use any aerosol sprays or body products (deodorants, perfume, etc.) on the bus.
 15. Students shall not sit in the driver's seat or attempt to operate any bus mechanisms.
 16. 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.
 17. Students will not write on, cut, damage seats or other parts of the bus
 18. Students shall not strike matches, have lighters, use tobacco, alcohol or drugs in any form on the bus.
 19. Students will not play cards or engage in any form of gambling on the bus.
- Students who do not adhere to the rules are subject to disciplinary actions including indefinite bus suspension.**

Bus Violations

Violation 1	Student conference, counseling, and parent contact
Violation 2	Suspended off the bus for two (2) days, counseling, parent contact
Violation 3	Suspended off the bus for four (4) days, counseling, parent contact
Violation 4	Suspended off the bus for eight (8) days, counseling, parent contact
Violation 5	Suspended off the bus indefinitely (time to be determined), counseling, and parent conference with Central Office Designee.

***Please Note:** When a student has been suspended from riding the bus, the parent or guardian is responsible for providing transportation to and from school for the child. Any student missing school due to bus suspension will result in an unexcused absence. When a student is suspended from one bus, he/she is suspended from riding all buses until the suspension is ended.

Policy Against Fighting

Because schools should provide a safe and orderly environment which is conducive to learning, it is not permissible for school officials to tolerate fighting or allow other forms of assault to occur inside the confines of a school building, on school grounds, on a school bus, or at any school function. Fighting is a violation of the Code of Alabama 13A-11-7 and is considered disorderly conduct. A fight is defined as follows:

Any significant physical conflict, hitting or other contact, exchange of blows between two or more individuals, or physical conflict in which injury occurs or fighting continues. It should be understood that the principal or an appointed designee should investigate all fights and make appropriate decisions concerning the roles of each participant. Incidents requiring medical attention should be reported immediately.

Should it be determined that a fight has occurred, the principal or appointed designee shall, after investigation, immediately call the police department. After obtaining the facts related to the incident and verifying that there are witnesses who are willing to testify in court, the police should be allowed to remove all students involved in the fight unless one is clearly the aggressor. If so, only the aggressor will be removed. Before involving the police, principals and/or an appointed designee must be sure that there are witnesses and sufficient documentation to support these charges should they terminate in a court hearing. Individual secondary school principals and staff members have the authority to sign warrants on any student who is eighteen (18) years of age or older who is involved in a fight.

Fighting will result in a **mandatory minimum consequence of two (2) days out-of-school suspension** and a **ten (10) day TAP (Temporary Alternative Program) assignment**. In addition, if the student has a prior disciplinary record, the school administrator may, at their discretion, **recommend additional consequences** consistent with those for a **Class III offense**.

Principal's Discretion

The principal is granted the authority to modify the consequences for violating a rule indicated in the Student Code of Conduct by exercising good judgment in consideration of extenuating factors presented by the school system employees, the student, or the students' 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. The principal has the authority to develop procedures specific to their schools as long as they do not violate board policy.

Due Process

When a Barbour County Schools student is accused of committing a violation of the Student Code of Conduct, he/she has the right to due process. Every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. However, when this cannot be done, students can resort to the more formal procedures as provided herein.

The Informal Process

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The Formal Process

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall ensure that the following formal due process procedures are accorded to the student:

1. The right to a hearing before the Board,
2. The right to be represented by counsel,
3. The right to cross-examine witnesses,
4. The right to a written record of the hearing, and
5. The right to a written record of the Board's decision.

Discipline Appeals Procedures

The parent/legal guardian/student will be provided with an opportunity to appeal a discipline assignment to the appropriate Barbour County Schools system designee.

Please note the following:

1. At each level of appeal, the parent/legal guardian/student must provide written notice (email not accepted) stating the verifiable reason(s) for the appeal.
2. Discipline Assignments which last no longer than five days may only be appealed to the principal of the school. There is no further appeal.
3. Discipline assignments which last longer than five days may be appealed beginning with the principal of the school following the full discipline appeals process indicated below.
4. The initial disciplinary action will not be stayed or delayed while the appeal is pending.
5. No issue or evidence may be presented on appeal that was not presented at the time of the initial disciplinary decision, unless it could have been discovered, through reasonable inquiry, at that time.
6. At each level of appeal, the judgment of the person/body hearing the appeal can be substituted for the underlying decision. For example, the appellate decision may affirm the initial disciplinary action without change, enter a more severe sanction, including expulsion, or enter a less severe sanction.

Parents/legal guardians/students who wish to appeal a disciplinary decision may do so by:

STEP ONE: Appeal to Principal

The notice of appeal and supporting information must be received in writing (no email) within seven (7) days after notification of the infraction and subsequent disposition.

