



STUDENT & PARENT HANDBOOK

2025 – 2026 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

168 Western Bypass | Clayton, AL | 36016
Post Office Box 429 | Clayton, AL 36016 | (334) 775-3453

The Barbour County Board of Education

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

Mr. 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.

BOARD APPROVED: July 22, 2025

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.

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District Directory

District Administration Central Office: (334) 775-3453		
Superintendent	Mr. Jimmie Fryer	Ext. 1001
Executive Secretary to Superintendent	Ms. Vanessa Roseboro	
Chief School Finance Officer	Ms. Michelle Andrews	Ext. 1004
Curriculum and Instruction	Ms. Natasha Foster	Ext. 1007
Student Services/ Transportation	Mr. Pate Harrison	Ext. 1014
Special Education and Gifted Services	Dr. Christina Graham	Ext. 1013
Federal Programs		Ext. 1015
Child Nutrition Program	Mr. William Graham	Ext. 1005
Technology	Mr. Timothy Rumph	Ext. 1016
Dir. Technology	Geoff Jones	Ext. 2017
Accounts Payable	Ms. Theresa Nelson	Ext. 1006
Payroll and Benefits	Ms. Jodi Hardy	Ext. 1008
Maintenance	Mr. Bruce Burks	bruce.burks@barbourschools.org
CTE Career Coach	Mr. JaCory Haslam	jacory.haslam@barbourschools.org
ESL Specialist	Ms. Taylor White	taylor.white@barbourschools.org
Mental Health Coordinator	Ms. Dorette Thornton	dorette.thornton@barbourschools.org
Schools		
Barbour County Elementary School Jason Munford, Principal Tonya Porter, Assistant Principal	18 Beaty Drive Louisville, Alabama 36048	(334) 266-6151
Barbour County High School Phillip Brooks, Principal ,Assistant Principal	165 South Midway Street Clayton, Alabama 36016	(334) 775-3545
Barbour County Pre-K/Alternative Learning Center Pamella Allen-Ingram, Principal	168 Western Bypass Clayton AL 36016	(334) 775-3453

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 may 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 Tardy Bell: 8:00	Dismissal: 3:00
Barbour County High School	Arrival: 7:30 Tardy Bell: 8:00	Dismissal: 3:00

ATTENDANCE POLICY

Every child between the ages of six (6) and seventeen (17) in Barbour County Schools shall be required to enroll in school. Each child who enrolls in Barbour County Schools, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the State. **Alabama compulsory Attendance law, Alabama Code (1975) 516-28-3** requires parents/legal guardians or other persons having charge of any virtual or traditional student officially enrolled in Alabama public schools (K-12) must provide the school, within three (3) school days of each and every absence (or consecutive absences), a written explanation of the reason(s) for each absence. Failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student shall be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's School Attendance Manual. All laws regarding school attendance shall be strictly enforced by the Barbour County Board of Education.

Administrators and teachers will make reasonable efforts to encourage attendance by students and inform parents when there are attendance problems. The final responsibility, however, rests with each student and his/her parent/guardian.

Parental Responsibilities

- To enroll their child; Every child between the ages of six and seventeen years shall be required to attend school.
- To ensure regular attendance by his/her child; Attendance requirements as set forth in the Early Warning Program will continue to be followed to ensure regular attendance.

Student Responsibilities:

- To attend all classes daily and on time;
- To provide appropriate documentation for all absences;
- To request, complete, and turn in on time all make-up work given for excused absences.

Student Rights:

- To be informed of and oriented to attendance policies and procedures;
- To appeal decisions pertaining to absences;
- To be given make-up work and a reasonable length of time for completing and turning it in.

Parents can routinely monitor absences by accessing their student's information on the Parent Portal on the BCS website for grades K-12. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible. BCS sends calls, texts, emails and letters to notify parent(s)/legal guardian(s) of a student's absence from school.

EXCUSED ABSENCES

Within three (3) days of the student's return to school, the parent(s)/legal guardian(s) of students must provide documentation for absence(s), which includes the following:

1. Written statement from the parent, doctor or legal representative stating the reason for the absence (this can also be submitted online)
2. The date(s) of the absence(s)
3. The parent's official signature (or electronic signature)

Parent(s)/legal guardian(s) may submit parent written excuses when students miss school, with a limit of 10 days per year (5 per semester), and may be required to submit an excuse for late check-ins and early check-outs. A student is considered absent from class if thirty (30) minutes or more is missed. If a student fails to attend school without submitting a timely excuse from a parent, medical professional or legal authority, the student and parent(s)/legal guardian(s) are subject to court intervention.

The following are reasons for which an absence from school may be excused:

1. Personal illness or legal quarantine of the student*
2. Death or serious illness in the immediate family of the student*
3. Exempt for exams
4. Legal requirements for students*
5. The student is given special permission by school principal/superintendent to represent the school at school-approved activities or meetings
6. A student MAY be excused for other reasons with prior approval from the principal upon the request of the parent(s)/legal guardian(s)
7. Under extreme conditions, a student may be excused because of the weather as determined by the Superintendent/designee

****Parents may be asked to provide documentation***

UNEXCUSED ABSENCES

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with **five (5) or more** unexcused absences during the school year may be referred to the Pre-Early Warning Program. Absences are **unexcused** for the following reasons:

- The student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.
 - Excuses may be accepted beyond three (3) days with approval from the school principal and from district personnel
 - Although these excuses may be taken late for attendance purposes, these excusing will not allow the student to make up missed assignments (exceptions may be made for major tests and projects; however, full credit will not be rewarded)
- Failure to meet requirements for excused absences (see Excused Absences).

EXCUSED ABSENCES FOR MILITARY-CONNECTED STUDENTS

Barbour County Schools may grant additional days of excused absences to military-connected students whose parent/legal guardian is called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting. The conditions under which the principal/designee may approve excused absences are:

1. The absence must be pre-approved by the principal or designee; **and**
2. The student must be in good standing; **and**
3. The student must have a prior record of good attendance; **and**
4. Missed work must be completed and turned in within the school's allotted time period; **and**
5. The absence may not be during standardized testing dates

Note: The state of Alabama does not recognize trips or vacations as excused absences. All other absences are unexcused. Repeated unexcused absences or a pattern of absences will not be tolerated and may be considered a violation of the Alabama attendance law.

OTHER ATTENDANCE INFORMATION

- In order for a student to be counted present, the student must be in school for more than fifty-one percent (51%) of the school day. Attendance will also be maintained in individual classes for grades 7-12.
- If a student in grades first -eighth (1st - 8th) exceeds ten (10) unexcused absences in a school year, he/she may not be promoted to the next grade level. The promotion-retention committee and the principal will consider exceptions with approval from district personnel.
- If a high school student (grades 9-12) exceeds ten (10) unexcused absences in a course or courses in a semester,

he/she may not receive credit for that semester of work.

- Students who are on homebound, suspended or alternative placement status are not permitted to attend any extra-curricular activities while on said status unless they have the approval of the administration.
- A doctor's excuse is required after ten days of absence (unless extenuating circumstances arise and are approved by administration.)
- **Sports/Extracurricular Activities:** Students cannot represent the school in any activity on any school day unless they are in attendance at least 51% of the day on the day of such participation. This rule applies not only to home school events but also to events out-of-town within a distance that would normally permit a student to attend at least a part of a day. In the latter event, all participating students will report to school as usual and will be dismissed at a time designated and pre-arranged by proper school authorities.

MAKE-UP WORK: EXCUSED ABSENCES

If a student is absent for any excused reason as defined as above, the student shall be allowed to make up school work and/or examinations missed during said absence or absences.

For kindergarten through sixth grade students (K-6):

- The teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the student returns to school.
- The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks unless otherwise approved by the principal.

For seventh through twelfth grade students (7-12):

- The students shall be responsible for contacting the teacher(s) immediately upon return to school to arrange a reasonable length of time not to exceed two (2) weeks, to make up work and/or examinations.
- Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences.

Failure to make up missed work within the time guidelines outlined above will result in a zero for that day's assignment(s).

Teachers shall not be obligated to provide make-up work and/or examinations for students absent for inexcusable reasons. Any graded class work, tests, or exams missed due to unexcused absences or failure to bring a written excuse, within three days following an absence will require an administrator's approval in order to be accepted. Attendance at school is important to the academic success of the students.

