Code of Conduct For Cullman City Schools
301 1st Street NE, Suite 100
Cullman, Alabama 35055

Non-Discrimination Policy

It is the official policy of the Cullman City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Code Of Conduct For Cullman City Schools

In order for students to succeed to their fullest potential, it is critical that a high degree of self-discipline be developed. Employees of the Cullman City School Board are encouraged to help students strive toward this goal. The Cullman City Board, recognizing the importance of discipline in the learning process, hereby accepts the following Code of Conduct for the Cullman City Schools.

ACKNOWLEDGEMENT

I, _____ enrolled in _____
School and my parents or guardian have received and read or had read to us the Code of Conduct. We understand this form will be filed in the student's permanent school record folder.

Signed _____ (Student)
Signed _____ (Parent/Guardian)
Date _____

This acknowledgement will be placed in the student's permanent school record folder.

Please Complete The Above Form & Return It To School

ROLE OF SCHOOL PERSONNEL

School personnel have a responsibility to provide an environment conducive to learning:

- use accepted guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- demonstrate a positive, caring attitude toward students.
- plan curricula to meet the needs of all students.
- maintain effective discipline.
- encourage parental participation in school affairs.
- promote the services of community agencies.
- schedule conferences as needed.
- inform parents of problems.

JURISDICTION OF THE SCHOOL BOARD

Cullman City School students are subject to the rules and regulations of the Cullman City School Board during the school day, while in attendance at school-related activities, and while on school-owned transportation.

ROLE OF STUDENTS

The degree to which students assume responsibility for learning relates directly to the learning which takes place. Students shall assume the following responsibilities:

- attend all classes daily and be punctual in attendance.
- attend class prepared with appropriate working materials.
- respect the rights of others.
- respect both school property and property of others.
- dress in an appropriate manner as outlined in each school's dress code.
- conduct themselves in a safe and responsible manner.
- demonstrate a positive, cooperative attitude.
- abide by classroom regulations.
- complete assignments on time.
- review materials covered in class.
- ask for help when needed.

ROLE OF PARENTS

In order to build a successful learning environment for all students, it is very important that parents become involved in the learning process. Parents should assume the following supportive role:

- keep in regular communication with school authorities concerning their child's progress and conduct.
- make certain that the student is in regular attendance and limit the student's leaving school early.
- provide the student with the necessary resources needed to complete class work and student activities.
- discuss grades, work assignments and a desire to achieve academically with the student.
- provide the student with a quiet study environment at home.
- make certain the child does his/her homework each day.
- maintain up-to-date home, work and emergency telephone numbers at the school.
- attend scheduled parent-teacher conferences.
- participate actively in parent-teacher organizations.
- support school authorities when disciplinary action is taken.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

All students who attend a Cullman City School are charged with the responsibility of conducting themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

The board fully recognizes that students possess certain constitutional rights which "…are not shed at the schoolhouse door." On the other hand, the board is aware of its statutory responsibility to maintain a proper atmosphere for learning in Cullman City Schools. Conduct by any student which materially interferes with the rights of others to receive a quality education, will not be tolerated. Violators shall be subject to appropriate disciplinary measures.

Student responsibilities are as follows:

- abide by laws, school rules and local board of education policies regarding rules of conduct.
- document receipt of Code of Conduct with his/her signature.

Student rights are as follows:

- be informed of laws, individual school rules and local board of education policies regarding conduct.
- be informed as to the specific results of any violation(s) of the local board of education's code of student conduct. At the school level, the principal shall be the final authority in interpreting the Code of Conduct.

DISCIPLINE

The School Board authorizes the superintendent, principals, and teachers to fully enforce regulations in accordance with board policy. Application of disciplinary measures shall be fair and reasonable. Due process shall be afforded students.

DISCIPLINARY MEASURES AVAILABLE TO THE RESPECTIVE SCHOOLS

The Cullman City School Board authorizes the superintendent, principals, and teachers to utilize any one or all of the following methods of discipline. The method chosen should be suited to the offense in accordance with Board Policy and appropriate due process.