STEP TWO: Appeal to Director of Student Services

If the appeal is not resolved at the school level, and the discipline assignment is longer than five days, the parent/legal guardian/student must notify the Director of Student Services in writing (no email) within seven (7) days of the appeal decision. The principal will forward all information considered in the decision to the Director of Student Services. The Director of Student Services will review all written information and may modify, overrule, or support the administrative decision.

STEP THREE: Appeal to the Superintendent

If the Director of Student Services affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/legal guardian/student, they may appeal to the Superintendent in writing (no email) for consideration within seven (7) days of the Director of Student Services's response. The Superintendent will review all written information and may modify, overrule, or support the administrative decision.

STEP FOUR: Appeal to the Board of Education

If the Superintendent affirms, modifies, or overrules the appeal and the decision is not acceptable to the parent/legal guardian/student, they may appeal to the Barbour County Board of Education by submitting a written appeal (no email) request within seven (7) days of the Superintendent's response.

STEP FIVE: Board of Education Response

During an executive session of the Barbour County Board of Education, the parent/legal guardian/student and the principal will be given the opportunity to present any matter relative to their position. The decision of the members of the Barbour County Board of Education is final in the due process procedure.

District-Wide Standard Attire Policy

Barbour County Schools | 2026–2027 School Year

Purpose & Benefits

This document establishes a district-wide Standard Attire Policy for Barbour County Schools beginning with the 2026–2027 school year. Designed to balance affordability and comfort with operational needs, this policy provides clear, consistent expectations to:

- Enhance Campus Safety: Improve student identification and school security.
- Maximize Learning Time: Reduce classroom distractions and protect instructional time.
- Foster a Positive Culture: Establish consistency across schools and promote a professional learning environment.

Summary of Standards

- Approved Shirt Colors: White, Black, Navy Blue, Carolina Blue, and Gray.
- Approved Shirts: Polo shirts (maximum of 3 buttons), Oxford/button-down shirts, approved spirit wear on designated days. Small manufacturer logos are permitted.
- Approved Bottoms: Khaki, Navy Blue, Black, or Gray dress pants, chinos, casual slacks, and tailored twill joggers. Shorts, skirts, and skorts must meet the fingertip-length requirement.
- Approved Outerwear: Hoodless crewneck sweatshirts, cardigans, quarter-zip pullovers, and fleece jackets. An approved attire shirt must be worn underneath all outerwear.
- Approved Footwear: Tennis shoes, sneakers, loafers, oxfords, dress shoes, closed-toe boots, ballet flats, Mary Jane shoes, and other closed-back footwear.
- **School-Sponsored Apparel & Spirit Days**
- Team Jerseys & Uniforms: Members of recognized athletic teams, cheer squads, band, and academic teams may wear approved school-issued apparel on event days with prior Principal approval.
- Spirit Days: Approved spirit shirts may be worn. Standard dress code requirements remain in effect unless waived by the Principal.
- Hooded Garments: Hooded garments of any kind are prohibited inside the building during the school day, including Spirit Days and team event days.
- **Prohibited Items**
- Hoodies (of any kind)
- Hats, caps, beanies, bandanas, and durags----***On days of inclement weather hats and beanies will be allowed during transit but not inside the school buildings.
- Crocs and similar foam clogs
- Slides, flip-flops, house shoes, and slippers
- Jeans or denim of any color
- Sweatpants and athletic joggers
- Leggings worn as standalone pants
- Clothing containing rips, holes, or excessive distressing
- Garments exposing the midriff or undergarments

Religious and Medical Accommodations

Individual exemptions may be granted for documented religious practices or verified medical needs. Requests shall be submitted to the Principal for review and approval.

Implementation and Communication

This policy becomes effective for the 2026–2027 school year. Schools will communicate expectations through student handbooks, registration materials, school websites, social media platforms, and parent meetings. A Standard Attire Quick Guide will accompany this policy.

CONSEQUENCES FOR DRESS CODE VIOLATION

- **1st Offense-** Parental Contact and violation recorded in PowerSchool SIS.
 - **2nd Offense-** Parental Conference and student placed in In-School Suspension for the remainder of the day.
 - **3rd Offense-** Two days of In-School Suspension or two consecutive Saturday School Detentions (If available)
 - **4th Offense-** 1 Day Out-of-School Suspension. **
 - **Subsequent Offense(s)-** Any dress code violation that a student has after the 4th violation will be treated as a CLASS II Violation and appropriate actions will be taken to address the violation.
- **A school administrator may deviate from the consequences at his/her discretion.

FOCUS POLICY

(CELL PHONE, SMART WATCHES, WIRELESS COMMUNICATION DEVICES)

In efforts to create a distraction free learning environment and in following the recent FOCUS Act (Act 2025-386) legislation, Barbour County Schools will be implementing the following focus policy listed below.