TARDIES/CHECK-IN/CHECK-OUT

Students are required to report to school no later than the official beginning of the school and to be on time for all classes during the day. All persons, whom the parent/legal guardian has specified as having permission must be listed as emergency contact in PowerSchool and present a valid picture identification for all check-in/ check-outs. No Barbour County High School student is permitted to leave school by phone checkout except in cases of sudden illness, accident, or similar incidents where telephone confirmation may be the only alternative, and without administrative prior approval. Check-ins, check-outs, and tardies for more than 50% of a class period will be considered an absence from the class period missed and will be treated as any other absence. Check-ins and check-outs are excused for the same reasons as absences. In order to promote the concept of timeliness and responsibility in students and to prevent disruption in the classroom, the following procedures will be followed in regard to tardiness:

- Students are expected to be in classes promptly. Students are not allowed to be out of class without the permission of the teacher

- Students are allowed sufficient time to pass from one class to the next and should not be tardy except in cases of emergency. If an emergency should arise, the student must get an admittance slip from an administrator or designee. In the event the student needs more than the specified time, the student should report to his/her class first and obtain the permission of the teacher.
- A tardy is defined as absence from the classroom when the tardy bell rings. An unexcused tardy may result in disciplinary action.
- Work missed due to an unexcused tardy may not be made up.
- A student is tardy to school if the student arrives any time after the tardy bell for first period or after the student's first class begins. Any student who is tardy to school must report to the school's front office for a pass before going to class.
- No student is permitted to enter class after the tardy bell has rung without an appropriate slip issued by an administrator or the school's front office. (Each school has its own local procedure regarding tardiness.)
- Tardiness due to personal illness, illness in the family, death in the family, or other emergencies may be approved if a written note or telephone call from the student's parent(s)/legal guardian(s) or the person responsible for bringing the student to school is presented at the time of arrival.
- Oversleeping, clock failure, missed rides, etc. will NOT be considered as an excused tardy. In all cases, the person in charge of issuing the admittance slip may, in his/her absolute discretion, verify any such note or call.

School administrators are authorized to determine appropriate management and disciplinary techniques to be used when students are tardy to school or classes. Such discipline may include a mandatory parent- administrator conference, ISS, loss of parking permit, community service, out of school suspension, denial of credit, alternative placement, and/or a petition filed with the Barbour County Juvenile Court.

CHECK-IN

Parents or authorized adults who need to check students in school are required to personally visit the school's front office for this purpose. Students with unexcused check-ins may not receive credit for missed work. Any exceptions to this policy must be approved in advance by the principal. A check-in after one half of the school day is counted as an absence.

CHECK-OUT

All students must remain on campus at all times or disciplinary action will be taken. This is from the time the student arrives on campus in the morning until school is dismissed in the afternoon. If a student becomes ill during the school day and wishes to go home, he/she must request permission to check-out in the principal's office. The office will notify parents so arrangements may be made for getting home. A student who leaves campus without signing out through the office may be subject to disciplinary actions for skipping. For high school students with transportation, students will be allowed to check-out three (3) times per semester with a verified note, and verbal confirmation from the parent/guardian. The parent may come to the office and check-out the student personally. All check-outs may be approved by a school administrator or his/her designee. A student with an unexcused check-out may not receive graded credit on missed work. Any exceptions to this policy must be approved in advance by the principal.

Caution: Please keep in mind that excessive tardies and/or check-outs may result in academic penalties and possible action taken by the Barbour County Truancy Officer as is the policy of the Barbour County Board of Education

TRUANCY

Truancy Definition (Alabama Administrative Code, 290-3-1-02(7) (C)- A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Five (5) unexcused absences within a school year constitutes a student being truant for the purpose of filing a petition with the Court.** The Barbour County School System Early Warning Truancy Prevention

Program procedures are identified as follows:

1. First truancy/unexcused absence (warning)

Upon the first unexcused absence, all Barbour County Schools use the automatic call out system that will contact the parent on the day of their students' absence to notify parent(s)/legal guardian(s) that the student is considered unexcused absent on that day. The parent(s)/legal guardian(s) may also be notified by letter from the school principal or his/her designee on the student's truancy status (number and dates of unexcused absences), the Alabama Attendance Law, how to submit excuses (in person or electronically), and their PowerSchool Parent Portal information. It is the responsibility of the parent(s)/legal guardian(s) to ensure that the school has the correct contact numbers and address for their students.

2. Third unexcused absence (conference)

Upon the third unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee on the student's truancy status and will be required to attend a conference with school officials. During this meeting the parent(s)/legal guardian(s) shall be notified that the students shall be referred to the Early Warning Program if unexcused absences continue.

3. Fourth unexcused absence

Upon the fourth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee on the student's truancy status and be required to attend a mandatory Early Warning Meeting with District Attendance Officer. The parent(s)/legal guardian(s) are subject to the participation in the Early Warning Program provided by the Barbour County Schools and the Family Court of Barbour County. The parent(s)/legal guardian(s) and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences. Failure to appear at the Early Warning meeting or participate in the Early Warning program may result in the filing of a petition against the parent(s)/legal guardian(s) under *Code of Alabama § 16-28-12* (failure to cooperate), and /or a truancy charge against the student, whichever is appropriate

4. Fifth unexcused absence

After the fifth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter that of a scheduled school home visit by the Social Worker, District Attendance Officer and Law Enforcement, that they are subject to the participation in the Early Warning Program to include the Helping Families Initiative provided by the Barbour County District Attorney's Office. The parent(s)/legal guardian(s) and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences. Failure to appear at the Early Warning Program may result in the filing of a petition against the parent(s)/legal guardian(s) under *Code of Alabama § 16-28-12* (failure to cooperate), and /or a truancy charge against the student, whichever is appropriate.

5. Upon additional unexcused absences

Additional unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

- Any student ordered to court with a truancy petition could be adjudicated to CHINS (Children in Need of Supervision) by a court judge. A judge can order additional supervision and services through SpectraCare Mental Health, Department of Human Resources, or alternate placements outside the home setting. Additional fees and community service may also be ordered by a judge.
- Any custodial adult who is prosecuted for failing to require a student to attend school may be jailed for up to one (1) year, fined up to \$500.00 or both

DENIAL AND/OR REVOCATION OF DRIVER'S LICENSE TO ENROLL IN SCHOOL OR MAINTAIN PROPER SCHOOL ATTENDANCE

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

person:

1. is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate;
2. is enrolled in a secondary school by the State Superintendent of Education;
3. is gainfully and substantially employed;
4. is a parent with the care and custody of a minor or unborn child;
5. has a physician certify that the parents of the person depend on him/her as their sole source of transportation; or
6. is exempted from this requirement due to circumstances beyond his/her control as provided in this act or pursuant to ***Chapter 28 (commencing with Section 16-28-1) of Title 16 of the Code of Alabama 1975***, as amended.

The school's principal/designee and/or district attendance officer, upon request, shall provide documentation of enrollment status on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety on application for, or renewal or reinstatement of, a Driver's License to operate a motor vehicle. Whenever a student 17 years or older withdraws from school, the District Attendance Officer shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. The superintendent, with the assistance of the district attendance officer and/or principal/designee, shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. The student may appeal the determination of his/her enrollment status by providing written notification to the appropriate principal/Lee County Schools Student Services Department of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student. School dropouts may not get a driver's license or can have their driver's license revoked for not attending school.

Ala. Code §16-28-40(1975) Alabama Administrative Code 290-3-1-.02(7)(b)(1)

ENROLLMENT

Entrance Age for Kindergarten and First Grade

It is the policy of the Barbour County Board of Education, in accordance with Alabama statutes, that a child must be 5 (five) years of age on or before September 1 in order to be admitted for Kindergarten enrollment for the current year. A child must be 6 (six) years of age on or before December 31 to be admitted into 1st grade for the current school year. A state birth certificate or verification is required for proof of age.

If a child has attended a qualified state Kindergarten during the past year and is not 6 (six) years of age by September 2, that child can attend 1st grade in Barbour County Schools. Appropriate documentation must be shown. A child who started 1st grade in another state, according to that state's entrance code, and is not 6 (six) years of age by December 31, is considered a transfer and will be admitted to Barbour County Schools to continue in grade one.

Enrollment Procedures

To enroll a student in Barbour County Schools, the parent/guardian must visit the school in which the child will attend and complete a district enrollment packet with the school's secretary and/or counselor. The parent/guardian must meet all residency and custodial requirements. Students will be enrolled by the schools after a successful review and approval of all registration documents and information submitted for the student. End of Year registration for the new school year is reviewed over the summer months prior to the new school year start date.