CORPORAL PUNISHMENT
OUT-OF-SCHOOL SUSPENSION
IN-SCHOOL SUSPENSION
EXPULSION
DETENTION
RESTITUTION
PROSECUTION
PARENT CONSULTATION

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

Violations of the Code of Conduct are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events is subject to sanctions. Below is a list of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

Class I Violations:

1.01 Distraction of other students
1.02 Intimidation of a student
1.03 Unauthorized organizations
1.04 Tardiness
1.05 Non-direct use of profane language or obscene manifestation (verbal, written, or gesture visible toward another person)
1.06 Non-conformity to dress code
1.07 Disruption on a school bus

1.08 Inappropriate public display of affection
1.09 Unauthorized absence from class or school for part of a day
1.10 Refusal to complete class assignments
1.11 Failure to follow appropriate directives from a local board of education employee
1.12 Unauthorized use of school or personal property
1.13 Littering of school property
1.14 Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class I Sanctions:

1. Conference with the student
2. Verbal reprimand
3. Withdrawal of privilege(s)
4. Parent conference(s)
5. Temporary removal from class
6. Detention
7. In-school suspension
8. Restitution of property and damages where appropriate
9. Other sanction(s) as approved by the local principal

Class II Violations:

1.01 Refusal to follow appropriate directive from a local board of education employee
1.02 Vandalism/property damage
1.03 Theft of property
1.04 Gambling
1.05 Possession of stolen property with the knowledge that it is stolen
1.06 Threats/extortion
1.07 Trespassing
1.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person)
1.09 Repeated direct or non-direct use of profane language or obscene manifestations
1.10 Unauthorized absence from school for a day or more
1.11 Written or verbal proposition to engage in sexual act
1.12 Inappropriate touching of another person
1.13 Possession of and/or use of matches or lighters
1.14 Possession, sale, and/or use of a tobacco product
1.15 Possession of and/or us of electronic pager or unauthorized communication device
1.16 Dishonesty and cheating
1.17 Providing false information to a local board of education employee
1.18 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class II Sanctions:

1. Temporary removal from class
2. Detention
3. In-school suspension
4. Out-of-school suspension
5. Referral to outside agency
6. Expulsion
7. Restitution of property and damages where appropriate
8. Any sanction(s) included in Class I and other sanction(s) as approved by the local principal

Class III Violations:

1.01 Arson
1.02 Robbery
1.03 Theft of property
1.04 Burglary of school property
1.05 Criminal mischief
1.06 Bomb threat
1.07 Sexual offense
1.08 Fighting
1.09 Inciting or participating in major student disorder
1.10 Unjustified activation of fire alarm system or fire extinguisher
1.11 Assault on another person (student, teacher, staff member, visitor, etc.)
1.12 Possession of a weapon
1.13 Preparing, possessing, and/or igniting explosive device
1.14 Possession, sale, and/or use of a tobacco product
1.15 Unlawful sale, purchase, furnishing or giving, or possession of illegal drug or drug paraphernalia or alcoholic beverage
1.16 Accessing or changing information in school computers to endanger or cause harm to another individual
1.17 Crimes as defined under the laws of the city, state of Alabama, or United States
1.18 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
1.19 Violation of the technology usages policy

Class III Sanctions

1. Out-of-school suspension
2. Referral to outside agency, including the criminal justice system
3. Expulsion
4. Restitution of property and damages where appropriate
5. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local principal

STUDENT ATTENDANCE POLICY

The Juvenile Probation Services works with the Cullman City Board of Education in discouraging tardies and absences. Both students and parents should be keenly aware of the importance of regular attendance at school. Tardies and absences hamper the education process and cost the school system money.

Student responsibilities are as follows:

- abide by laws, school rules and local board of education policies regarding attendance.
- be punctual and regular in attendance.
- promptly request and complete make-up assignments for excused absences or tardies.

Student rights are as follows:

- be informed of individual school rules and local board of education policies regarding school attendance, including policies and rules regarding absences, tardies, truancies and related programs, checkouts, make-up work, and school-sponsored activities.
- be provided with make-up assignments for excused absences or tardies.