The Act states no student may possess a wireless communication device in any public elementary or secondary building or on the grounds thereof during the instructional day unless the device is **1) turned off and 2) stored off their person in a locker, car, or similar storage location.**

Focus Policy (Grades K–12)

Cell phones (any wireless communication devices) are only permitted on school grounds **before school (until 7:30 a.m.)** and **after school (after 3:00 p.m.)**. Students should **not make phone calls during the school day** using their personal devices. If a student needs to make a phone call during school hours, they must report to the **front office**.

In accordance with the **FOCUS Act**, students may only use, operate, or possess a wireless communication device during the instructional day under the following circumstances:

1. It is specified in the student's **Individualized Education Program (IEP), Individualized Accommodation Plan, Section 504 Plan, or Individualized Health Plan.**
2. The device is being used **for educational purposes under the supervision** of local board of education personnel.
3. The device is used **during an emergency** that threatens the life or safety of the student or others.

Barbour County Schools policy regarding personal wireless communication devices.

Effective immediately, students are not permitted to have any personal wireless devices (including, but not limited to, cell phones, laptops, earbuds, tablets, smartwatches, iPads, etc.) **on campus during the instructional day** on any Barbour County Schools campus.

Approved Device Use: Only school-owned wireless communication devices may be used during the instructional day. Each student will have access to a district-issued Chromebook as needed to complete class assignments and for instructional purpose

Personal Device Protocol:

- If a student must bring a personal wireless communication device to school, **they must inform the administration and follow the school's established storage protocol.**
- Storage protocols will be determined by **each building principal** and must be followed precisely.
- **Personal devices must not be charged or connected to the school's wireless network** at any time.

Violations:

- If a student is found with a personal wireless device during the instructional day and the device is seen or heard by school personnel, **disciplinary consequences will apply.**
- Devices must be turned off and properly stored in accordance with school protocol

Responsibility & Liability:

- Barbour County Schools and its staff are **not responsible for lost, stolen, or damaged personal devices.**
- Students are responsible for securing their personal devices if they choose to bring them to school.
- The administration will **not be responsible for locating or tracking any lost personal devices.**

VIOLATIONS OF DIGITAL/ELECTRONIC DEVICES

Consequences For Violation of Focus Policy (Cell Phone, Smart Watch, Ear Buds, Any Wireless Communication Device) For Grades K-6

- **1st Offense:** Device is confiscated, given to administration, administration contact parent (guardian) by phone, incident documented in student discipline file as a CLASS 1, device is returned to student at end of day.
- **2nd Offense:** Device is confiscated, given to administration, parent/guardian contacted by administration and must come to school to retrieve phone, 1 day of In-School Suspension (ISS), documented in discipline file as a CLASS I.
- **3rd Offense:** Device is confiscated, given to administration, parent meeting is required, parent retrieves phone after meeting, 3 days of ISS, documented in discipline file as a CLASS 2.
- **4th Offense:** Device is confiscated, given to administration, parent conference is required, parent retrieves phone after conference, 5 days of ISS, documented in discipline file as a CLASS 2.
- **5th Offense and Beyond:** Mandatory parental conference required, assigned to temporary alternative program (TAP) for a minimum of 10 school days, documented in discipline file as a CLASS III. (Parent/Guardian is responsible for transportation.)

Consequences For Violation of Focus Policy (Cell Phone, Smart Watch, Ear Buds, Any Wireless Communication Device) For Grades 7-12

- **1st Offense:** Device is confiscated, given to administration, administration contact parent (guardian) by phone, incident documented in student discipline file as a CLASS I, and device is returned to student at end of day.
- **2nd Offense:** Device is confiscated, given to administration, parent/guardian contacted by administration and must come to school to retrieve phone, 3 days of In-School Suspension (ISS), and documented in discipline file as a CLASS I.
- **3rd Offense:** Device is confiscated, given to administration, parent meeting is required, parent retrieves phone after meeting, 5 days of ISS, and documented in discipline file as a CLASS II.
- **4th Offense:** Device is confiscated, given to administration, parent conference is required, parent retrieves phone after conference, 10 days of ISS upon return, documented in discipline file as a CLASS II.
- **5th Offense and Beyond:** Mandatory parental conference required, assigned to temporary alternative program (TAP) for a minimum of 20 school days, and documented in discipline file as a CLASS III. (Parent /Guardian is responsible for transportation. Students are not allowed to drive a vehicle to TAP.)