Documentation required for enrollment may include but is not limited to:

- Proof of residence in the name of the parent/guardian that lives within Barbour County School Zone
- Receipt of records from previous school, if applicable
- A birth certificate or valid documentation that will verify age for student entering Kindergarten, new first grade students and new students to the system
- A social security card or a copy of a valid social security card (requested but not required). (ALSDE

Administrative Code 290-3-1-.02(4)(b)(2))

- An original and up to date Certificate of Immunization, Certificate of Medical Exemption or Certificate of Religious Exemption (Code of Ala §16-30-3 & 4)
- Alabama State Department of Education Health Assessment Record
- All other student information as requested

TRANSFER STUDENTS

A student must be in good standing and must have no major disciplinary action pending against him/her by the school he/she is leaving in order to be eligible to enroll in any school within Barbour County Schools. Any parent who desires to place their child in home schooling should contact the Barbour County Schools Board of Education for specific information. Any student that is re-entering or enrolling in Barbour County Schools from a private school, private tutor, or home school must adhere to the following:

1. A student may be required to take a placement test for grade placement.
2. If the parent is unable to obtain an official transcript, the student may be required to take a placement test for grade-level placement.
3. Barbour County Schools reserves the right to request additional enrollment documents.

Residency Statement

All Barbour County School System students must live within the geographical boundaries of the Barbour County School System's attendance zone and reside with parent(s), legal custodian(s), or legal guardian(s). Guardianship or custodial papers must be executed, and copies delivered to the school principal before the first day of attendance, unless the superintendent recognizes extenuating circumstances and permits an extension of time. A student must be at least 19 (nineteen) years of age to establish a residence without a parent or guardian.

For school enrollment purposes, the primary domicile of the parent/legal guardian, who is the parent with physical/residential custody, or the court appointed legal guardian, is the legal residence. The legal residence shall be the true, fixed, permanent home principal and principal establishment which the student and parent or legal guardian intend to return each evening. Due to state law, the school system is required to have every student re-identify every year in order to keep the student data correct.

Barbour County Schools uses an online system to complete this called PowerSchool Enrollment. For more information, please visit our website or call your school office for assistance.

The attendance supervisor will make a home visit if the school principal receives one of the following complaints:

1. Student does not reside every day with a parent or guardian.
2. Guardianship papers have not been properly filed.
3. Parent/legal guardian does not live within Barbour County's attendance zone.

If the attendance supervisor cannot confirm residency and/or guardianship, the principal will notify the guardian that the student will be immediately withdrawn from school. The guardian may appeal this decision by notifying, in writing, the superintendent. A hearing panel will be convened and shall consist of the superintendent (or designee), attendance supervisor, and principal. If the panel upholds the student's withdrawal, the guardian will be informed. If the guardian fails to cooperate with the attendance supervisor, the school principal will be informed that confirmation was not possible, and parent/legal guardian will be required to withdraw the student from school immediately. If the guardian fails to withdraw the student by the deadline, the parent will be notified that Barbour County will administratively withdraw the student on a given day. Guardianship papers must be renewed annually through the Barbour County Probate Judge's office. A copy must be presented to the school principal.

Proof of Residency

All Barbour County students must live in one of the Barbour County attendance zones with a parent, parent with residential/physical custody or a court adjudicated guardian. The burden of proof in documenting residency is the responsibility of the parent/legal guardian. It is the responsibility of the parent/legal guardian to notify each respective school in which their child attends when there is a change in address, change in residency status, and/or change of contact phone numbers and/or email addresses previously provided as their child's contact information. By request of Barbour County Schools, it is the responsibility of the parent/legal guardian to provide current proofs of residency for their student(s). Submitted documents must be in the name of the parent/legal guardian, or custodial parent; with the primary residence listed for the address. The proofs (originals and downloaded forms) must be clear, legible, signed if applicable, not altered, dated, show residence address and parent/legal guardian's name. Additional documentation may be required.

Parents who have legal custody or guardianship of a child may register a student in Barbour County Schools. The parent must reside in the attendance area/zone for which registration is completed. Two proofs are required to prove residency. One proof is from each of the categories below.

1. The first proof connects the parent/legal guardian to **property** in Barbour County. For the first proof, parents may submit one of the following items:
 - Current Warranty Deed
 - Recent Mortgage Statement
 - Recent Property Tax Invoice
 - Recent Mobile Home Tag Invoice
 - Current Rental/Lease Agreement that covers the school year of enrollment.
2. The second proof helps to prove that the parent/legal guardian is currently living at the given address. The parent/legal guardian is to submit a current **utility bill** in the parent/legal guardian's name. The utility bill may not be more than two months old. The utility bill may be one of the following:
 - Utility Bill - electric, water or gas
 - Cable/Internet Bill

Any parent/legal guardian who is engaged in a trailer rental or lot lease must provide a current lease agreement. If the lease expires during the school year, a renewed active lease must be provided to each child's school at the time of expiration or renewal. Leases that extend on a month-to-month basis require a Residency Affidavit which is to be filed for each child.

RESIDENCY AFFIDAVIT

The parent/legal guardian must complete a residency affidavit if the parent/legal guardian is unable to provide the required proofs of residency listed above because of the following conditions:

1. Lease is expired and/or rent is on month to month basis; or
2. Parent/legal guardian is currently living (temporarily or permanently) **with** another Barbour County homeowner
3. Parent/legal guardian is currently living (temporarily or permanently) **on** the property of a Barbour County property owner; or
4. Parent/legal guardian's current living arrangement does not allow for the submission of the required proofs and they wish to enroll a student(s) or continue the enrollment of the student

Residency Verification for parent/legal guardians who are unable to prove residency by providing a mortgage, rental agreement, warranty deed, or property tax information and a utility bill in their name should bring the following documentation to a Barbour County School, to be submitted to the Board of Education or to the Barbour County Board of

Education for authorization to enroll in Barbour County Schools:

1. A notarized Parent/Resident Affidavit signed by the parent and homeowner for each child being enrolled.
2. Homeowner proofs of residency: Homeowner must provide one of the following proofs to connect the homeowner to the property:
 - Current Warranty Deed
 - Recent Mortgage Statement
 - Recent Property Tax Invoice
 - Lease/Rental Agreement
3. Homeowner should provide one of the following to prove that he/she currently lives at the given address:
 - Current utility bill (electric, water, gas)
 - Current cable/internet bill
4. A parent/legal guardian should prove residency by providing two pieces of mail in their name, that has gone through the US Postal Service, to the current residence within the past two months that they have received.
Examples of mail that Barbour County Schools will accept are:
 - Driver's License (if the second proof is dated)
 - Utility Bill (water, gas, electric, sewage, internet or cable)
 - Bank Statement
 - Medical/Insurance Bill
 - Car Insurance/Registration
 - Credit Card Bill
 - Cell Phone Bill
 - Letters from any Federal, State, or Local Government Agency (Examples: Courts, Subpoenas, Voter Registration, Department of Human Resources, Food Stamps, Child Support Services, Internal Revenue Service, Department of Defense, Veteran Affairs, Social Security Administration, Employment Records etc.)

A home visit by the Residency Verification Officer may occur at any given time to verify the said living arrangements.

WITHDRAWAL OF A STUDENT

A student who is leaving school or is transferring to another school is to notify the office and obtain a withdrawal form before reporting to homeroom for his/her last day of school. Subject area teachers will indicate grades up to that date and sign the withdrawal form. Before a student is considered to be officially withdrawn, he/she must clear through his/her homeroom and subject area teachers, remove his/her belongings from the locker, return lock, clear with the physical education instructor and the media center/library, return textbooks, return any school issued device, and pay or arrange for any outstanding debts. An official transcript of credits will not be sent to the school to which the student is transferring until all records are cleared.

No Barriers to Enrollment

Ensuring uninterrupted education is crucial for academic success, especially for students experiencing homelessness who may lack readily available enrollment documents due to their mobility. Despite this, Barbour County Schools will promptly enroll any homeless child or youth selected for enrollment, regardless of missing documents. Unaccompanied youth have the option to self-enroll or seek assistance from various individuals, such as parents, caretakers, siblings, or LEA liaisons. When complete records are unavailable, IEP teams or school officials will exercise sound judgment to balance procedural requirements and service provision, prioritizing the avoidance of any disruption in services. Efforts will be made to easily retrieve and transfer records for both in-state and out-of-state students. In-state records will be managed in PowerSchool and promptly forwarded to another school if the student relocates, while out-of-state records will be requested from the receiving school by school officials.