UNEXCUSED ABSENCES

Students with unexcused absences may not be allowed to make up work missed during that absence. If grades are assigned to other students during that particular day, the student with an unexcused absence will receive a grade of 0; however, no more than one 0 will be given to a student during any given class per day.

EXCUSED ABSENCES

Students with excused absences may be allowed to make up work missed within a reasonable period of time as determined by the teacher or school officials. The teacher will be expected to work out a reasonable make-up schedule and students will be expected to follow that schedule if they wish to make up any work. The teacher should remind students that they have makeup work, but it will be the responsibility of the student to make arrangements to make up all work.

EXCESSIVE ABSENCES

Grades 1-8: When a student in grades 1-8 has accumulated more than twenty (20) absences per year, the teacher(s) and principal will evaluate the attendance record and academic achievement and may recommend retention. A student who has twelve (12) unexcused absences out of a total of twenty (20) absences may be retained due to excessive absences. If a decision to retain is reached, the parent or guardian and the Attendance Officer shall be notified in writing.

Grades 9-12: Student with four (4) absences in any class will be given a verbal warning by the teacher that they are jeopardizing their credit. The same procedure will be followed for the fifth (5th) absence. If a sixth (6th) absence occurs, the student will be given written notice, with a copy to the office and a copy to the student's parents or guardians. The same procedure will be followed with absences seven through ten (7-10).

Any student losing credit due to excessive absences will have the right to appeal to an appeals committee made up of the principal or assistant principal, guidance counselor, and three teachers. The appeals committee will have the authority to consider each student's case on its merit and make final written recommendation for the principal's concurrence.

TRUANCY PROGRAM

The following procedures shall be followed:

FIRST TRUANCY

- The parent, guardian, or person having control or custody of the child shall be notified by the school attendance clerk of the student's truancy and of the date of the truancy.
- The parent, guardian, or person having control or custody of the child shall be provided a copy of Alabama's Compulsory School Attendance Laws and advised of the penalties which my be applied and the procedures which shall be followed in the event that other unexcused absences occur.

SECOND TRUANCY

- The parent, guardian, or person having control of the child shall (1) participate in a conference with the attendance officer and principal; and/or (2) attend the Early Warning Truancy Prevention Program provided by the juvenile court.

- Participation at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- Failure to appear at the school conference and/or to appear at the Early Warning Truancy Prevention Program shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

THIRD TRUANCY

- A complaint/petition will be filed against the child and/or parent/guardian, if appropriate.

SCHOOL CONDUCT INTERVENTION PROGRAM (OUT-OF-SCHOOL SUSPENSION PROCEDURES)

The following procedures shall be followed for out-of-school suspensions:

FIRST OUT-OF-SCHOOL SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The superintendent of education shall be notified of the suspension.
- Parents or guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

SECOND OUT-OF-SCHOOL SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The parent, guardian, or person having control or custody of the child shall attend a school conference.
- Parents or guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

THIRD OUT-OF-SCHOOL SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The child and the parent, guardian, or person having control or custody of the child shall attend a school Conduct Intervention Program provided by the juvenile court.
- The superintendent of education shall be notified of the suspension.
- The district attorney shall be notified of the suspension.

FOURTH OUT-OF-SCHOOL SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The superintendent of education shall be notified of the suspension.
- The district attorney shall be notified of the suspension and provided information relative to this and previous suspensions.
- If warranted, charges will be filed against the parent, guardian, or other person having control or custody of the child.

(Generally, the fourth suspension shall result in charges being brought against the parent, guardian, or other person having control or custody of the child. Special situations may result in legal proceedings being instituted prior to the fourth suspension.)

FREE SPEECH/EXPRESSION

Citizens in democracy are guaranteed self-expression under the Constitution. Education should prepare students for responsible expression.

Student responsibilities are as follows:

- respecting the rights of others and expressing disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.
- acting in a manner which preserves the dignity of patriotic observances.
- conducting, planning, and seeking approval of activities in a manner consistent with the educational objectives of the school.

Student rights are as follows:

- forming and expressing viewpoints through speaking and writing in a manner which is not obscene, slanderous or libelous.
- refraining from any activities which violate the precepts of his/her religion.