DIGITAL DEVICES AND STATE TESTING

With regard to incidents that occur during the administration of a state mandated test, the Alabama State Department of Education has stipulated that:

1. The possession of a digital device is strictly prohibited during the administration of a secure test;
2. When a digital device is discovered during the administration of a secure test, the device will be confiscated, and subject to a search; and
3. If it is determined the device was used during the administration of a secure test, the student's test will automatically be invalidated. Visual or audible possession of a digital device will result in the device being confiscated. Once confiscated, school administrators are required to investigate the incident and determine if the device has been used by the student to cheat, or for some other unpermitted purpose. If the device is a "smart phone," the device should be turned off immediately after the search to help prevent a potential remote access data wipe. When the investigation of the incident is completed, the local school must notify the school district's supervisor for the testing and complete a testing irregularity report in accordance with the Alabama Department of Education. The return of the student's digital device, as well as the assignment of any school disciplinary consequences, will be in accordance with school system procedural protocol.

PARENT INFORMATION

Parent-Teacher Conferences

Barbour County Board of Education encourages parents to be aware of their child's academic progress and behavior in school and to remain in close contact with their child's teacher throughout the year. All conferences shall be scheduled through the school secretary or counselor. Conferences need to be scheduled in advance and concluded in a timely manner. Conferences also need to be scheduled during the teachers' planning period, before or after school. Conferences will **not** be held during instructional times. Please adhere to the information page for your child's school for additional information about procedures for scheduling a parent-teacher conference.

District Communication

The Barbour County School District is committed to establishing and maintaining open, efficient, and effective communication. This written communication plan ensures all stakeholders are well informed about the district's vision, goals, and mission. This plan will ensure consistency and cohesiveness in how communication is disseminated. It provides a transparent framework detailing where stakeholders can access information and provide feedback as education partners.

Barbour County School District uses several avenues to communicate general announcements, school closings, school emergencies, meetings, field trips, and other upcoming school-related events. These avenues include the all call system, website, Facebook, X (Twitter), and the Barbour County School App.

Barbour County Schools Preferred Method of Communication Chart

Type of Communication	Websites (District and Individual Schools)	District App	Phone Alert	Email	Social media	Media Outlets
Emergency Alert						
School Closing						
Promotion of Activities and Events						
District and School Announcements						
General Information for District and School Employees						
General Information for Students and Parents						

*** Note: This chart is currently being revised. An updated version will be shared**

with all stakeholders later this school year.

Parent Portal (Powerschool)

Parents/Guardians can view their child's attendance record, discipline record, and grades through the PowerSchool Parent Portal. To receive your login information, please visit your child's school and request the information from the front office.

Title I Parent Information

Title I is a federal program that was established to narrow the gap in academic achievement between low-income students and their peers by providing supplemental funding to school districts. Title I is included as part of the larger Every Student Succeeds Act of 2015 (ESSA). As a requirement for receiving Title I funds, Barbour County Schools developed a detailed plan of how the faculty, administration, parents and students will utilize the Title I funds to improve academic achievement. The plan is based upon a comprehensive assessment of district needs. Additionally, Title I schools are also required to take measures to improve parental involvement in the educational process. It shall be the policy of the Barbour County Board of Education to ensure that parents of all children being served in Barbour County school-wide projects have an adequate opportunity to participate in the design and implementation of that project. Under Title I regulations, Barbour County Schools will implement the following:

- Report cards will be sent to parents every nine weeks during the school year.
- Parents' suggestions in planning, development, and operation of the Title I school-wide projects will be solicited using multiple avenues.
- An annual public meeting, at one location or at each school, to which all parents will be invited, shall be held to discuss the programs and activities that are carried out with Title I funds, to inform the parents of their right to consult in the design and implementation of the school-wide projects, to solicit parents' input, and to provide parents with the mechanism of maintaining ongoing communication among parents, teachers, and agency officials.
- School-Parent Compact – The School-Parent Compact is a joint agreement between school and home to help the student in the learning process. The school, parent, and student agree to do certain things that are very important in the learning process. It is very important that each person involved do his/her share to enhance the learning process.
- Assessment – Assessment is a vital part of the educational process. It is used to determine if skills have been mastered and to determine the number of students who may need more instruction on that skill. All students are assessed on skills taught by the classroom teacher. The time for assessing skills taught is determined by the teacher. Student assessments are also administered according to state guidelines for state assessments. An annual meeting of all parents will be held at each school to discuss the interpretation of test scores.
- Certified or Licensed Staff – A parent may request a list of the staff and the subjects teachers are certified to teach. They may also request subject-area assignments of teachers.

Parent Right to Know Notice

In accordance with the Every Student Succeeds Act of 2015 (ESSA), Sec. 1112(e)(1)(A), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

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

Under ESSA, Sec. 1112(e)(1)(B) a school that receives funds under this part shall provide to each individual parent of a

child who is a student in such school, with respect to such student:

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
- Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Barbour County School System, with certain exceptions, to obtain your written consent prior to the disclosure of personal, identifiable information from your child's education records. However, the Barbour County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the system to the contrary in accordance with system procedures.