ACADEMICS

The primary goal of academics in Barbour County Schools is to create a dynamic learning environment that promotes intellectual growth, critical thinking, and a lifelong love of learning. Through a comprehensive curriculum, innovative teaching methods, and supportive resources, we strive to empower students to reach their full potential—academically, socially, and emotionally—preparing them to become engaged citizens and successful contributors to society. The following guidelines support our efforts to achieve this goal.

ACADEMIC RELATED POLICIES

PROMOTION AND HIGH SCHOOL COURSE CREDIT MAY BE DENIED ON THE BASIS OF ABSENCES FROM SCHOOL OR CLASS

Attendance Policy Overview

Alabama law requires that every child between the ages of six and seventeen attend school. In compliance with this law, Barbour County Schools has established the following attendance policies:

- **Excused School Activities:** A student who is approved by the principal or their designee to participate in or attend a school-sponsored or otherwise approved activity during the school day will be counted as present. Students are responsible for all assignments missed during such activities.
- **Class Attendance Requirements:**
 - High school students must attend the full class period. If a student misses 50% of a class due to checking in or out, it will be recorded as an absence.
 - Students are responsible for completing or making arrangements to complete all missed work within three (3) school days, but no later than two (2) weeks from the date of the absence, with an administrator's approval.
- **Prolonged Absences:** In the case of an extended absence (e.g., hospitalization for a week or more), the parent or guardian must contact the school administrator/designee to inform and coordinate support.
- **Attendance and Credit/Promotion:**
 - **High School Students (Grades 9–12)** on a seven-period schedule who are absent from any class more than ten (10) times in a semester (excused or unexcused) may receive a grade of “F” and be denied credit for that class for that semester if an appeal is not approved.
 - **Elementary and Middle School Students (Grades K–8)** not on block scheduling may not miss more than ten (10) days in a school year (excused or unexcused) to be eligible for promotion.
- **Appeal Process:**

Students who are denied credit or promotion due to excessive absences may appeal the decision. Upon notification of denial, parents have ten (10) calendar days to submit an appeal. If no appeal is submitted within this period, the decision becomes final.

It is the responsibility of the parent/guardian to complete the appeal form—available at the school office—and submit it to both the school principal and the Student Services Department for review. Appeals will only be considered in cases of extended illness, injury, or other documented extenuating circumstances.

.SEMESTER EXAM EXEMPTION CRITERIA

Semester Exam Exemption Policy

As a reward for excellent attendance and academic achievement, students who meet specific criteria may be eligible to exempt end-of-term exams. However, it is the firm policy of Barbour County Schools that all students in grades 7 through 9 must take all semester exams, regardless of any exemption opportunities. Additionally, Barbour County High School reserves the right to require all students to take exams, regardless of eligibility.

General Examination Exemption Criteria (Grades 10–12)

Students may qualify for exemption from semester exams based on the following academic and attendance benchmarks for each individual class:

- **A average** with no more than **2 absences**
- **B average** with no more than **1 absence**
- **C average** with **no absences**

CREDIT FLEXIBILITY

In addition to traditionally completing courses, students may now pursue high school credit via three Credit Flexibility options:

- Credit Recovery
- Dual Enrollment/Dual Credit

Students must meet with the school's guidance counselor to apply for Credit Flexibility in courses that count as either academic or elective credit toward high school graduation. Any course that appears in the Barbour County School High School Course Description Handbook is eligible, except where the course is managed by an approved third party e.g., Advanced Placement.

GRADING, PROMOTION, & RETENTION CRITERIA

GRADING SCALE:

Barbour County Schools utilizes the following scale to measure students' mastery of content standards and objectives and to determine nine weeks, semester, and the yearly grades:

Letter Grade	Numerical/ Percent Range	Meaning
A	90-100	E= Excellent/Exceeds Standard
B	80-89	G= Good/ Meets Standard
C	70-79	S= Satisfactory/ Partially Meets Standard
D	60-69	N= Needs Improvement/ Minimally Meets Standard
F	59 and below	U= Unsatisfactory/Failure to Meet Standard

Progress Reports and Report Cards

Grading Periods and Reports

The academic year is divided into four grading periods. Students will receive a **Progress Report** midway through each period and a **Report Card** at the end. Additionally, grades, progress reports, and report cards are also available for viewing on the online student information system portal. Please contact the school's front office for assistance.

Parent-teacher conferences may be scheduled by contacting the teacher or the school's front office. We aim to ensure that you have timely access to your child's progress and academic achievement. If you have any questions or need further assistance with the grading and attendance system, please do not hesitate to contact your school's front office.

The schedule for Progress Reports, Report Cards, and grading periods is as follows:

Grading Period Dates:	Progress Reports Dates:	Report Cards Dates:
1st Nine Weeks (Aug. 8 - Oct. 11)	Thursday, September 4, 2025	Wednesday, October 15, 2025
2nd Nine Weeks (Oct. 16 - Dec. 20)	Thursday, November 13, 2025	Wednesday, January 7, 2026
3rd Nine Weeks (Jan. 8 - Mar. 14)	Thursday, February 5, 2026	Wednesday, March 18, 2026
4th Nine Weeks (Mar. 17 - May 22)	Tuesday, April 21, 2026	Thursday, May 21, 2026

Honor Roll

- **“A” Honor Roll:** Students in grades 1–12 who earn all A's in academic subjects.
- **“A-B” Honor Roll:** Students in grades 1–12 who earn a combination of A's and B's in academic subjects.

Honor Graduates (Barbour County High School):

Honor graduates are determined based on overall academic performance, final grades and in accordance with Board Policy

- **Valedictorian:** Student with the highest four-year cumulative numeric average. Must have attended Barbour County High School for at least three years, including the senior year.
- **Salutatorian:** Student with the second highest four-year cumulative numeric average. Must meet the same attendance criteria as the valedictorian.

PROMOTION PLACEMENT AND RETENTION POLICY

Student Promotion and Retention (Grades K–8)

These promotion/retention policy guidelines are to assure that all students are promoted or retained by the same standards. Promotion from one grade to the next is based on mastery of standards during the school year, summer school, or other Board-approved academic programs in accordance with state law.

In some cases, students who meet promotion criteria may still be retained if agreed upon by both parents and appropriate school officials. The following guidelines assist principals and teachers in making retention decisions for students in grades K–8:

Students may also be retained under the following conditions:

K-8 PROMOTION / RETENTION CRITERIA

Provision I: Academic - Attendance Concern Form/Student Plan

1. Teachers will use an **Academic - Attendance Concern Form/Student Plan** to notify parents/guardians when a conference is needed to discuss academic/attendance/behavioral interventions for a student.
2. Students and parents will be informed of the district's promotion and retention policies through the Board policy manual and each school's student handbook. At the start of the school year, all students—and any new enrollees during the year—will receive a copy of the local school's handbook outlining these guidelines.

Provision II: Reports to Parents

1. Parents will receive a **mid-quarter Progress Report** and a **Report Card** at the end of each grading period.
2. An **Academic Concern Form/Student Plan** must be sent for students in **grades K–8** at the end of a grading period if any of the following apply:
 - The student has received a **grade score < 70**
 - The student has **3 or more absences** during the grading period
 - The student has **5 or more cumulative absences** for the school year

This form serves to notify parents of concerns and the need for possible academic, behavioral or attendance interventions.

Provision III: Promotion/Retention/Attendance

Students in grades kindergarten through eighth may be candidates for retention if they have accumulated 10 or more absences per school year.

Provision IV: Promotion/Placement Committee

Promotion and Retention Decisions (Grades 1–8)

Promotion and retention decisions for students in grades 1–8 are made by the Promotion/Placement Committee in collaboration with the school principal. Each case is reviewed individually, and decisions are based on what is in the best interest of the student.

Promotion/Placement Committee Members

- School-Level Administrator
- Current Teacher(s)
- School Counselor
- Special Education Teacher (if applicable)

Factors Considered in Retention Decisions

- Teacher assessments
- Academic progress in core subjects
- Results from formal achievement and ability assessments
- Progress in alternative placements
- Attendance
- Prior retention history
- Maturity: chronological age, physical, emotional, and behavioral development
- Performance below grade level as shown on report cards
- ALSDE approved procedures and Alabama State Laws

Provision V:

Retention Criteria

A student may be retained under the following conditions:

- An **average below 60%** in **both math and language arts**
- An **average below 60%** in **any combination of three CORE subjects** (math and language arts, plus a failing grade in science or social studies)
- An **average below 60%** in **any combination of three** of the following subjects: (math and language arts, science, social studies, physical education, band, or health)
- For students in the **Special Education or English as a Second Language (ESL) Program**, retention decisions will be made by the **Individualized Education Plan (IEP)/Individualized English Learner Plan (I-ELP) Team**

Provision VI:

Grade Placement

Grade placement from HomeSchool to a Barbour County School will require documentation from HomeSchool Association verifying grade level and/or course equivalencies. Documentation may include:

- Pre-assessment (norm-referenced assessment)
- Most recent state assessment data (if available)
- Current and/or previous year's official grades/transcripts
- A placement test may be administered.