PRIVACY AND PROPERTY RIGHTS

The Board fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student's desks, student's lockers and related properties are and remain the property of the Board.

Student responsibilities are as follows:

- attending school-related activities without bringing materials or objects which detract from the educational process or which are prohibited by law, school board policy, or school regulations.
- respecting the property rights of the public-at-large, as well as those of individuals, and refraining from destruction of, or damage to, such property.

Student rights are as follows:

- maintaining in privacy of personnel possessions unless appropriate school personnel have reasonable suspension to believe a student possesses any object or material which is prohibited by law, school board policy, or school regulations.
- attending school in an educational environment in which personal property is respected.

Desks, lockers and other equipment remain the property of the school system and therefore may be searched by school officials at anytime or for any reason. There is no expectation of privacy.

STUDENT RECORDS

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. Information regarding students and their families will be collected, maintained and distributed under safeguards of privacy and according to board policy.

Student, parent and guardian responsibilities are as follows:

- informing school officials of any information that may be useful in making appropriate educational decisions.
- authorizing release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Student, parent and guardian rights are as follows:

- inspecting, reviewing and challenging in the information contained in records directly relating to students under the age of eighteen. (Students who are 18 years of age or older have a right to inspect their own records.)

GRADES

Grades should primarily represent student achievement, not merely be a composite of qualities such as effort, preparation, application, or attitude. However, because these factors do influence the learning process, the judgment and decision of teachers in this regard shall be respected. Teachers are free to determine the comparative value of individual grades on tests, papers, projects, and other learning/evaluating exercises within acceptable standards. The grading system, inclusive of grade reports and parent conferences, used to measure student progress toward achieving objectives shall be applied consistently. School grades should not be used as punishment for misbehavior.

Student responsibilities are as follows:

- becoming informed of the grading criteria in each class.
- maintaining standards of academic performance equal to ability.
- making every effort to improve performance upon receipt of notification of unsatisfactory progress.

Student rights are as follows:

- receiving a teacher's grading criteria at the beginning of each semester or upon their entrance into the school or class.
- attending school in an atmosphere which is conducive to learning and free of constant interruptions.
- receiving periodic progress reports.

HOMEWORK

Students are expected to take the initiative to study outside the classroom without being expressly told to do so by the teacher and to complete homework assignments. The time involved in study and homework assignments will vary from student to student as this would be set by the student's rate of work.
Teachers should recommend to students the amount of time they should spend outside their classrooms in study. The amount of homework is expected to increase as the student progresses.

Role of Parents:

- parents should give strong support to school officials and make certain their child completes all work.
- parents should provide their child with a quiet study environment at home and expect regular study even if no written homework assignment is made.

STUDENT GOVERNMENT

An effective student government is a forum for the training and involvement of students in the democratic process. Members of the school community share the responsibility for shaping the student government into a positive instrument for student involvement.

Student responsibilities are as follows:

- becoming knowledgeable of school board and individual school policies governing the actions of students.

- conducting election campaigns in a positive, mature manner that shows respect to all candidates.
- voting for student government officers and representatives of their choice.
- attending regularly scheduled meetings, if elected as a student representative, and exhibiting appropriate conduct at all times.

Student rights are:

- forming and operating a student government within the respective schools under the direction of a faculty advisor.
- having access to policies of the school board and school regulations.
- seeking office in student government, or any school organization, regardless of race, sex, color, creed, handicapping condition, national origin, political beliefs or religion.
- attend official student government meetings upon approval of such meetings by the school principal and/or the organization's sponsor.

STUDENT PUBLICATIONS

Local school may permit student publications, provided they are approved by the local school principal. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications. In accordance with current Supreme Court precedent, student publication staff members and other appropriate school staff members may work with student publication leaders to insure that the school does not receive undue direct and negative impact as a result of student publications.

Student responsibilities are as follows:

- refraining from publishing libelous and obscene materials.
- seeking full information on the topic about which they write.
- observing the accepted rules for responsible journalism under the guidance of the faculty advisor.

Student rights are as follows:

- participating, as part of educational process, in the development and distribution of publications.

NON-DISCRIMINATION POLICY

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