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

Notification of Rights Under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosure of personal, identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

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

Notification of Rights Under the Protection of Pupil Rights Amendments (PPRA)

PPRA affords parents and students who are 18 years of age or emancipation minors ("eligible students") certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students is required to submit to a survey that concerns one or more of the following protected area ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
- Receive notice and an opportunity to opt a student out
 - Inspect, upon request and before administration or use

Media Release

Students may be photographed or videoed, and pictures may be used for public relations purposes through commercial print, television media, Internet and/or system media productions. Parents who wish to opt-out of having their enrolled students photographed or videoed at school related events and used for Barbour County Schools approved reporting and/or public relations purposes, must submit a complete the **Media Release Form** in the back of this handbook and return it to their child's school by the end of the first full week of school. Parents of students enrolled after the start of a new school year must submit a written opt-out statement to the principal no later than the first day of the student's attendance.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

It is the policy of the Barbour County School System to: (a) prevent user access over its computer network or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal, identifiable information of minors; and (d) comply with the Children Internet Protection Act [Public Law No. 106-554 and 47 USC 254 (h)].

In order for the School System to be able to continue to make its computer network and internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students and employees must understand that one user's misuse of the network and internet access may jeopardize the ability of all users to enjoy such access. While the School System's teachers and other staff will make every effort to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and employees are reminded that computer network and internet access is a privilege, not a right.

Attached to this Policy is an Agreement. By reviewing, signing, and returning this Agreement as directed, each student or employee agrees to follow the Policy. If a student is under 18 years of age, he/she must have his/her parent(s) or guardian(s) read the Policy and sign the attached Parent's or Guardian's Agreement. The School System cannot provide access to any student or employee, who, if 18 or older, fails to sign and submit the Agreement to the school as directed or, if under 18, does not return the Parent's or Guardian's Agreement as directed with the signatures of the student and his/her parent(s) or guardian(s). Upon returning the signed Agreement, the student or employee will be provided computer network and internet access.

Listed below are the provisions of your agreement regarding computer network and internet use. If students have any questions about these provisions, they should contact their school principal. Employees should direct their questions to the immediate supervisor. If any user violates this Policy, the student's or employee's access may be denied or withdrawn, and he/she may be subject to additional disciplinary action.

Personal Responsibility

By signing the attached agreement, you agree not only to follow the guidelines of this Policy but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violation of this Policy or any other use that is not included in the Policy but has the effect of harming another or his/her property. Unless otherwise directed, students should report misuse of the network to the classroom teacher or principal of their school. Employees should report misuse to the building principal or their immediate supervisor. The provision of this policy applies to Barbour County School staff (administrative, certified, and classified/support) as well as to the students.

Term of the Permitted Use

A student who submits to the School, as directed, a properly signed agreement and follows Policy to which he/she has agreed will have computer network and internet access during the course of the school year only. Students will be asked to sign a new use agreement each year during the time they are students in the Barbour County School System, prior to being given an access account. The Board, at its discretion, may withdraw or revoke internet access at any time and for any reason, even absent a violation of this Policy.

An employee who submits to the School principal or immediate supervisor, as directed, a properly signed agreement and follows the Policy to which he/she has agreed, will have computer network and internet access. Employees will be asked to sign a new use agreement each year during the time they are

employed by the Barbour County School System, prior to being given an access account. The Board, at its discretion, may withdraw or revoke internet access at any time and for any reason, even absent a violation of this Policy.

Notification Of Blocking, Filtering, And Monitoring Of Technology

The Electronic Communications Privacy Act of 1986 allows for schools to utilize a blocking/filtering system where it relates to review of communications once they are stored in a school or district system, monitoring for legitimate purposes where one (1) party has previously consented to such monitoring (Acceptable Use Agreement), and monitoring by personnel performing duties necessary to maintaining the computer systems or to protecting the rights or property of Barbour County Schools.

The Children's Internet Protection Act (PL 106-554) requires that schools implement technology measures to protect minors from visual depictions that are obscene, pornographic, or "harmful to minors". Students and staff of ACS are subject to the provisions of the Alabama Digital Crime Act (2012).