Grade placement for a transfer student will depend upon recommendations from the previous school.

Promotion/ Retention of 3rd Graders

In June 2019, the State of Alabama passed the **Alabama Literacy Act (#2019-523)** to improve reading proficiency for public school students in **kindergarten through third grade**. The goal is to ensure all students are reading at or above grade level by the end of **third grade** by obtaining a passing score on the ALSDE Summative Assessment.

If a student is not reading on grade level by the end of third grade, **retention may be considered**. However, students will have the opportunity to attend **summer reading camp** and take the **ACAP Reading Supplemental Assessment**.

Schools will provide **regular updates to parents** about their child's reading progress and the possibility of summer school participation.

For more information about the Alabama Literacy Act, please contact the **Director of Curriculum and Instruction** or visit the following link:

<https://www.alsde.edu/sec/ari/Parent%20Resources/Alabama%20Literacy%20Act%20-%20Frequently%20Asked%20Questions%20for%20K-3%20Families%20Flyer.pdf>

High School Promotion and Credit Requirements (Grades 9–12)

- Students must earn a **minimum yearly average of 60%** in each required and elective Carnegie Unit course to receive credit.
- **Carnegie Unit credit** is awarded based on the full academic year, with both semesters averaging **60% or higher**.
- Students who accumulate more than **ten (10) combined unexcused absences and suspensions** in a **semester course** may be **denied credit** for that course.

Grade-Level Classification (Based on Carnegie Units Earned)

To be promoted to the next grade level, students must earn credits as follows:

- **Sophomore (10th grade):** Minimum of **7 Carnegie Units**
- **Junior (11th grade):** Minimum of **14 Carnegie Units**
- **Senior (12th grade):** Minimum of **21 Carnegie Units**

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

The following information can found by visiting: <https://www.alabamaachieves.org/graduation-requirements/>

- [AHSG Requirements – Class of 2026 and 2027](#)
- [AHSG Requirements – Class of 2026 and 2027](#)
- [AHSG Requirements – Class of 2028 and Beyond](#)
- [AL High School Graduation Requirements - Additional Guidance](#)

Note: Students must earn credits in the core subjects of **English, Math, Science, and Social Studies**, plus **2 elective credits**, for grade-level promotion.

ACADEMIC SUPPORT SERVICES

Multi-Tiered System of Support (MTSS)

MTSS is an instructional framework designed to provide all students—including those in general education, gifted programs, supplemental services, and special education—with high-quality, standards-based instruction and interventions. Its goal is to **improve academic achievement and reduce behavior challenges** through a well-integrated, multi-tiered system of support.

The **MTSS Team** works to identify and support students experiencing academic or behavioral difficulties. Interventions include:

- Using **research-based instructional methods**
- **Monitoring student progress regularly**
- **Adjusting instruction** based on student needs to improve outcomes

MTSS Team Members May Include:

- Classroom Teachers
- Intervention Teachers
- Instructional Coaches (Reading, Math, Literacy, Graduation, etc.)
- Special Education Teachers
- School Counselors / School Psychologists
- Educational Specialists
- Administrators

English as a Second Language (ESL) Program

The primary goal of the **ESL program in Barbour County Schools** is to support the **academic and language development** of English Language Learners (ELLs), enabling them to fully participate in and contribute to the school community.

Key components of the ESL program include:

- Proper **identification of English Learners (ELs)**

- Development of an **Individualized English Learner Plan (I-ELP)** for each student
- Implementation of **language supports and interventions** both inside and outside the classroom
- Use of **designated language assessments** to monitor progress

For more detailed information, please refer to the **District EL Plan** available on the **Barbour County Schools website**.

Media Center/Library

The Media Center/Library is an essential part of each student's educational experience and is managed by a full-time librarian. Students are expected to treat all library materials with care and respect.

- Students must have a pass from their teacher to visit the library during class time.
- Library access during lunch is allowed with permission.
- All books and materials must be checked out at the main desk before leaving the library.
- Lost books will be charged at full replacement cost.
- Fines will be assessed for overdue items.
- During a scheduled class, students must remain in the library until dismissed by the Media Specialist.

For more detailed information, please refer to the **District Library/Media Plan** available on the **Barbour County Schools website**.

TEXTBOOKS

Textbooks issued to students are the property of the State of Alabama and the Lee County School System. 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.

TESTING

The state of Alabama requires all students to participate in the Alabama Comprehensive Assessment Program. These assessments are intended to measure student achievement and growth. Families will be made aware of testing dates as they occur. Such tests include the PreACT, the ACT with Writing, WorkKeys,, Advanced Placement exams, the ASVAB, ACAP, AAA, IREADY, and ACCESS for ELLs.

ACAP Digital Device Policy

Alabama State Department of Education Digital Device Policy for Alabama's Comprehensive Assessment Program (ACAP) Testing Students shall not possess or use any digital device when they are participating in ACAP testing. The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched for any information related to the ACAP. Additionally, the

student shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the school in accordance with the district's disciplinary policy.

Special Education Services

Child Find and Gifted Education Services

Child Find

As part of the **Individuals with Disabilities Education Act (IDEA)**, Child Find is a federally mandated program that requires states to actively locate, identify, and evaluate all children with disabilities—ages **birth to 21**—who may need early intervention or special education services.

Barbour County Schools is committed to providing educational opportunities for all exceptional students. Through ongoing public awareness efforts, screening, and evaluations, the district works to identify and support children with disabilities as early as possible.

Parents or guardians may request special education testing in writing at any Barbour County school. If you live in Barbour County and know a child who may have special needs and is not currently attending school, please contact **334-775-3453 ext. 1013**.

Gifted Education

Gifted students are those who perform at, or show the potential to perform at, **high levels in academic or creative areas compared** to their peers. These students require services beyond those typically offered in the regular classroom.

Giftedness can be found across **all populations, income levels, and cultural backgrounds**. Referrals may be made by **teachers, counselors, administrators, parents/guardians, peers, the student themselves, or anyone with knowledge of the student's abilities**.

In addition, **all second-grade students** are observed using a gifted behavior checklist for possible gifted referral. To make a referral, contact the **gifted specialist or school counselor** at your child'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	• 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.****

Transportation Services

The goal of the Barbour County Schools Transportation Department is to provide **safe, efficient, reliable, and timely transportation** for students to and from school and school-related activities. We prioritize:

- **Safety**
- **Efficiency**
- **Reliability**
- **Accessibility**
- **Communication**

For transportation or bus-related questions, please contact the **Director of Student Services**.

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.

STUDENT CODE OF CONDUCT

STUDENT DISCIPLINE - 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 supports academic success and student well-being. Achieving this requires cooperation between students and staff in a climate of **mutual respect**.

The district promotes **Positive Behavior Interventions and Supports (PBIS)**, focusing on encouraging **safe, respectful, resourceful, and responsible** behavior. The goal of discipline is to prevent misconduct and to help students develop **self-control, responsibility, and character**—essential elements 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** in line with Board policy, and it is the principal's responsibility to ensure that students, parents, and staff are informed of these policies.

Rules and expectations will be communicated through the **Student Code of Conduct, faculty handbooks, websites, parent meetings, and 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
- And in situations—on or off campus—that affect 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

The Barbour County Board of Education believes schools should foster both academic and social success. Positive experiences build student 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 that ensure emotional and physical safety. All members of the school community—**students, staff, and parents**—share responsibility for maintaining a positive and respectful environment.

While many behavioral issues can be addressed through intervention and guidance, **serious violations may lead to removal from the regular instructional program**. In such cases, students and parents can expect support and professionalism from school staff.

The Superintendent is authorized to implement procedures that reflect the spirit and intent of Board policies on student rights and responsibilities.

Student Discipline and Expectations

Barbour County Schools is committed to fair and consistent discipline. All rules and consequences will be applied **reasonably, respectfully, and without discrimination**. Students will be given **procedural due process**, appropriate to the seriousness of the offense and the potential consequences.

Students are expected to treat **all school personnel**—including bus drivers, cafeteria workers, custodians, and office staff—with **respect and courtesy**, just as staff are expected to treat students with respect.

Teachers are responsible for maintaining order in the classroom to ensure a positive learning environment. All school staff members have the authority to enforce behavior expectations on school grounds, at school events, and while supervising students during school activities off campus.

Barbour County Schools follow a **closed campus policy**, meaning students must remain on campus from arrival until official dismissal.

Students are also expected to follow all behavior expectations while riding a **school bus**. Any actions that compromise bus safety will be treated as serious violations and 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 during school hours or before/after school hours—will result in disciplinary action.

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 and behavior management strategies that **promote a positive learning environment** and help prevent and address misbehavior.

Discipline Process: Administrative Level

The **principal** is responsible for maintaining a safe, orderly environment that supports teaching and learning. With support from school staff, the principal ensures that students follow classroom and school rules. Failure to follow these rules may result in **appropriate disciplinary action** by the principal or designee.

Consequences assigned outside regular school hours will include advance notice to students and parents/guardians. **Transportation is the responsibility of the parent or student.**

Each school will follow specific guidelines for discipline. Possible consequences include, but are 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 they determine disrupts the learning environment. These decisions will be communicated to students, staff, and parents as appropriate.

Descriptions of Consequences for Inappropriate Behavior

Barbour County Schools uses a variety of disciplinary actions to address inappropriate behavior. All consequences aim to promote responsibility, correct misbehavior, and maintain a safe, orderly learning environment.

Types of Disciplinary Actions

Supervised Plan for Correction

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

Detention

A student 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 the bus stop may lose bus privileges. Suspension length may range from **1 day to permanent removal**.

Supervised Work / Clean-Up Program

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

Restitution for Damages

Parents or students may be required to pay for damaged or destroyed school property. A payment plan will be arranged, and disciplinary action may also apply. Non-payment will be reported to the Assistant Superintendent.

Supervised Time-Out

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

Required Parent Conference

A conference 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 and are not permitted to attend school activities on ISS days. Parents will be notified of placement.

Temporary Alternative Placement (TAP)

Designed for **grades 7–12 (certain incidents may warrant placement of students below grade 7)**, TAP serves students whose behavior requires extended removal from the regular school setting. 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 any school campus.
- TAP is housed separately from other school programs. (Located on the Central Office Campus Clayton, Alabama.)
- Students assigned to TAP are not permitted to drive an automobile to TAP. Parent (Guardian) has the responsibility for the transportation to and from TAP.
- Parents must attend an **Intake Conference** and provide transportation.
- A **second TAP assignment** requires a meeting with the Student Services Director.
- Continued misconduct during TAP may result in a **recommendation for expulsion**.

Out-of-School Suspension (OSS)

A student may be temporarily removed from school for disciplinary reasons. OSS may be assigned by a school administrator and will not exceed the number of days permitted by law.

- **During suspension**, the student may not attend school or participate in any school-related activities.
- **Dismissal on the day of suspension** will occur only when a parent/guardian or designated adult assumes responsibility for the student.
- A **reentry conference** involving the student, parent/guardian, and school personnel is required before returning to class.
- Students must **make up missed assignments, quizzes, and tests** within 3 days of returning, or while in ISS or TAP, as determined by the teacher.

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 case will be reviewed by the **Superintendent**, who may:
 1. Approve long-term suspension
 2. Recommend expulsion to the Board
 3. Refer the case back to the principal
- **Expulsion** is the removal of a student for at least one academic year. Only the **Board of Education** can expel a student and will do so after a formal hearing within **10 days** of the Superintendent's recommendation.
- The student remains suspended during this process and is **not allowed on any BCS campus or at any event**.

Readmission Process

Students who withdraw due to failing grades, poor attendance, or expulsion must **reapply for admission**.

- A **readmission request** should be submitted **two weeks before the start of the new semester**.
- A **conference** with a school administrator and the parent/guardian is required.
- **Expelled students** must submit a letter requesting readmission to the **Superintendent**, with a copy sent to the **school principal**. All readmission requests will be reviewed on a case-by-case basis.

Appeals Process

- **Class I and Class II offenses**: Disciplinary decisions for these offenses **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

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 the classification and severity of the offense. **Classroom-level issues** are often best managed by teachers, as outlined in the *Classroom Management* section of the Code of Conduct.

When a student is referred to the **principal or designee**, the administrator will determine the **nature and classification** of the offense. **Due process** will be provided before any disciplinary action is taken.

Parent Conferences

For any offense requiring an in-person **parent/guardian conference**, it is the parent's responsibility to schedule the meeting within **24 hours** of being notified. **Students may not return to school** until the conference is held, unless an administrative exception is granted.

Serious Offenses

For offenses under investigation as **Class III**, 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 misconduct may require **multiple incidents** to be classified as serious, while others may warrant **immediate serious consequences** after a single offense.

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

CLASS I: MINOR OFFENSES

1.00 EXCESSIVE DISTRACTION OF OTHER STUDENTS--Any conduct and/or behavior which are disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management

1.01 UNEXCUSED TARDIES – Each school will use the tardy procedure outlined in the Code of Student Conduct.

1.02 EXCESSIVE UNEXCUSED ABSENCES – Student will be referred to Student Service Attendance Officer
See Attendance Policy

1.03 NONCOMPLIANCE TO DRESS CODE (Repeated Dress Code Violations will constitute a Class II Defiance of Authority.)

1.04 CLASS I BUS SAFETY INFRACTION

1.05 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

1.06 HORSEPLAY/SHOVING/RUNNING/MINOR DISRUPTION

1.07 CONTINUED FAILURE TO BRING MATERIALS TO CLASS

1.08 UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGICAL DEVICES/MATERIALS (OFFENSE #1 and OFFENSE #2)

1.09 FAILURE TO FOLLOW INSTRUCTIONS

1.10 LITTERING OF SCHOOL PROPERTY, SCHOOL BUSES, OR OTHER SITES OF SCHOOL ACTIVITY

Students are asked to use trash cans. Do not bring glass bottles and containers on campus.

1.11 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM INAPPROPRIATE FALLS IN THIS CLASS

- **Book bags** may be stored in a classroom location at the discretion of the teacher. Carrying a book bag is a privilege. Administration may require a student to store book bags in a locker if the student violates the policy.
- **Radios, guitars or any other musical instrument** not needed for band class, frisbees, skateboards, or other such articles for entertainment are not allowed at school. These items may be taken up and stored by administration. (Administration accepts no responsibility for lost/stolen items.)
- **Laser lights & laser pointers.** Laser lights & laser pointers are not allowed at school, school-related activities, or sporting events.

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

2.00 DEFIANCE OF AUTHORITY - Any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a school board employee; non-compliance with the BCS Code of Conduct.

2.01 POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS, MATCHES, ELECTRONIC CIGARETTES, VAPES, AND OTHER SIMILAR/RELATED PRODUCTS

Smoking-Tobacco Policy

Smoking and the use of tobacco products on school property are prohibited by state and federal law. Smoking and the use or possession of any tobacco products, or related items (i.e., lighters, matches, e-cigarettes, vapes/JUUL, pods, and other similar/related products) will not be allowed on the Barbour County High School campus during school hours or school-related activities. Tobacco offenses and the consequences associated with such infractions will not start over at the beginning of each year. Distribution or sale of nicotine products on campus could result in a recommendation of expulsion.

Any and all vapes/e-cigs will be turned over to the Barbour County Sheriff's Department and confiscated.

The following procedures will be used in order to enforce the smoking-tobacco policy at Barbour County Schools (see board policy):

Tobacco Offense	Consequence
1st offense	10 days -TAP
2nd offense	15 days ~TAP
3rd offense	20 days ~ TAP
Subsequent offenses	45 days ~TAP placement (After 45 days TAP Placement, referral for expulsion.)

2.02 FIGHTING - Physical conflict between two individuals.

Legal authorities may be notified if necessary. Fighting infractions and the consequences associated with such infractions will not start over at the beginning of each school year. The following procedures will be used in order to enforce the fighting policy:

Fighting Offense (Grades 7th-12th)	Consequence
1st offense	2 days OSS and 10 days TAP
2nd offense	2 days OSS and 20 days TAP
3rd offense	3 days OSS and 45 days TAP
4th offense	Recommendation for Expulsion

*If the aggressor in a fight can be determined, additional punishment may be warranted.

* The consequences for fighting in grades 7–12 may be modified by the principal or assistant principal, with the approval of the superintendent or his designee, based on extenuating circumstances.

Consequences for fighting offenses by students in grades K–6 will be left to the discretion of the principal or assistant principal.