Acceptable/Unacceptable Uses

1. **Educational Purposes Only.** The Barbour County School System is providing access to its computer networks and the internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, students may consult with their classroom teachers, librarian, and/or school principal, and employees with their building principal and/or their immediate supervisor, to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network:** Among the uses that are considered unacceptable and which constitutes a violation of this Policy include, but are not limited to, the following:
 - a. **Uses that violate the law or encourage others to violate the law.** Examples of such use include but are not limited to the following: transmission of offensive or harassing messages; viewing, transmitting, or downloading pornographic material or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyright symbol, you should assume that all materials are protected unless there is explicit permission on the material to use them.
 - b. **Uses that cause harm to others or damage to their property.** Examples of such use include but are not limited to the following: defamation (harming another's reputation by lies); the creation and/or uploading of "worms," "viruses," "Trojan horses," "time bombs" or any other harmful form of programming or vandalism; and participation in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - c. **Uses that jeopardize the security of student access and of the computer network or other networks on the internet.** Do not disclose or share your password with others, and do not use anyone else's password.
 - d. **Buying and selling.** Students and other users may not sell or buy anything over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers. At its discretion, the Board may approve the limited use of the internet and email for school-system related commercial activities, such as fund-raising activities, related to education and/or employment.
3. **Digital Citizenship:** All users must abide by rules of network etiquette, which include, but are not limited to, the following:
 - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b. Avoid language and uses, which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - c. Don't assume that a sender of an e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This

should only be done with permission or when you know that the individual would have no objection.

- d. Be considerate when sending attachments with email. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

- A. **General Warning:** Individual Responsibility of Parents and Users. All users and their parent(s) or guardians(s) are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a user finds that other users are visiting offensive or harmful sites, he/she should report such use to the classroom teacher, school principal, and/or his or her immediate supervisor.
- B. **Personal Safety:** Be safe in using the computer network and internet. Users must not reveal personal information such as their home address or telephone numbers. Students should not use last names or any other information, which might reveal their identity or location without the permission of a supervising teacher. Students must not arrange a face-to-face meeting with someone they "meet" on the computer network or on the internet without their parents' permission (if the student is under 18). Regardless of age, no user should ever agree to meet a person they have only communicated with on the internet in a secluded place or in a private setting.
- C. **Hacking and Other Illegal Activities:** It is a violation of this Policy to use the School's computer network or the internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Students Information.** Personal, identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private information or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security Numbers (SSN). A system administrator may authorize the release of directory information, as directed by the Alabama law and the Family Educational Right to Privacy Act (FERPA), 20 U.S.C. 1232g, for internal administrative purposes or approved educational projects and activities. In accordance with 20 U.S.C 1232g(a)(5)(B), public notice of any such release of information shall be given, and parents shall be allowed a reasonable time to object to the release of information.
- E. **Active Restriction Measures.** The Barbour County School System uses filtering software to protect against access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school and/or system will also, periodically and to the fullest extent practical, monitor the online activities of students and staff, through direct observation and/or technological means, to attempt to prevent students from accessing such depictions or any other material which is inappropriate for minors. While the school and/or system will use their best efforts to prevent such access by students, it is impossible to guarantee that students will not be prevented from accessing such materials, by evading or defeating the filters or this Policy. The School and System rely on the cooperation and assistance of all users to report unauthorized access or other violation of the Policy. Further, filtering may be disabled for the purpose of bona fide research or other lawful purposes, at the discretion of any administrator, supervisor, or other person authorized to do so by the School Board.

****All students will be provided an internet Safety course before being allowed to utilize the internet with Barbour County Schools computer equipment. Also, students will not be allowed to utilize the internet with school equipment unless supervised. ****

Privacy: Network and internet access provided as a tool for the education and employment related activities of the System's students and staff. The Barbour County School System reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer network and internet access to any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Barbour County School System and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy: The user's use of the computer network and internet is a privilege, not a right. A user who violates this Policy, any other applicable Board policy, or any federal or state law, shall, at a minimum, have his/her access to the computer network and internet access terminated. The user may also be subject to other disciplinary action, up to and including termination of employment or enrollment, if a user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he/she permits another to use his or her account or password to access the computer network and internet. The School System may also take other disciplinary and/or legal action.

Warranties/Indemnification: The Barbour County School System makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this Policy. The Barbour County School System shall not be responsible for any claims, losses, damages, or costs, (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this Policy.

By signing this Policy, the user is taking full responsibility for his/her use, if the user is 18 or older, or, in the case of a user under 18, the parent(s) or guardian(s) is/are agreeing to indemnify and hold the School, the School System, and all of its administrators, teachers, and staff harmless from any and all loss, cost, claims, or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the School in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the internet, whether that use is on a school computer or on another computer outside of the School System's network.

Bring Your Own Device (BYOD)/ Technology Policy

Due to the Focus Act Barbour County Schools will provide all technology for students. There will be no personal devices allowed to connect to the school.

STUDENT AND PARENT SOCIAL MEDIA GUIDELINES

Barbour County Schools recognizes the importance of social media in communication and networking. While social media platforms offer numerous benefits, they also present potential risks, especially within the educational context. This policy aims to establish guidelines for students and parents regarding the appropriate use of social media to maintain a positive and safe online environment. For purposes of this policy, social media includes websites that incorporate one or more of the following:

Blogs. Web logs or journals where authors and users can post textual, audio, or video content, and permit others to post comments. Some websites allow individuals to create free standing blogs or use blog tools and message forums to engage users.