2.03 VANDALISM - Intentional and deliberate action resulting in the potential for injury or damages of less than \$200.00 to public property or the real estate or personal property of another. Restitution for BCS property will be required. Vandalism resulting in injury to another person is a Class III offense. Legal authorities may be notified if necessary.

2.04 THEFT - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required for theft of BCS property. Legal authorities may be notified if necessary.

2.05 POSSESSION OF STOLEN OR LOST PROPERTY

2.06 TRESPASSING - Willfully entering or remaining in any Barbour County Board of Education structure, school bus, or on Barbour County School property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

2.07 POSSESSION/USE OF FIREWORKS, FIRECRACKERS, STINK BOMBS, OR OTHER SIMILAR DEVICES

2.08 FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, ETC.

2.09 USE OF PROFANE OR OBSCENE LANGUAGE OR GESTURES

2.10 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/FAILURE TO FOLLOW CHECK-OUT PROCEDURES/SKIPPING CLASS

Offense	Consequence
1 st Offense	3 day ISS
2 nd Offense	5 days ISS
3 rd Offense	10 days TAP
4th Offense	20 days TAP
5th Offense	45 days TAP

2.11 DISRESPECT - Any verbal or nonverbal conduct of a rude or discourteous nature directed toward a school board employee or another adult at the school.

2.12 FALSE INFORMATION - Intentionally providing false information to a School Board employee including giving false student information or concealment of information directly relating to school business. Intentionally providing false or misleading information or withholding information regarding a school investigation. Submitting false/forged documents, including but not limited to absence excuses, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school. Forgery of medical excuses will result in a 5-day ISS assignment on the first occurrence. Doctors have the right to prosecute. Further forgeries will result in TAP.

2.13 UNAUTHORIZED ORGANIZATION - Participation at school or school-sponsored activities in, with or related to unapproved, prohibited or secret groups, gangs, clubs or sororities which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of a gang. Only approved school organizations may wear club insignias, logos, clothing, and exhibit club signs, language, and materials.

2.14 HARASSMENT, VIOLENCE, THREATS OF VIOLENCE, & BULLYING--as defined in Barbour County Board of Education Policy manual **“Bullying” a person will be treated as a threat.** For threats carried out on social networking sites outside of school, parents are encouraged to notify the local authorities to file a complaint and are asked to notify the Barbour County High School administration. Threats on a social networking site taking place during school hours will result in suspension and possible arrest. “Concerned Jags” box is located outside of guidance for students to submit anonymous concerns.

2.15 VERBAL ABUSE - Speech or other expression which insults, degrades, demeans, or stigmatizes others.

2.16 THE WEARING OF CLOTHING, POSSESSION OF WRITINGS OR DRAWINGS, OR THE USE OF GESTURES OR SIGNALS WHICH INDICATE GANG AFFILIATION

2.17 ANY VIOLATION OF THE TECHNOLOGY ACCEPTABLE USE AGREEMENT

2.18 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL

2.19 ACADEMIC DISHONESTY – Unauthorized copying or sharing another’s work; using unauthorized materials on quizzes/tests, etc.; unauthorized sharing of material through the use of electronic devices is

academic dishonesty. The administration must be notified regarding all acts of academic dishonesty and will determine consequences.

2.20 GAMBLING--Any participation in unauthorized games of chance or unauthorized possession of items used in games of chance.

2.21 CLASS II BUS SAFETY INFRACTION

2.22 DISRUPTIVE BEHAVIOR--Any act which disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others.

2.23 ACTUAL AND INTENTIONAL PHYSICAL AGGRESSION

2.24 MULTIPLE OR CONTINUOUS CLASS I OFFENSES – Pattern of non-compliance with Code of Conduct

2.25 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A STUDENT DISORDER – Leading, encouraging, or assisting in disruptions to the school environment that do not result in damage of private or public property or personal injury to participants or others.

2.26 EXCESSIVE OR REPEATED INAPPROPRIATE DISPLAY OF AFFECTION OR PHYSICAL CONTACT--Inappropriate displays of affection will not be allowed at school. Examples include: kissing, excessive touching, etc.

2.27 ANY OTHER VIOLATION WHICH THE PRINCIPAL DEEMS NECESSARY FALLS IN THIS CLASS.

2.28 MINOR PHYSICAL CONFLICT -Any physical conflict that is not deemed fighting.

2.29 INSTIGATING CONFLICT - The deliberate attempt to incite or provoke a physical conflict or a verbal altercation between individuals.

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 ALCOHOL – Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages; being under the influence of alcoholic beverages.

3.01 DRUGS/DRUG PARAPHERNALIA – Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. “Drugs” also includes all illegal controlled substances, synthetic drugs, prescription drugs, and over-the-counter medications. Possession of any other substance which might create a hazard to the user’s health or safety or the health or safety of another is prohibited. Any product containing THC/Delta variant is considered a Class 3 Drug offense.

Procedure for Drugs or Alcohol:

- A. First offense use 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

3.02 ARSON – The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school bus.

3.03 ASSAULT UPON A SCHOOL BOARD EMPLOYEE– Any physical aggression toward a school board employee.

3.04 ROBBERY – Taking money or other property from a person by force and/or intimidation

3.05 THEFT/LARCENY – The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required for theft/larceny of BCS property. A student who is caught stealing will be suspended from school for a period of up to ten school days. Repeated offenses of stealing will result in a 45-day period at TAP or recommendation for expulsion. A person whose property is stolen may contact the police and bring charges by signing a warrant. If the property stolen belongs to the school, the administrators will contact the police and sign a warrant against the guilty person or persons.

3.06 AGGRAVATED MISCHIEF – Willful and malicious injury or serious damage to public property, or to real or personal property belonging to another. Restitution will be required for BCS property.

3.07 ILLEGAL SCHOOL ENTRY – Breaking, entering or remaining in a Barbour County School structure or school vehicles without permission or justification during the hours the premises are closed to the public.

3.08 POSSESSION OF FIREARMS – Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; the frame silencer; any similar destructive device. **Using a firearms facsimile in a manner which is perceived as threatening or capable of inflicting physical harm.** A firearm is defined under the Unlawful Conduct section of the Code of Student Conduct.

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

3.09 POSSESSION OR USE OF A KNIFE - Possession of a knife including but not limited to pocket knives, switchblades, hunting knives, razor blades, or box cutters. Possession of any knife or other object which is used in a threatening manner and which is perceived by the individual being threatened as capable of inflicting physical harm. Possession of any fixed blade knives is subject to expulsion or 45 days at TAP. Possession of any folding knives over 3” of blade length will result in 45 days at TAP. Folding knives with a blade length less than 3” will result in 5 days of ISS. Any 2nd offenses for possessions of a folding knife with a blade length less than 3” will result in 45 days of TAP. Any 3rd offense will result in the recommendation for expulsion.

3.10 POSSESSION OR USE OF PROHIBITED OBJECTS - Possession/use/fabrication of a prohibited object or use of a gun, other than a firearm (including, but not limited to, a starter gun, “BB” gun, pellet gun, paintball gun/marker, or airsoft), metallic knuckles, tear gas gun, chemical weapon or device, martial arts weapon, projectile device including, but not limited to, slingshot, crossbow, Taser, or any other similar object; possession or use of any other object that can be used as a weapon or dangerous instrument.

*In reference to 3.09 and 3.10, students who bring such articles to school and/or are guilty of using or threatening the use of such articles will be subject to suspension from school for a period of up to ten school days, TAP, or an expulsion recommendation as required by board policy, state and federal law.

3.11 THREATS – Any such communication(s) which does interrupt OR has the potential of interrupting the educational environment.

3.12 EXPLOSIVES – Preparing, possessing, or igniting on School Board property, explosives (including live projectiles) which have the potential to cause bodily injury or property damage.

3.13 POSSESSION OF FIREARMS FACSIMILES - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.

3.14 SEXUAL OR LEWD ACTS – Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure. Any sex or sexual acts on campus will result in an assignment at TAP or other disciplinary action. .

3.15 ASSAULT UPON STUDENT OR OTHER PERSON –Intentionally striking another student or other person against the will of the other student.

3.16 AGGRAVATED ASSAULT – Intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrument causing physical harm.

3.17 UNJUSTIFIED ACTIVATION OF AN ALARM SYSTEM - Tampering with the safety devices, alarms, and equipment will be dealt with as a disciplinary matter. Students violating and interfering with safety and emergency matters will be subject to suspension. Expulsion will be recommended in cases that are life threatening or cause property damage. Legal authorities may be notified if necessary and may result in arrest.

3.18 ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE HARM TO A PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS.

3.19 AGGRAVATED HARASSMENT, VIOLENCE AND THREATS OF VIOLENCE - as defined in the Barbour County Board of Education Policy Manual

3.20 THREATS TO EXTORT - Any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or with the intent to compel the person so threatened to do any act or refrain from doing any act against his/her will.

3.21 EXTORTION – Compelling someone to do an act or refrain from doing an act against his/her will.

3.22 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER – Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

3.23 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:

- a. Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
- b. Computer usage or tampering which causes a major disruption in the educational administrative process. Students must also pay restitution for the cost of repairs.
- c. Distribution of restricted computer passwords.
- d. Unauthorized access to computer sites.
- e. Other computer violations as defined by the school administration. (*SEE Technology Acceptable Use Agreement*)

3.24 REFUSAL BY STUDENTS TO HONOR THE REASONABLE REQUEST MADE BY BARBOUR COUNTY BOARD EMPLOYEES OR DESIGNEES

3.25 LIGHTING OR OTHERWISE DISCHARGING FIREWORKS, FIRECRACKERS, OR ACTIVATING STINK BOMBS, OR OTHER SIMILAR DEVICES

3.26 DIRECTING OBSCENE, PROFANE, OR THREATENING LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL

3.27 HAZING AT SCHOOL OR AT SCHOOL SANCTIONED EVENTS, WHICH IS DEFINED AS FOLLOWS:

- a. Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student.
- b. Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim or to do or seriously offer, threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.

3.28 DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL – Including having this material visible where others can intentionally or unintentionally see it.

3.29 IMITATION CONTROLLED SUBSTANCES – Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings), and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

3.30 CLASS 3 BUS SAFETY INFRACTION - ANY ACT ON A SCHOOL BUS THAT HAS THE POTENTIAL TO CAUSE HARM TO THE PASSENGERS, DRIVER, OR PROPERTY SURROUNDING THE BUS.

3.31 MULTIPLE/ CONTINUOUS CLASS II OFFENSES

3.32 SEXUAL HARRASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS, ENGAGEMENT IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON

3.33 CONTINUED ACTIVITIES THAT INDICATE GANG INVOLVEMENT AND WHICH CAUSE DISRUPTION ON THE SCHOOL CAMPUS, THE SCHOOL BUS, AND/OR SCHOOL-SPONSORED ACTIVITIES

3.34 FIGHTING – Serious physical conflict between at least two individuals where one or more individuals sustains injury and/or causes serious disruption to the school environment.

3.35 PROVIDING FALSE INFORMATION OR WITHHOLDING INFORMATION THAT SERIOUSLY COMPROMISES A SCHOOL INVESTIGATION AND/OR HAS THE POTENTIAL TO COMPROMISE THE SAFETY OF ANOTHER INDIVIDUAL. Intentionally providing false information including, but not limited to forgery of parents/guardians' names, changing grades, forging notes, medical excuses, passes, or any type form will result in disciplinary action.

3.36 USE OF A DEVICE FOR THE PURPOSE OF HARASSMENT/BULLYING THAT DISRUPTS THE SCHOOL ENVIRONMENT TO INCLUDE THE FOLLOWING: a.

Recording/posting/re-posting/sharing an incident such as recordings/pictures of fights; recordings/pictures of students/faculty; recording/pictures of any violation of school board policy. Legal authorities may be notified. These infractions and the consequences associated with such infractions will not start over at the beginning of each school year.

3.37 RACIAL SLUR/COMMENT/GESTURES/CONNOTATIONS

Any intentional act and/or statement(s) deem to degrade and/or defame a group or individuals that has racial connotations. The act and/or statement(s) could cause a reasonable person to fear for his or her safety and/or result in, and/or has the potential to disrupt the learning environment.

3.38 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY DEEM REASONABLY FALLS IN THIS CLASS

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**

Disciplinary Actions for Bus Violations

To ensure safe transportation of students to and from school as well as school-related events, misbehavior on the bus will not be tolerated. Misbehavior on the bus is defined as any violation of bus expectations, which are listed below. A range of disciplinary responses, including suspension of bus privileges, is available to the administration. The specific responses to be implemented are listed below and should be followed by the principal and/or an appointed designee.

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.

DRESS CODE

The designated uniform for all students in Barbour County Schools during the operational hours of a school day, including on the bus, in school buildings, and on school grounds shall be:

- The shirt must be solid white, black, blue, or Carolina blue polo or button shirt with a collar. The shirt must be a uniform style. The shirt must be buttoned with no more than one button at the top being unbuttoned. The only school approved mascot logos can be worn on shirts. Black on Black (black shirts with black pants) are not permitted.
- A solid blue or Carolina (light blue) tie may be worn with button down collared shirts.
- Bottoms must be navy blue, black, or khaki pants, skirts (female only), Capri pants, or “walking” length shorts. Skirts and shorts are limited to three (3) inches above the knee. Torn, ripped, or frayed bottoms are NOT allowed.
- NO JEANS/DENIM
- Shoes must be a loafer or athletic style fully enclosed shoe. The following shoes are prohibited; *open-toed shoes, flip-flops, sandals, slides, Crocs with open toes and/or heels, house shoes, boots with chains, steel toes, or metal reinforcement or decorations, shoes with wheels or lights, or any other shoes the principal deems unsafe.* All shoes worn are expected to be secured to the student's feet at all times.
- Belt must be worn at all times.
- All jackets must zip or button.
- Hoodies that are school uniform colors (white, blue, or light blue) may be worn over uniform shirts. However, the hoods may NOT be worn over the head while in the building.
- Clear Book Bags

Prohibited items include:

- Sunglasses inside of the building
- Tattoos with suggestive words, statements, or pictures
- Any form-fitting and/or body-hugging apparel (leggings, jeggings, etc.) that is being used as a primary article of clothing
- Bandanas (handkerchiefs) worn in any fashion
- Picks or other sharp objects in the hair
- Rollers, combs, hair beads, cosmetology clamps, scarves, head rags, doo rags, sweatbands, hoods, or other head coverings. Hats and caps may be worn correctly outside of the building
- Jewelry or accessories that could be distracting or hazardous to the health and safety of students, as determined by the administration
- Oversized clothes (jackets, pants, shorts, etc.)
- Jackets or shirts tied around the waist
- Rolled up pants (one or both legs)
- Sagging of pants, shorts, or skirts
- Mouthpieces or mouth apparatuses, unless prescribed by a medical physician or dentist (gold grills or gold caps on teeth)
- Nails no longer than 1 inch from tip of finger

Principals and/or their designees shall be the final authority in the school to determine if an article of dress is inappropriate based upon one of the following reasons: (1) it is a safety hazard to the student wearing it or the safety and well-being of other students; (2) it can conceal weapons or other dangerous objects; (3) it can be disruptive in any way to the learning environment of the school.

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.
- **4th Offense-** Five days of In-School Suspension.
- **Subsequent Offense(s)-** Any dress code violation **after the fourth (4th) offense** will be treated as a **Class II violation**. Appropriate disciplinary actions will be taken, which may include **placement in TAP (Temporary Alternative Program) for a minimum of ten (10) days.**

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 2024-2025 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.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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 CALENDAR FOR 2025-2026

187 Teacher Days / 177 Student Days



Student/Teacher Days
Student/Teacher Holidays



Teacher Professional Development/Workdays
Dismiss at 11:30 a.m.

July 2025

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	

Teachers - 4 | Students - 0

August 2025

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

Teachers - 21 | Students - 19

September 2025

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			

Teachers - 21 | Students - 21

October 2025

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

Teachers - 18 | Students - 17

November 2025

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

Teachers - 14 | Students - 14

December 2025

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		

Teachers - 15 | Students - 15

Exams/Mid Terms: December 17-18, 2025

January 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

Teachers - 19 | Students - 18

February 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

Teachers - 20 | Students - 19

March 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	31			

Teachers - 20 | Students - 20

April 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	

Teachers - 19 | Students - 19

May 2026

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

Teachers - 16 | Students - 15

Senior Exams: May 7-8, 2026

7th - 11th Grade Exams: May 19-21, 2026

BCHS Graduation: May 15, 2026 at 6:00 p.m.

June 2026

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			

1st Nine Weeks
2nd Nine Weeks
3rd Nine Weeks
4th Nine Weeks

August 5, 2025 - October 3, 2025
October 14, 2025 - December 19, 2025
January 6, 2026 - March 13, 2026
March 16, 2026 - May 21, 2026

43 days
43 days
47 days
44 days
177 Student Days