Microblogs: Websites and spaces that allow users to post short blog entries such as Twitter, and sites that

invite users to post short status and location updates such as Facebook, Snapchat, etc.

Social Networks: Websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites are oriented toward personal social contact among “friends” such as Facebook, Instagram, LinkedIn, Snapchat, etc.

Media Sharing: Websites where users post and share videos, audio files, and photos as well as tag them to enable searchability such as YouTube, Flickr, Google Video, etc.

Wikis. Resources or documents edited collaboratively by a community or users with the varying levels of editorial control by the website publisher such as Wikipedia.

Virtual Worlds: Web or software-based platforms that allow users to create representations of themselves to meet, socialize, and transact with other users such as Minecraft, Second Life, VRChat, etc.

Barbour County Schools currently has official district accounts with Facebook and Twitter which are managed out of the district’s Central Office. Individual school pages and groups on Facebook and other social media platforms may be available and managed by school administrators in coordination with the district’s Central Office.

Guidelines:

The use of social media is designed to promote the mission and goals of Barbour County Schools. While user-generated content on official district or school pages and groups is allowed and encouraged, it does not create an open public forum for speech.

Social media is not intended to be used for policy decisions or items of legal and fiscal significance that have not been previously released to the public.

No social media accounts branded with district or school names, wording, logos, mascots, etc., giving the audience any reason to believe the account is acting in coordination with district or school administration, is allowed. Anyone interested in creating a social media account must consult the district Public Relations Personnel.

Posting content via social media platforms does not constitute giving official notice to the school district or individual schools. All such inquiries should be directed to the appropriate program.

Administrators reserve the right to remove inappropriate user-generated content or comments posted on social media pages managed by the district or school that are not in keeping with the following guidelines. Other permissible comments based on viewpoint will not be removed.

- Contains obscene language
- Contains sexual content
- Contains information that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation
- Threatens or defames any person or organization
- Violates legal ownership interest of another party
- Supports or opposes political candidates
- Promotes illegal activity, commercial services or products
- Isn’t topically related to the particular posting

Violations of this social media policy may result in disciplinary action, including but not limited to warnings, temporary suspension of social media privileges, removal from social media pages, suspension, expulsion, or involvement of legal authorities in severe cases. To report an offense, contact the district’s Public Relations Personnel.

BULLYING

Bullying, Intimidation, Violence, and Threats of Violence Prohibited - No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct and applicable law, subject to the investigating school administrator's authority and decision.

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

a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, 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 categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

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

b. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

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

d. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

e. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. "Student" as used in this policy means a person who is enrolled in the Barbour County school system

Description of Behavior Expected of Students

a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting 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.

b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

Reporting, Investigation, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy may be made on a Board- approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized 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.

b. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

c. A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the local Superintendent or designee.

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



HANDBOOK ACKNOWLEDGEMENT FORM

Please read and discuss the Barbour County Schools Parent and Student Handbook with each of your children attending Barbour County Schools.

A signed acknowledgement shall be completed at the beginning of each school year for each student. Registration is not complete until this acknowledgement and all other required forms have been signed and provided to your child's school for their registration files.

This acknowledgement will become a part of each student's cumulative file for the 2026-2027 academic school year. If applicable, **return this form within five school days after receipt, along with all other forms that apply to your student.**

THE ACKNOWLEDGEMENT

I hereby acknowledge by my signature that I have read and understand the contents of the BARBOUR COUNTY SCHOOLS PARENT AND STUDENT HANDBOOK. I further understand that information included in this handbook may be revised during the school year through proper protocol.

I further acknowledge that my student has read or has had the handbook shared with them and that to the best of their abilities and age, they understand the applicable contents of this handbook.

I acknowledge I have read, understand, and agree to all terms as outlined in the Acceptable Use and Internet Safety Policy. I further understand this agreement will be kept on file at the school for the academic year in which it was signed.

If you have any questions, you may contact your child's teacher(s) or the school principal.

Student's Name

Date

Parent's Name

Date

Barbour County Schools
Internet Acceptable Use Policy Permission Form

Dear Parents and Students:

The Barbour County School System's Acceptable Use Policy is designed to provide guidelines for using the internet in the classrooms, school media center, and computer labs of your school this year. Every student will be given a Gmail (email account) for school use. Because we will be using Google Classroom to communicate homework assignments, each student must have a Gmail (email account). Please take the time to read this policy. If you have any questions, please be sure to contact the principal or the office of the superintendent.

This policy must be read and signed by both the student and a parent/guardian, and then returned to your child's teacher. Please return the signed form within one week, since your child will not be given access to the internet until we have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the Barbour County Board of Education Code of Conduct. It is YOUR responsibility to read and ask questions about this policy. Your teacher is planning an in-class discussion of this policy after you have had a chance to become familiar with it.

Please return this form to your teacher within one week.

I acknowledge that I have read, understand and agree to all terms as outlined in the internet Acceptable Use Policy. I further understand that this agreement will be kept on file and at the school for the academic year in which it was signed. (Please check one of the following.)

Please check the following if you GIVE permission for Barbour County Board of Education to create/maintain a Gmail/GSuite for Education account for your Student to participate in Google

Classroom activities (including homework). Yes__ No__

_____ I **DO** give Barbour County Schools permission to use my child's name, picture, or other information in school-related media.

_____ I **DO NOT** give Barbour County Schools permission to use my child's name, picture, or other information in school-related media.

Student's Name: _____

School Attending: _____ **Current Grade:** _____

Parent's Name: _____ **Telephone:** _____

Address: _____

**BARBOUR COUNTY SCHOOLS
GRIEVANCE COMPLAINT FORM**

Complete this form in its entirety and personally deliver or mail it to the principal or designated supervisor within 60 calendar days of the incident.

I. Identification Information:

Name of Individuals Making Complaint: _____

Address: _____

Phone Number: _____

II. Individuals Involved:

Please provide the name(s) of the district employee(s) or other individuals whose decision and/or action was an issue:

Employee Name: _____ School/Department: _____

Employee Name: _____ School/Department: _____

Employee Name: _____ School/Department: _____

Employee Name: _____ School/Department: _____

- III.** On the lines below, please provide a description of the alleged violation including the dates and times of actions/incidents. Please print your response and be as detailed as possible. You may attach additional pages to the form if necessary.

IV. How would you like this issue to be resolved? Please list each specific resolution you desire below.

****Please attach any additional documentation for which consideration is desired. ****

Complainant's Signature: _____

_____ Date:

.....
THIS SECTION IS TO BE COMPLETED BY PRINCIPAL, SUPERVISOR, OR DESIGNEE

V. Please provide a description of the actions taken to resolve this complaint. Also, please detail any further actions needed.

Principal/ Supervisor/ Designee's Signature _____

_____ Date

Bullying/Harassment Complaint Form

Student Name: _____

School Name: _____ *Person Reporting:* _____

(Student signature optional)

*Location of Incident:*_____ *Date of Incident:*_____ *Time:*_____

Specific Description of Bullying/Harassment Complaint:

[illegible]

Please attach any additional documentation for which consideration is desired in investigation of this complaint.

Signature of person reporting: _____ Date submitted to principal: _____

The Barbour County Board of Education prohibits all forms of bullying and harassment against students. The Board's anti-bullying and harassment policy can be found in the Code of Conduct. The Alabama Code defines harassment as follows:

Ala. Code 16-28B-3. HARASSMENT. A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to written, electronic, verbal, or physical acts that are reasonably perceived who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

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

Details of Action Taken:

Principal's Signature: _____

Date: _____

BARBOUR COUNTY BOARD OF EDUCATION

182 DAY SCHOOL CALENDAR FOR 2026-2027

(Bus Driver, Paraprofessional, Part-time Custodian, Personal Assistant, and Utility Worker)

Student/Teacher Days
Student/Teacher Holidays
Weather/Make-up Day

Student Holiday/Staff Planning Development Day
Student's First & Last Day

July 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
Employees - 0 Students - 0				

August 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Employees - 19 Students - 16				
182-day employees work August 5-7				

September 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
Employees - 21 Students - 21				

October 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Employees - 19 Students - 19				

November 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
Employees - 15 Students - 15				

December 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Employees - 13 Students - 13				

January 2027

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Employees - 18 Students - 18				
182-day employees work January 4				

February 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
Employees - 19 Students - 19				

March 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Employees - 18 Students - 18				

April 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Employees - 21 Students - 21				

May 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Employees - 18 Students - 17				
182-day employees work May 26				

June 2027

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**Tentative Graduation Day - May 14th

1st Nine Weeks	August 10, 2026 - October 7, 2026	42
2nd Nine Weeks	October 13, 2026 - December 17, 2026	42
3rd Nine Weeks	January 5, 2027 - March 12, 2027	47
4th Nine Weeks	March 15, 2027 - May 25, 2027	46
		177 Student Days

182 Days	Start Date: 8/5/2026
0 July	End Date: 5/26/2027
19 August	
21 September	
19 October	
15 November	
13 December	
19 January	
19 February	
18 March	
21 April	
18 May	
0 June	
182 Employee Days	